Level 2 Using Mobile IT Devices (UMD 7574-210)

ITQ (QCF)
Assignment guide for Candidates
Assignment A

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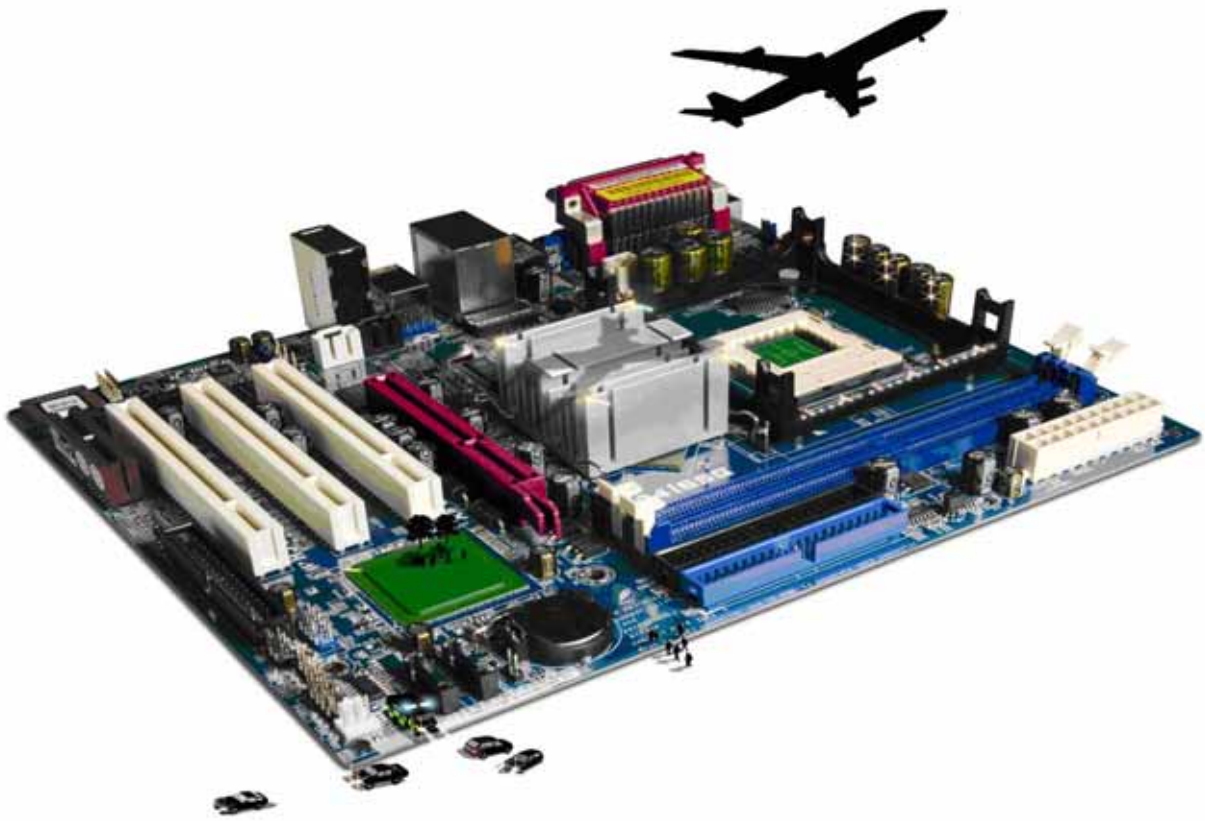

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Level 2 Using Mobile IT Devices (UMD 7574-210)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Use mobile IT devices (UMD 7574-210).

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 Using Mobile IT Devices (UMD 7574-210)
Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Demonstrate basic controls and responding to questions
- Task B - Downloading files and programs
- Task C - Creating notes, events and synchronising files

Scenario

Your company is about to issue the same mobile device to all employees and in preparation for this you are required by your manager to demonstrate your knowledge on one of these devices which will be provided for you.

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

Task A – Demonstrate basic controls and responding to questions

1 On the **Answers 210 A document** give **one** example of a Low strength and a High strength password

2 Enter a password/passcode provided by your assessor to access the mobile device.
Use your mobile device, connect to the internet and locate An **Adobe PDF reader** for mobiles, for download.

3 Download the reader to the device.

4 Add the program to the **START** Menu or to the home screen of the device.

Note: For the purposes of this assignment references to a home or start screen relate to a screen with icons or menu selections.

5 How many items are allowed on your **START** Menu or the home screen?
Add this to your **Answers 210 A** document.

Task B – Downloading files and programs

1 You will receive a pdf document to your phone.
Rename the file **MiniBeasts** to **BUGS** and note its size in your **Answers 210 A**.

2 Create a new folder on your device to store pdf documents and move the document to this folder.

3 Find and open the Adobe Reader Program.

4 Find and open the document called **BUGS**.

5 The last page of the document includes a copyright reference
   a) Find and Note this in your **Answers 210 A** document
   b) Explain what this means

6 Increase the size of the text on the document (this can be done through an increase text size facility or through a zoom facility).

7 Describe **two** drawbacks when using your device for reading PDF files.
Add this to your **ANSWER 210 A** document

Task C – Creating notes, events and synchronising files

1 When you were reading the pdf file you noted the name of a book that you need to buy called **Studying Minibeasts** by N Baker.

Note the name of the book in the **NOTES** (or similar) program on your device.

2 Make a note on your calendar to buy the book on Saturday – set a reminder.

3 Add a note in **NOTES** to remind you to claim back your train ticket.

4 You keep a note of all your travel expenses in a spreadsheet file on your device.

Open a spreadsheet program on the device and find the file: **Expenses**.

Add the cost of today's ticket to the document. £85.00, plus the cost of refreshments £5.25.

Save the file.

5 Update the information on your PC by synchronising your PC with your mobile device.

In your **Answers 210 A document** provided by your assessor explain what synchronisation is doing.

6 In your **Answers 210 A document** provided by your assessor:

Describe **three** factors that can affect performance of the mobile device.

Describe how you can make improvements to the performance of the device.

7 Check how much storage space is left on the device and note it in the **Answers 210 A** document, provided by your assessor.

8 Answer the following questions in your **Answers 210 A document** provided by your assessor.

a) Why is it important to check the storage space on the device?

b) What problems might occur when using a mobile device?

c) Where can you get help in solving problems?

9 Show your assessor where to find a help file on the device.

10 In your **Answers 210 A document** describe **two** types of secure connection methods that can be used between mobile devices.

11 In your **Answers 210 A document** identify **one** specific health and safety issue that could be associated with the use of mobile devices.

12 Ensure all applications on the device are closed.

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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