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

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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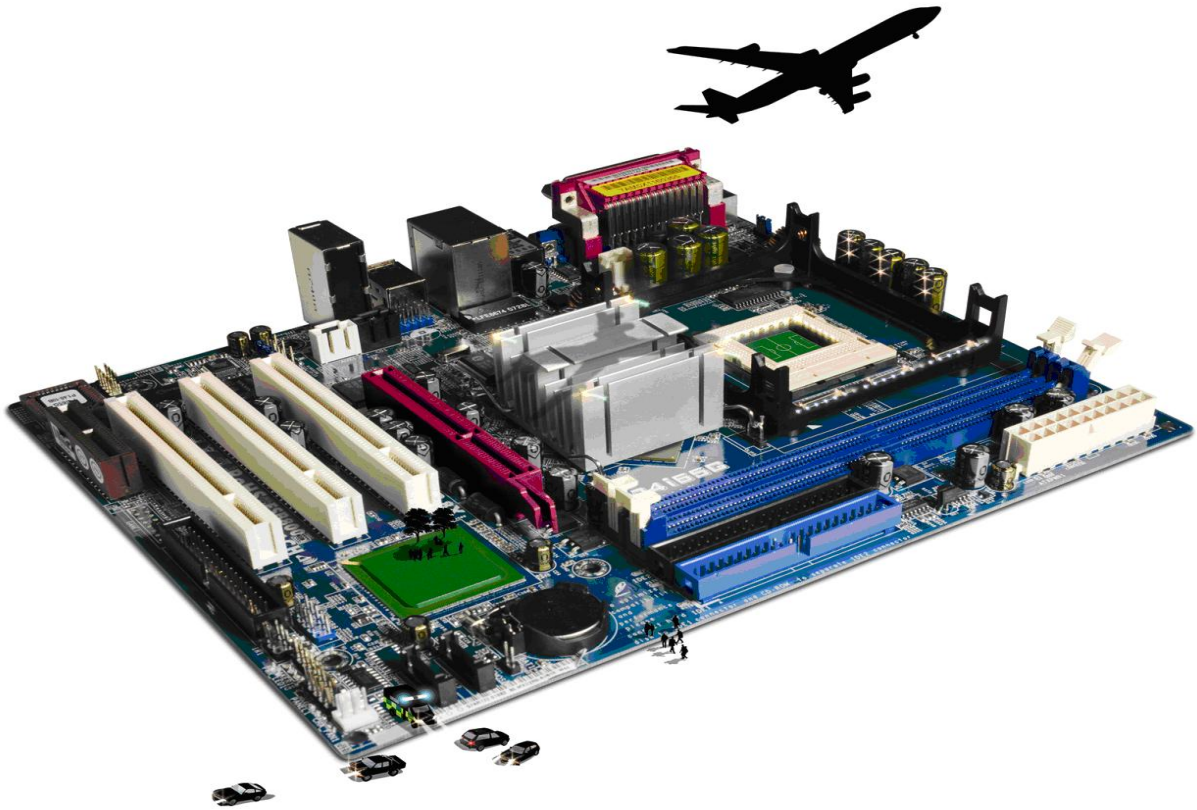

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Level 1 IT communication fundamentals (ICF:FS 7574-106) Assignment B

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 B
Candidate instructions

Time allowance: One and a half hours

The assignment:

This assignment is made up of **four** 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

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 **Online Selling**.

3 Save a copy of the e-mail to your work area. Print it as you will need to refer to this 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 find details of postage rates in your own country.

Continued over…

3 Look through the search results and select **the site you require.**

Note the URLs (web addresses) of the site you have selected on the Notes page/file provided by your assessor.

4 Navigate to the site and bookmark it.

5 Look at the site to find out the standard rate for sending packages and **save** this page to your work area.

6 Look at the site to find out the cost of the package weights you were given in the e-mail and make a note of these on your Notes page/file.

7 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 sending you the **Online Selling** e-mail and the e-mail addresses of the suppliers of packaging materials in the message, to your contact/address list.

3 Use these three e-mail address to form a group called **Packers** in your contact/address list.

Task D – Sending e-mails

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

SUBJECT – Latest Catalogue and Price List

Hello

We are a new company and are looking for packing materials for small, medium and large packages.

Please send me a copy of your latest product catalogue and price list to the address below.

(Your name and address)

Thank you for your assistance.

(Your name)

Continued over…

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

3 Close all open applications.

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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