# Level 1 Personal information management software (PIM 7574-111)

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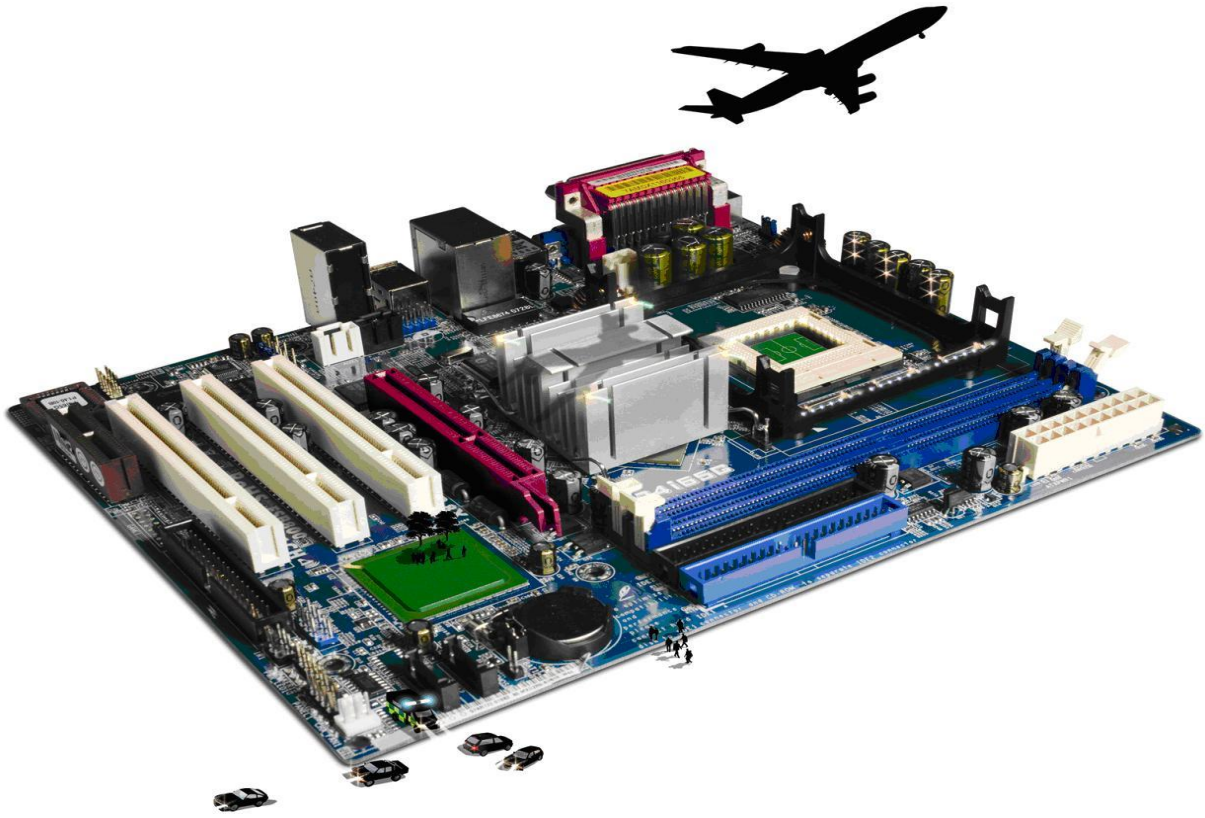
## ITQ (QCF)
## Assignment guide for Candidates
Assignment B



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Assignment B


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# Level 1 Personal information management software (PIM 7574-111) Assignment B

Introduction – Information for Candidates

## About this document

This assignment comprises all of the assessment for Level 1 Personal information management software (PIM 7574-111).

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## 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 Personal information management software (PIM 7574-111) Candidate instructions

## Time allowance: One and a half hours

## The assignment:

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

- Task A - Use a calendar to schedule appointments
- Task B - Use a task list to prioritise activities
- Task C - Use an address book to store, organise and retrieve contact information

## Scenario

You are employed as the Administrator in a local garage and body shop. You are responsible for maintaining all aspects of the company's electronic diary system. Your duties include entering and amending all appointments, scheduling and updating tasks and keeping the address book up-to-date.

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

## Task A – Use a calendar to schedule appointments

1 Open the Personal information management software from your chosen device.

2 Enter a 2 hour appointment for **Nick Sharpe's** car to be serviced in Bay 1 at **14:30 (GMT)** for the **first Wednesday of next month**.

3 **Karen Bean** is unable to bring her car in for the service she has booked for **09:30 (GMT)** on the **20th of next month**. Amend this appointment to the **22nd of next month at 10:30 (GMT).** All other details remain unchanged.

4 **Sally Connor** has cancelled her bumper repair on the **5th of next month**. Delete this entry from the calendar.

5 Set a **re-occurring** 30 minute appointment for **16:30 (GMT)** on **the fourth Friday of every month** to meet the Part Supplier **Robert Smith** in the Parts office to discuss requirements. Start the appointment to include this month for the next 6 months.

6 Schedule a 2 hour **Management meeting** for **Simon Yates, Bob Jones, Valda Hicks** and **Petra Kaplin** for the **17th of next month at 10:30 (GMT)**. To be held in Sue's office and request responses.

Continued over...

7 On the **Answers** document, provided by your assessor, enter the number of confirmed attendees.

8 On the **Answers** document, provided by your assessor, enter the number of confirmed attendees.

9 Confirm that **you** are able to attend the **Planning Meeting** with **Paul Hunter** on the **26th of next month in the Boardroom**.

10 Set a **reminder** for **every Friday at 12:30 (GMT)** to order parts for the following week for **the next 52 weeks**.

## Task B – Use a task list to prioritise activities

Open the task list/calendar and create the following (using mm/20yy for next month and this year).

| **Task** | **Target date for completion** |
|---|---|
| Order supplies for the coffee machine | 13/mm/20yy |
| Check stock levels of paint supplies | 20/mm/20yy |
| Prepare paint supplies order | 01/mm/20yy |
| Contact Copysure to service photocopier | 23/mm/20yy |

2 **Mr Danks** will bring his car to the garage delete this task.

3 **Amend** the target date for the brochure collection to **22nd of next month**.

4 **Order** the task by **completion/due date** (ascending).

Continued over...

5 Set the **status** for the tasks as follows:

| Task | Status |
|---|---|
| Order supplies for the coffee machine | Waiting on someone else |
| Check stock levels of paint supplies | In progress |
| Prepare paint supplies order | Waiting on someone else |
| Contact Copysure to service photocopier | Not started |

**Note**: if the statuses above are not available then you should use the comments box to enter the details.

6 Take a screen print of the task list to show the status of each task and paste it into your **Answers** document.

**Note**: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

7 Set a reminder for collecting the brochures to **1 week before the target date**.

## Task C – Use an address book to store, organise and retrieve contact information

1 Create an address book/contact entries for the following new clients:

| First name | Surname | Company | E-mail | Tel no: |
|---|---|---|---|---|
| Fred | Wood | PhotoSure Ltd | **fred.wood@photosure .coz** | 0934 778899 |
| Priyah | Kapoor | AutoPaint inc | **priyah@autopaintinc.coz** | 0275 9776655 |
| Mike | James | | **mjames@ hotmail.coz** | 0774466777 |

2 Delete the contact details for **Carpart Ltd** as they are no longer a supplier.

3 Change **David Beed's** telephone number to **017 9654321**.

Continued over...

4 Display the address book/contact list alphabetically by first name Take a screen print of the list and paste it into your **Answers** document.

**Note**: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

5 Set up a distribution/contact list for all suppliers.

6 Use your **Answers** document to answer the following.

- **Describe** why it is important to use personal data responsibly and safely.
- **Outline** why it is important to keep contact information up-to-date.
- **Outline** how to ensure that contact information is kept up-to-date.

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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