Level 2 IT communication fundamentals (ICF:FS 7574-206)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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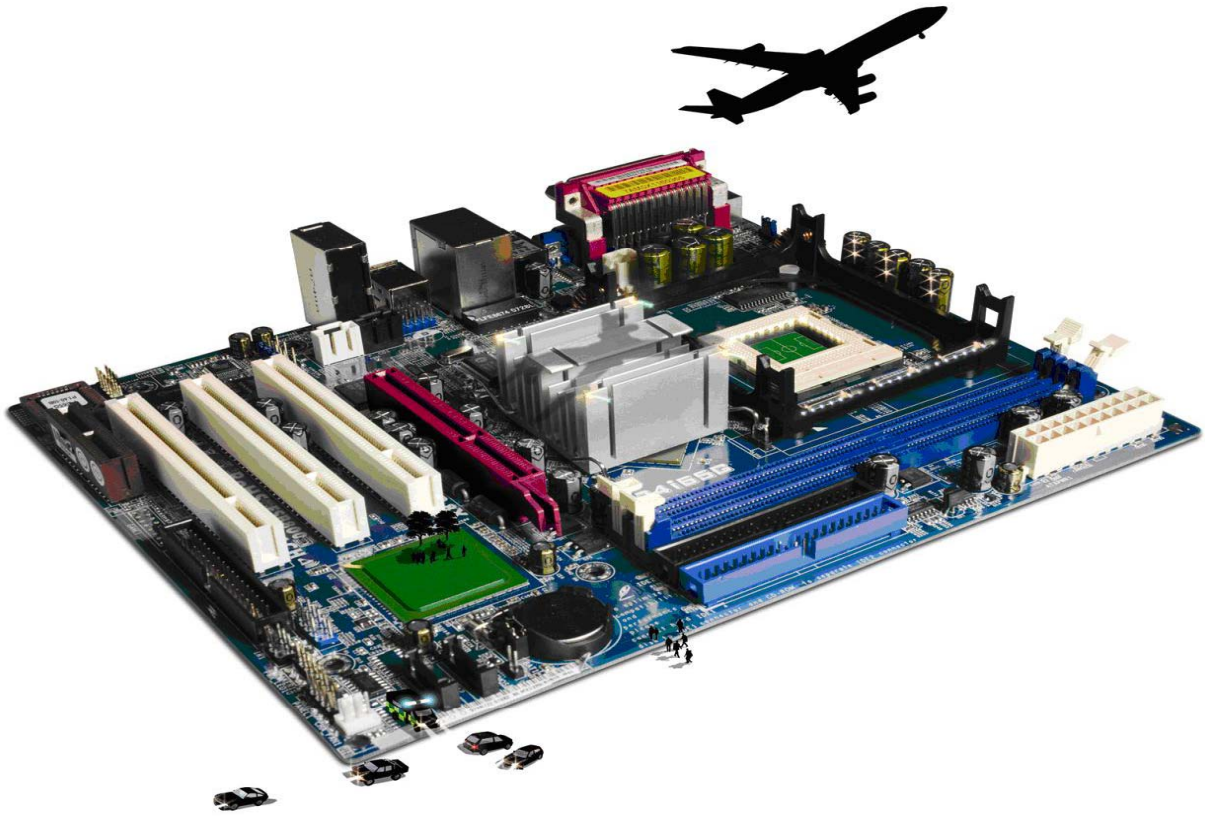

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Level 2 - IT communication fundamentals (ICF:FS 7574-206)
Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 IT communication fundamentals (ICF:FS 7574-206).

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 communication fundamentals (ICF:FS 7574-206)
Assignment A
Candidate instructions

Time allowance: Two hours

The assignment:

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

- Task A - File set up and research
- Task B - Managing email software
- Task C -

Scenario

You are employed as a researcher for European Zoo Inc. The Zoo intends to update its advertising literature and your manager has asked you to research publications and the internet in order to source some pictures for the new publication.

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

Task A – File set up and research

1 In your work area create a new folder named **Evidence**. You should save any documents or printouts related to this assignment in your **Evidence** folder.

In your **Evidence** folder create a sub-folder named **Animals**.

2 You have received an e-mail from your manager with the subject Zoo Publicity.

Read the e-mail.

3 Find **six** suitable images of wild animals from at least **two** sources. At least one image should be sourced from the Internet.

The images need to be both copyright and royalty free.

Continued over…

4 Using the **Review** document, provided by your assessor, make a note of the original source for later use including the URLs.

Save the images to the folder named **Animals**

5 If there are any restrictions for use with these images then make a note of these in your **Review** document. If there are no restrictions state **None** in your **Review** document.

Save one site as a web page in your **Evidence** folder with a suitable name.

6 Your colleague has asked you 'Why you can't just use any images found for the company advertising literature'.

Answer this question in your **Review** document.

7 In your **Review** document give a brief explanation of why your images are suitable and should be used to promote the zoo

Save your **Review** document.

8 Reply to the Zoo Publicity e-mail and attach your **Review** document.

Task B – Managing email software

1 Add your manager's (assessor's) e-mail address to your address book and use a suitable display name.

Open the file **Answers**, provided by your assessor, take a screen print of your address book showing the added information and paste it into your **Answers** document.

2 Your manager has sent you a second e-mail with the subject **Distribution List** with two additional e-mail addresses for other members of your team.

Add these e-mail addresses to your address book and set up a distribution/group list named **Project Team** made up of your manager and the two additional contacts.

Take a screen print of this and paste it into your **Answers** document.

3 Send a test e-mail to your **Project Team** with the subject **Test** asking them to confirm that they have received it.

Go to your sent items and take a screen print of your **Test** e-mail with the **Project Team** distribution/group list. Save it to your **Answers** document.

Continued over…

4 Meetings for the Project will take place for 8 weeks, all day every Wednesday from next week.

Set your task appointment scheduler/calendar to show these meetings.

Take a screen print of your appointment scheduler/calendar details and save it in your **Answers** document in your **Evidence** folder.

5 You will be receiving several communications related to the ongoing publicity project. In order to save these e-mails in a logical way, create the following four mail folders:

Manager
General
Follow Up
Project

6 Copy your **Test** message into your **Project** folder.

Select the **Project** folder and take a screen print of the contents of the new folder structure. Paste this into your **Answers** document.

7 You will need to arrange a team meeting in order to check progress on the publicity project. Schedule a task to do this in two week's time.

The task scheduler should be configured to remind you the day before at 12:00.

Take a screen print of the task schedule and save it as in your **Answers** document.

Task C – Underpinning knowledge

In your **Answers** document answer the following questions:

1 An e-mail that you sent with an attachment has been returned as **Undeliverable Mail**. Give three common reasons why the e-mail may have been returned to you?

2 You receive and e-mail that appears to have come from your bank asking you to follow the link and enter your online banking login details. Give two examples of what would be the correct course of action for you to take?

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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