Level 1 Using the Internet for finding and sending information (7266/7267-005)

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Assignment guide for Candidates

Assignment A

(This assignment can be used as evidence of achievement of 7574-107 Using the Internet)

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Contents

Unit 005 Using the Internet for finding and sending information Level 1
(This assignment can be used as evidence of achievement of 7574-107 Using the Internet)

Assignment A

Introduction – Information for Candidates	2
Candidate instructions	3

Level 1 Using the Internet for finding and sending information (7266/7267-005) Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 Using the Internet for finding and using information (7266/7267-005). (This assignment can be used as evidence of achievement of 7574-107 Using the Internet).

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 Using then Internet for finding and using information (7266/7267-005)
Candidate instructions

Time allowance: 1 and a half hours

Assignment set up:

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

- Task A - Creating folder and research
- Task B - Search engine research
- Task C - Adding websites to bookmarks/favourites
- Task D - Using e-mail to send your findings

Scenario

You work as a junior researcher. You have been asked to carry out some research on various Internet Service Providers and to collect information that would help make an informed decision as to which to select. You are also asked to try out various search engines to test their effectiveness.

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

Task A - Creating folder and research

1 Power up the computer, log on and connect to the Internet.

Create a folder on your work area or removable media called Research.

Open the Answers file provided. This will be referred to later as your answer sheet.

2 Using a Search Engine find and list on your answer sheet **2** different Internet Browser applications.

3 Using your Browser application return to and print out the Home Page.

Add your name to the bottom right hand corner.

4 Name **4** things required to connect a computer to the Internet.

Enter your answers on your answer sheet.

Continued over ...

5 Give 5 examples of factors that determine Internet download speed.

Enter your answers on your answer sheet.

6 List **3** services provided by the Internet. Enter your answers on your answer sheet.

7 Provide a short explanation of the following terms. You may use the Internet to help you:

1. Hypertext Markup Language (HTML)
2. Homepage
3. HTTPS
4. Hyperlink
5. Blog

Enter your answers on your answer sheet.

8 Given the URL **http://www.example.com/index.htm**

1. What is the domain name?
2. What is the file?

Enter your answers on your answer sheet.

9 List **2** examples of how Computer Viruses can be spread.

Enter your answers on your answer sheet.

10 Give an example of a **disadvantage** of using the Internet.

Add your answer to your answer sheet.

11 Give an example of an **advantage** for using the Internet.

Add you answer to your answer sheet.

Continued over ...

Task B - Search engine research

1 Using 2 different Search Engines give 2 examples of Internet Service Providers.

Add your answers to your answer sheet, giving the name of each search engine used.

2 For each of the Internet Service Providers identified provide the following details on your answer sheet:

1. Cost per month
2. Speed stated
3. Homepage URL for each Internet service provider.

Continued over ...

Task C - Adding websites to bookmarks/favourites

1 **Open a blank word processing document.**

Add 2 of the following Web Sites to your bookmarks/favourites:

http://www.bbc.co.uk
http://www.google.co.uk
http:// en.wikipedia.org
http:// www.yahoo.co.uk
http:// www.copernic.com

Show your bookmarks/favourites on screen and using screen print copy and paste the image into your new document.

Under the image insert the text Screen print 1.

2 Show the History from your Browser and using screen print copy and paste the image into your document, below **Screen print 1.**

Name the new image **Screen print 2** (underneath the new image).

3 Use a Search Engine to find a plumber in your local area.

Using screen print copy and paste the image into your document below **Screen print 2**.

Below the new image add the title **Screen print 3**.

4 Navigate to the Home Page of your Operating System Publisher and select the Security/Update page.

Using Screen print, copy and paste the image under **Screen print 3**.

Under the new image add the title **Screen print 4**.

Save this document as **Snapshotsv1** in your **Research** folder.

5 On your answer sheet describe a four-stage process for downloading and installing updates/patches.

6 Which of the following passwords would give the best form of security?

1 cityandguilds
2 12345678910
3 c1tyandgu11ds
4 C1tyandGu11ds

Add the number of your answer to your answer sheet.

Continued over ...

Task D - Using e-mail to send your findings

1 Open an e-mail application.

2 Create a new e-mail message with the subject **e-mail 1**.

In the body of the message add **your name** and the **time** that you have started this section of your assignment.

Send this to the address provided by your Invigilator/Tutor.

3 Delete the E-Mail with the subject **Message 2** which is from your Invigilator/Tutor.

4 Show the contents of your Inbox and capture a screen print, and paste it into your **Snapshotsv1** document below **Screen print 4**.

Add a title **Screen Print 5** below the image.

5 Show the contents of your Sent items (or Outbox if unable to transmit) and capture a screen print.

Paste it into your **Snapshotsv1** document below **Screen print 5**.

Add the title **Screen Print 6.** Save your document as **Snapshotsv2**.

6 From your Inbox open the e-mail with the subject **Snapshots** from your Invigilator/Tutor.

Read the message, then using the automated response facility, reply to the sender and attach the file **Snapshotsv2** that you have created.

In the main body of the message add a note to advise that you have attached a file.

Send the message.

7 Open the e-mail with the subject **Message 1** from your invigilator/Tutor.

Open the attached file. Save attachment to your folder **Research**.

Print out the contents of the attachment and write your name on it.

8 Close your documents and your e-mail application.

Continued over ...
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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