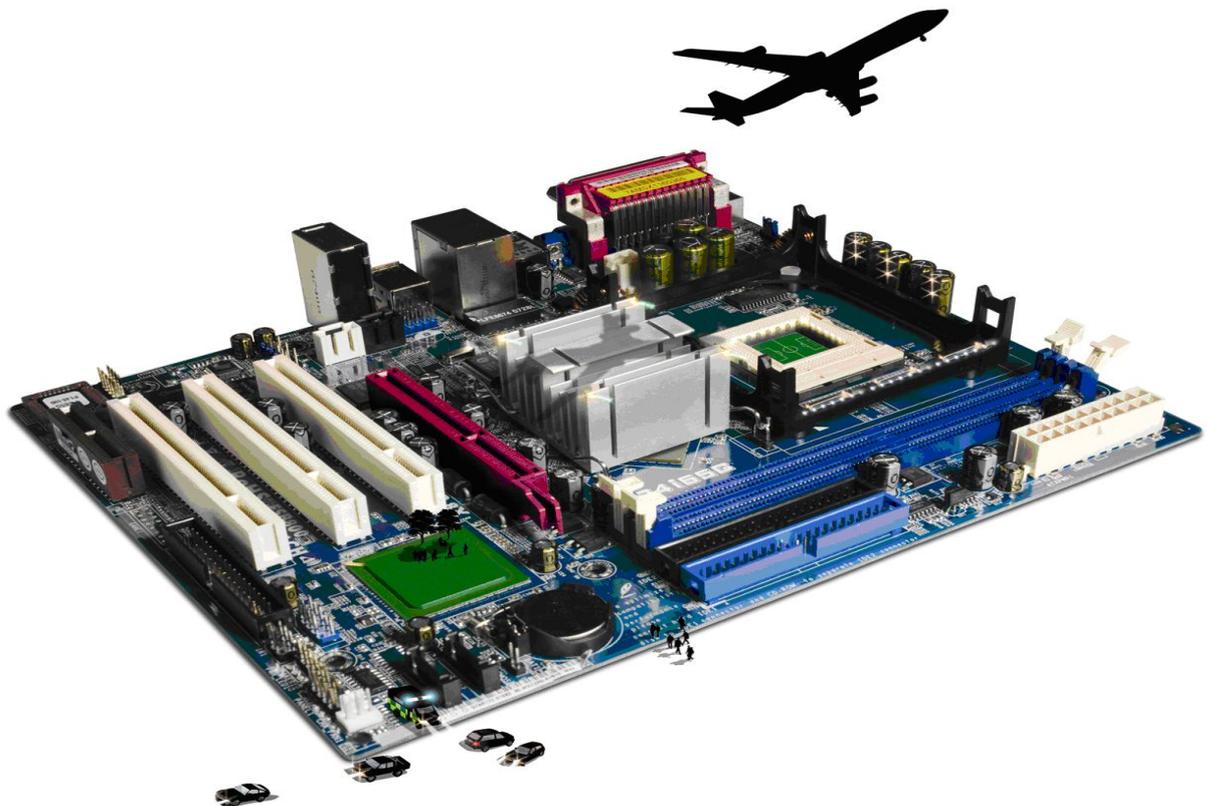


Level 1 Optimise IT System Performance (OSP 7574-104)

ITQ (QCF)

Assignment guide for Candidates

Assignment B



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Level 1 Optimise IT System Performance (OSP 7574-104)

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Optimise IT System Performance (OSP 7574-104).

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 Optimise IT system performance (OSP 7574-104)

Candidate instructions

Time allowance: one and a half hours

The assignment:

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

- Task A - Protect hardware and software
- Task B - File management
- Task C - IT Problems and customise working environments

Scenario

You work in a school as an Administrator and it is known that you have some technical knowledge of PC Maintenance.

The Head Teacher has asked you to perform some routine tasks on the computers and provide advice on protecting the computer equipment, as well as identifying common IT problems.

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

Task A – Protect hardware and software

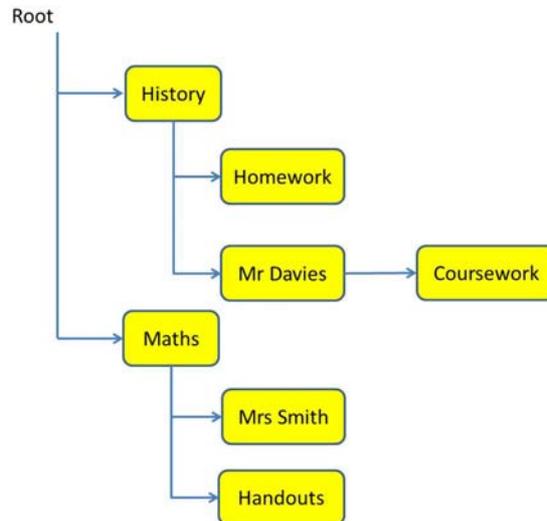
- 1 Switch on your machine and log on.
- 2 In order to help understand the computer you are using list the following information on the **Answers** document, provided by your assessor:
 - The make and the model
 - The operating system version
 - The storage size of the hard drive
 - The amount of installed RAM.
- 3 On your **Answers** document give **two** examples of steps that can be taken to protect computer hardware from loss or damage.
- 4 Schedule your antivirus software to run every Saturday at 4pm. Take a screen print to show this and paste it into your **Answers** document.
- 5 Install the scanner you have been given and scan in the sheet of text supplied. Save the scanned image to your work area.

Continued over...

Task B – File management

As part of organising yourself at school you need to create the following file structure.

- 1 Create the following folders and subfolders in your work area:



- 2 On your **Answers** document answer the following question:

Why is it important to make regular backups of your work?
- 3 Create a backup of your **History** folder and rename it with a name that identifies it as a backup.
- 4 Find your scanned image file from Task A5 and move it to your **Homework** subfolder of the **History** folder.

Task C – IT Problems and customise working environments

- 1 Using your **Answers** document, give **one** example of a common fault or problem that may occur with each of the following:
 - Printer
 - Monitor
 - Keyboard

Continued over ...

2 On your **Answers** document answer the following:

Give **two** examples of where you can gain access to expert advice if you are unsure of how to resolve any of the faults you have listed.

3 Change the screen saver and set it to run after 15 minutes take a screen print of the display properties to show this.

Paste it into your **Answers** document.

4 Change the time on the clock to 6pm to appear either as a 12 or 24 hour format and take a screen print to show this.

5 Save your **Answers** document.

6 Demonstrate to your assessor how to refill the printer with paper.

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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