Level 1 IT communication fundamentals (ICF:FS-7574-106)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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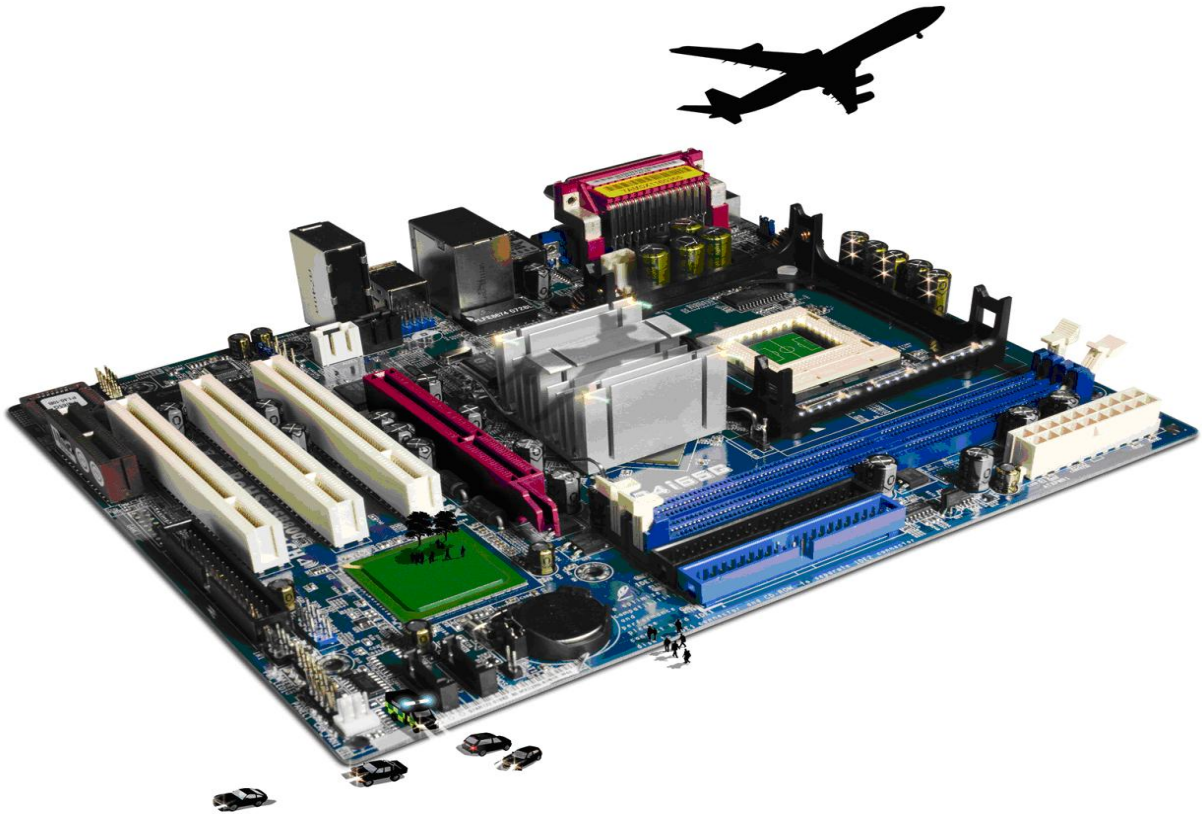

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Contents

Unit 106 – IT communication fundamentals

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 IT communication fundamentals (ICF:FS 7574-106) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 IT communication fundamentals (ICF:FS 7574-106).

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 IT communication fundamentals (ICF:FS 7574-106)
Assignment A
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Connect and access e-mails
- Task B - Using the Internet to find information
- Task C - Maintain a contact/address list
- Task D - Sending e-mails
- Task E - Maintain an electronic diary or calendar

Scenario

You work as an Administrator for a small local event planning company.

You have been asked to find information for people who need overnight accommodation for an upcoming event.

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

Task A – Connect and access e-mails

1 Connect to your e-mail account.

2 Open and read the e-mail that you have received, from your assessor, called **Event Planning**.

3 Save the attachment called **Details** to your work area.

4 Save a copy of the e-mail to your work area and print it as you will need to refer to it later.

Task B – Using the Internet to find information

1 Connect to the Internet and open a browser.

2 Use any search engine and find details of hotels in (or near to) the town where you live.

3 Look through the search results and select **two** hotels.

4 Note the URLs (web addresses) of the two hotels you have chosen on the **Notes** page/file, provided by your assessor.

5 Navigate to the first one and bookmark it.

6 Look at the site to find out the cost of a double room, including bed and breakfast. (Enter the date 4 weeks from today if you are asked to enter any date information).

Print the page and write your name on it.

7 Look for and copy (or note) the telephone number of this hotel on the **Notes** page/file provided by your assessor.

8 Navigate to the second hotel you have chosen and bookmark it.

9 Look at the site to find out the cost of a double room, including bed and breakfast. (Enter the date 4 weeks from today if you are asked to enter any date information).

Print the page and write your name on it.

10 Look for and copy (or note) the telephone number of this hotel on the **Notes** page/file provided by your assessor.

11 Close any open sites and your browser.

Task C – Maintain a contact/address list

1 Return to your e-mail account.

2 Add the e-mail address of the person who sent you the **Event Planning** e-mail and the three e-mail addresses contained in the message, to your contact list/address book.

3 Use these four e-mail addresses to create an e-mail **group/distribution list** called **Events** in your contact list/address book.

Task D – Sending e-mails

1 Prepare a new message to send to the **Events** group and use the wording below to create the message:

> SUBJECT – Meeting in *(your Town Name)* (*Date – 4 weeks from today)*
>
> Hello,
>
> Please find attached the flyer for the meeting to be held at *(Name of your town)* Hall on *(day and date of 4 weeks from today)*.
>
> The meeting starts at 9.30 and finishes at 4.30.
>
> Below are the details of two hotels that may be of interest to you:
>
> *(Add the names and telephone numbers of the two hotels you have found here)*
>
> We look forward to seeing you at the event.
>
> Event Team

2 Locate and attach the flyer called **Details** to the e-mail.

3 Send the message. **Note:** you will receive bounce backs from three of the addresses as they are made up but please ignore them.

7 Reply to the e-mail called **Event Planning**. Outline how the information you have provided shows you have done what was asked.

Also, give an example of information found on the websites that may be subject to copyright

Task E – Maintain an electronic diary or calendar

1 Open your own electronic diary or calendar.

2 Add the Town Hall Event to the correct date (4 weeks from today) starting at 09:30 and finishing at 16:30.

3 Save the entry and print out the schedule sheet for that day.

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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