Level 2 FS IT user fundamentals (IUFFS 7574-202)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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Contents

Unit 202 – IT user fundamentals Level 2

Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

Level 2 IT user fundamentals (IUFFS 7574-202)

Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 IT User fundamentals (IUFFS 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 (IUFFS 7574-202)
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - File set up
- Task B - Shortcuts and research
- Task C - PC maintenance
- Task D - Creating a backup

Scenario

You are about to be interviewed for the post of an IT technician. Your prospective employer is seeking to assess your current level of IT knowledge and has set you a series of tasks for this purpose.

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

Task A – File set up

1 Turn on your computer and if necessary log on.

You are responsible for maintaining the safety of others as well as your own. You are asked to work safely at all times.

2 Create a folder in your designated storage area named **FSITB(*YourName*)**.

3 Unzip the file ITQIUFFSFSFSL2.zip into the **FSITB(*YourName*)** folder.

4 Within your new folder create two subfolders, one called **Sheets**, the other called **Databases**.

5 Copy all the .rtf files from the **Source** folder to the **Databases** folder.

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

7 Rename the file **tables.csv** in the **Sheets** folder to **times.csv**.

Continued over…

8 Display the contents of the **Sheets** folder only to show its files.

Take a screen shot of the folder contents and paste it into the **Answers** document, provided by your assessor.

Task B – Shortcuts and research

1 Set up a shortcut in your work area to the file **FSITB(*YourName*)\sheets\tables.xls**.

Take a screen shot of the desktop and paste it into your **Answers** document.

2 Demonstrate how to change the screen resolution by taking a screen shot of the system utility and paste the screen shot into the **Answers** document.

3 Use an Internet Search Engine to find information on **anti virus software**.

Choose **one** software package and take a screen shot of its features list.

Paste the screen shot into your **Answers** document.

4 Use an Internet search engine to identify **anti-spam software packages**.

List **five** such packages in your **Answers** document.

Task C – PC maintenance

1 Give **four** examples of routine computer maintenance in your **Answers** document and describe their purpose.

2 In your **Answers** document describe what is gained by deleting temporary Internet files?

Empty the Temporary Internet files from your computer.

Document the task by the use of screen shots pasted into your **Answers** document.

Note: if your system will not allow you to do this demonstrate the process to your assessor.

3 In your **Answers** document identify **three** sources of technical help that you can use.

Task D – Creating a backup

1 Create a **compressed file** of the **FSITB(*YourName*)** folder to create a backup. Rename your backup as **BackupofFSITB(*YourName*)**.

Move the compressed file to a separate storage media.

Continued over…

2 In your **Answers** document give **two** reasons why files should be backed up.

3 In your **Answers** document give **three** examples of how to stay safe when working online.

4 Save your files and close any 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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