Level 2 IT user fundamentals (IUF:FS 7574-202)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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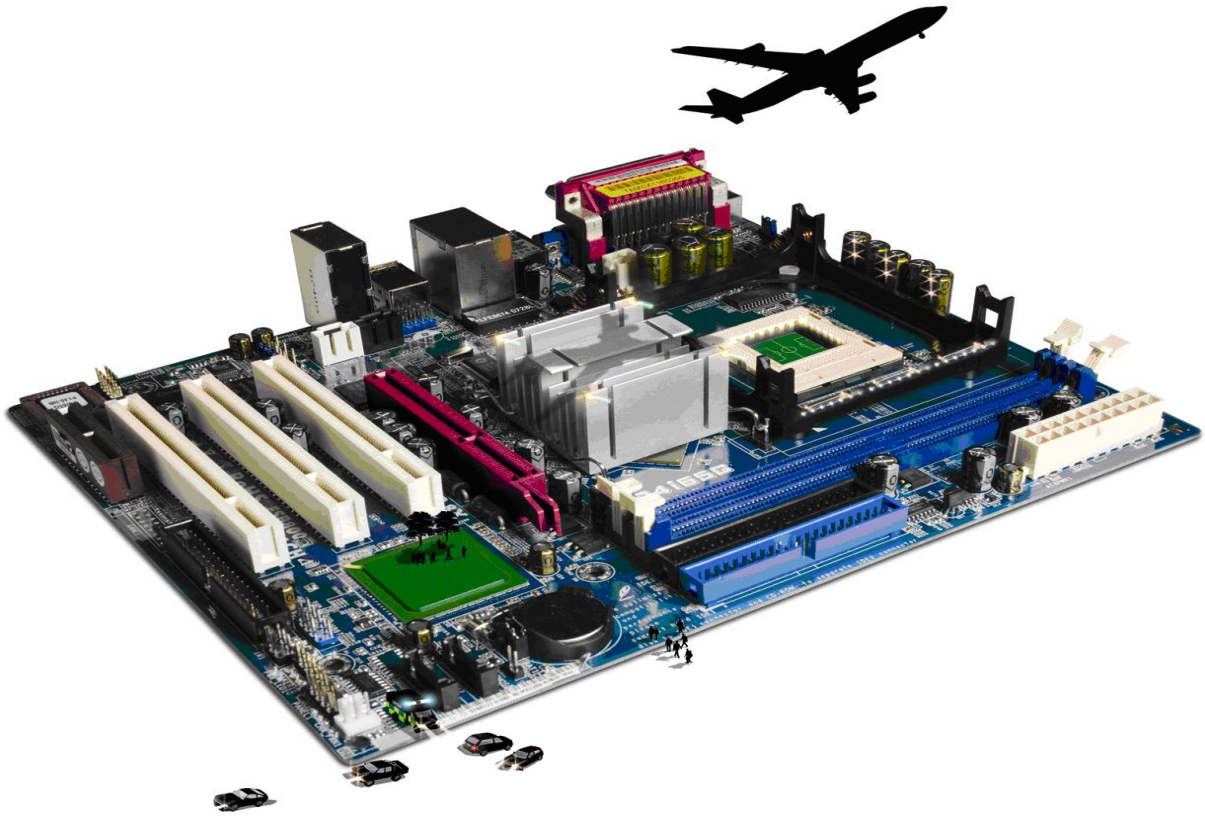

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Level 2 IT user fundamentals (IUF:FS 7574-202)
Assignment A
Introduction – Information for Candidates

About this document
This assignment comprises all of the assessment for Level 2 IT user fundamentals (IUF:FS 7574-202).

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 **two hours**.

Level 2 IT user fundamentals (IUF:FS 7574-202)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - Working with files and folders
- Task B - Shortcuts and settings
- Task C - Further document layout
- Task D - Underpinning knowledge questions

Scenario

You have been asked to tidy up the files on the office PC, create shortcuts and security backups and answer some questions about the importance improving computer performance.

You will need to use the Internet to help you. Make sure that you follow any guidelines around safe use of a PC and use of the Internet.

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

Task A – Working with files and folders

1 Turn on your computer and if necessary log on.

2 Create a folder in your designated storage area named FSITA_XX (where XX is your initials).

3 Unzip the file **ITQIUFL2.zip** and extract all of the files into your **FSITA_XX** folder.

4 Within **FSITA_XX** create two subfolders, one called **Work**, the other called **Personal**.

5 Copy all the .rtf files from the **FSITA_XX** folder to your **Personal** folder.

6 Copy all the .csv files **only** from the **Source** folder to the **Work** folder.

7 Move the file tables.xls from the **FSITA_XX** folder to the Personal folder.

Continued over…

8 Set the display settings for your **Work** folder to **Details**. Take a screen print of the contents and paste it into the **Answers** document, provided by your assessor.

9 Set the display settings for your **Personal** folder to **Icons**. Take a screen print of the contents and paste it into your **Answers** document

Task B – Shortcuts and settings

1 Create a shortcut on your computer's Desktop to the **FSITA_XX** folder. Take a screen print of your shortcut and paste it into your **Answers** document.

2 Open the system date/time utility and set the date forward by one month. Take a screen print of the change and paste it into your **Answers** document.

Note: Do not commit the date change.

3 Identify the installed printers on your computer. Depending on your computer system either copy and paste the names, or take a screen print and paste it, into your **Answers** document.

Task C – Security and back ups

1 With the help of the Internet identify the threats that computer viruses, Trojan horses and worms can pose.

Record an explanation of each of the threats into your **Answers** document.

Identify the source(s) and date and time the information was accessed.

2 On your Answers document explain the term phishing.

List **four** precautions that can be taken to reduce the risk of becoming a victim of phishing.

3 Create a backup of the **FSITA_XX** folder in your storage area called **Backup of FSITA_XX**.

Continued over…

Task D – Underpinning knowledge questions

1 On your **Answers** document, give **one** advantage of de-fragmenting a disk drive.

2 On your **Answers** document, identify **three** sources of obtaining expert help or advice.

3 On your **Answers** document record how often you would carry out a disk de-fragmentation and why you would do it.

4 Using either an in-built system utility or an installed program, ask your assessor to observe how you would de-fragment your local hard disk.

Note: do not perform the action.

5 Save your **Answers** document in your **FSITA_XX** folder.

6 Close any open applications, log out and switch off your computer.

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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