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

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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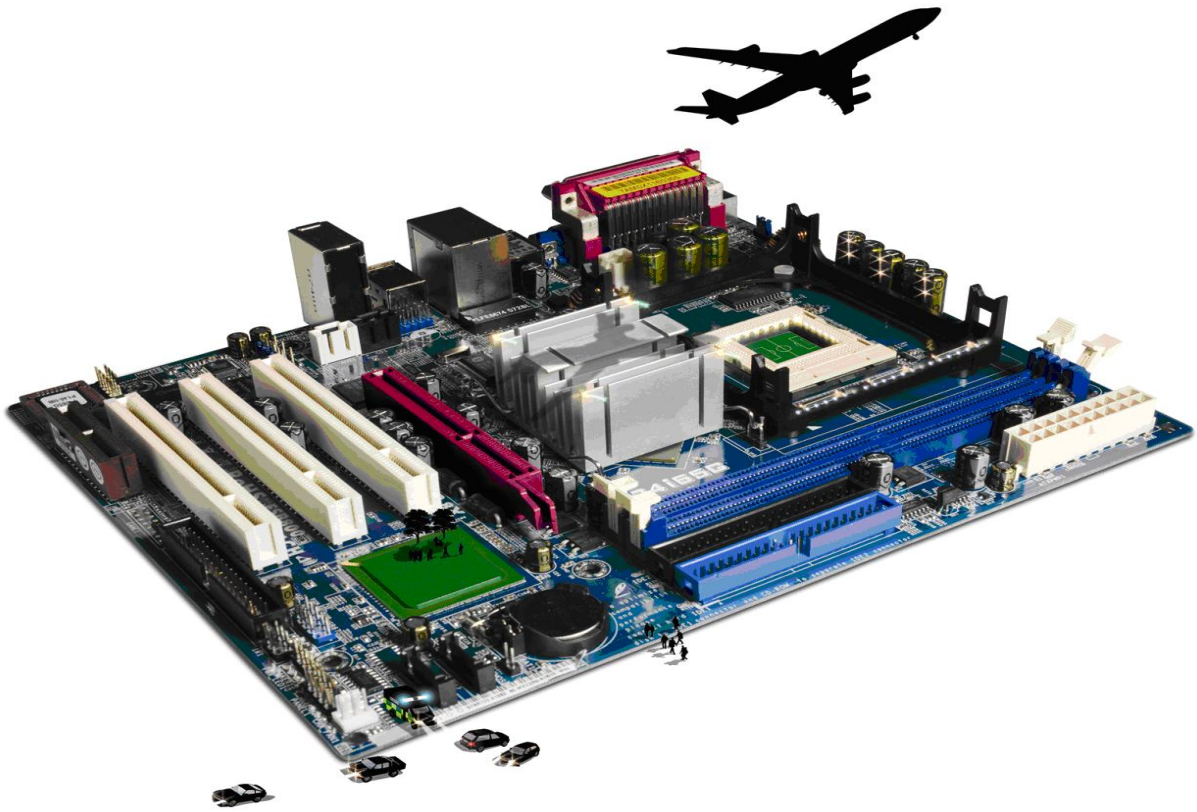

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City & Guilds
1 Giltspur Street
London EC1A 9DD
T +44 (0)844 543 0000 (Centres) **www.cityandguilds.com**
T +44 (0)844 543 0033 (Learners) **learnersupport@cityandguilds.com**

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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 small office as a Data Input Clerk and it is known that you have some technical knowledge of PC Maintenance. The Supervisor 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 working with list the following information on the **Answers** document, provided by your assessor:

- Make and Model.
- Operating system version.
- Memory capacity.
- 'C' hard drive capacity.

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 computers' antivirus software to run every day at 4pm (16:00). Take a screen shot as evidence of scheduling the antivirus software, and add it to your **Answers** document.

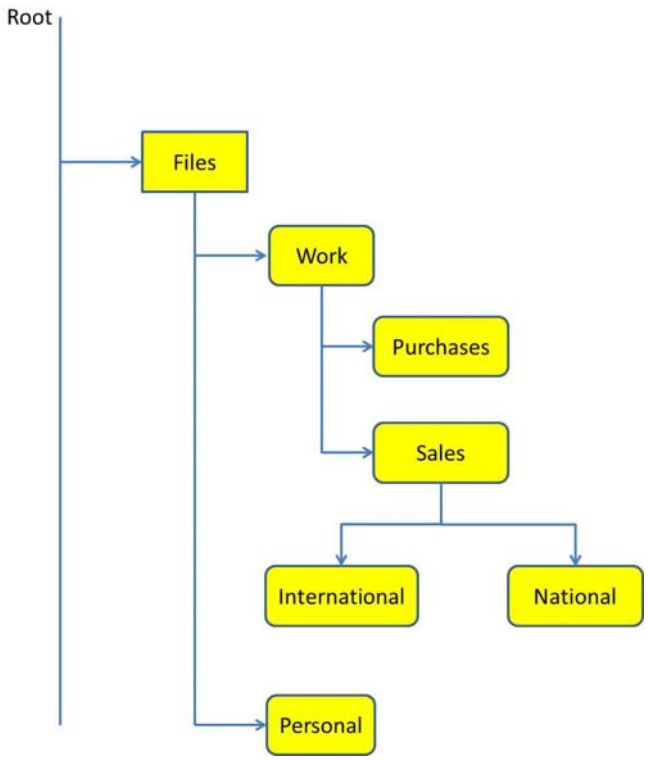
Continued over…

5 Install the printer you have been asked to onto your computer. After you have installed it, print a test page as evidence. Write your name on the test page.

Task B – File management

As part of making you computer easier to work with you have asked to create a simple file system to keep your work in.

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 undertake routine housekeeping of the files stored on a computer?

3 Create a backup of your **Files** folder and rename it with a name that identifies it as a back up.

Continued over…

Task C – IT Problems and customise working environments

1 Using your **Answers** document, give **two** examples of common faults/problems that may occur for each of the following:

- Printer.
- Hard Drive.
- CD Drive.

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

If you were unsure about any of the above, give two examples of where you can gain access to expert advice.

3 Take screen prints of the following tasks and add these to your **Answers** document:

1. Access the display settings and set to the lowest resolution.
2. Access the volume control and set it to mute.

4 Save your **Answers** document and close the application.

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

Published by City & Guilds
1 Giltspur Street
London
EC1A 9DD
T +44 (0)20 7294 2468
F +44 (0)20 7294 2400
www.cityandguilds.com

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