Level 1 Setting up an IT system (SIS 7574-103)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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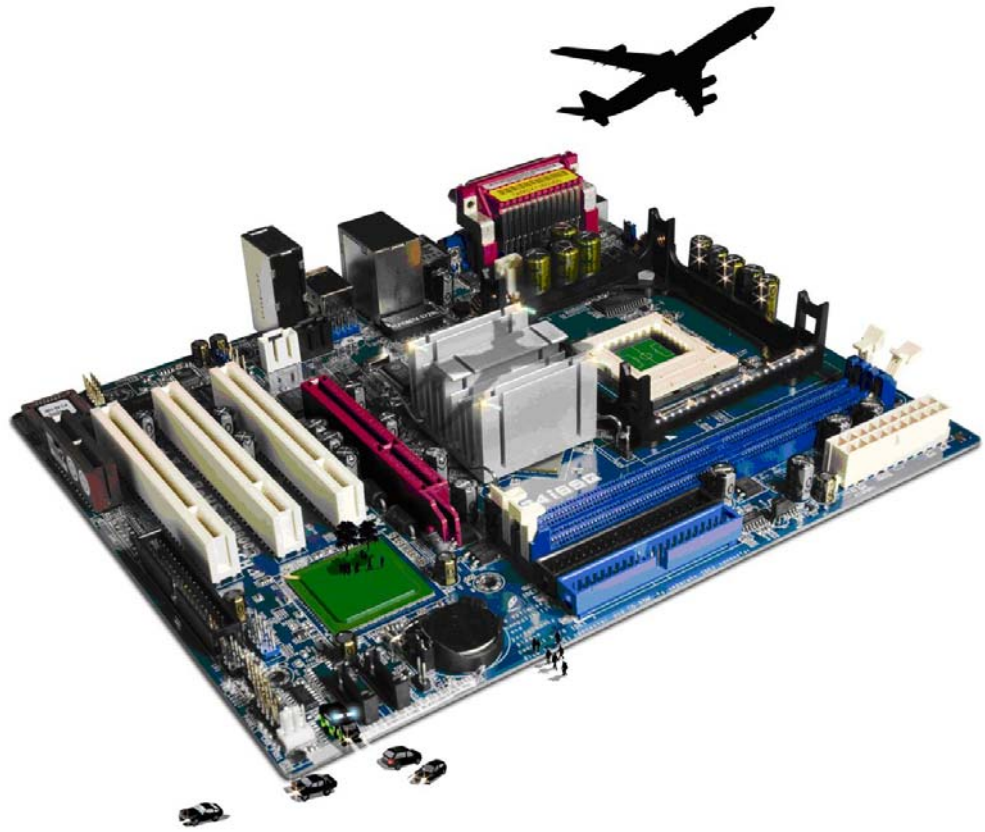

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Level 1 Setting up an IT system (SIS 7574-103)
Assignment B
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 1 Setting up an IT system (SIS 7574-103).

Health and safety
You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

You will **not** be allowed to continue with an assignment if you compromise any of the Health and Safety requirements.

Time allowance
The recommended time allowance for this assignment is **one and a half hours**.

Level 1 Setting up an IT system (SIS 7574-103)
Candidate instructions

Time allowance: One and a half hours

The assignment:

This assignment is made up of **three** tasks

- Task A - Connect computer components
- Task B - Configure the PC
- Task C - Connect to network and Internet

Scenario

You work in a small office and as the person in the office with the most technical ability when it comes to computers you have been asked by your employer to set up the new computer that have just been purchased,

The first computer is due to arrive today it will need to be assembled and configured to work on the Internet. You will also need to install some software and test that everything works as it should.

Prepare your work area ensure that you are meeting all health and safety requirements for working with electrical equipment.

Read all of the instructions carefully and complete the tasks in the order given.

Task A – Connect computer components

1 Safely connect all of the equipment you have been supplied with, this should include:

- a computer base unit
- monitor
- keyboard
- mouse
- printer
- USB memory stick

Note: Ask your assessor to check your connections before moving to the next task.

2 On the **Answers** document, provided by your assessor, give one example of a health and safety issue that you would consider when connecting an IT system.

3 On your **Answers** document, give **three** examples of data storage devices.

Continued over…

Task B – Configure the PC

1 Switch on your machine and log on.

You need to configure the working environment of the computer to match the user requirements, responding to any error messages that may appear.

- Set the correct date and time.
- Set the language and keyboard layout to UK.
- Create a user account for **John Smith** and set the password as **Password123**
- You have been provided with an antivirus software package by your assessor. Correctly Install the antivirus software.
- Correctly Install the application software you have been given.

2 On your **Answers** document give **two** examples of security threats that need to be considered when connecting to the Internet.

Task C – Connect to network and Internet

1 You now need to connect your computer to the Internet. To do this follow the next **two** steps:

- connect your computer to the Local Area Network using the settings given by your assessor
  (If necessary connect a router or enable a wireless network).
- connect to a website to test your connection. Take a screen print of the homepage and paste it into your **Answers** document.

2 On your **Answers** sheet, give **one** example of a typical fault you may receive when connecting to the Internet and how you would resolve it.

When you have finished working:

- Sign each document above your name and label all removable storage media with your name.
- Hand all paperwork and removable storage media to your assessor.

If the assignment is taken over more than one period, all paperwork and removable media must be returned to the test supervisor at the end of each sitting.

End of assignment

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