Level 2 Personal Information Management Software (7574-211)

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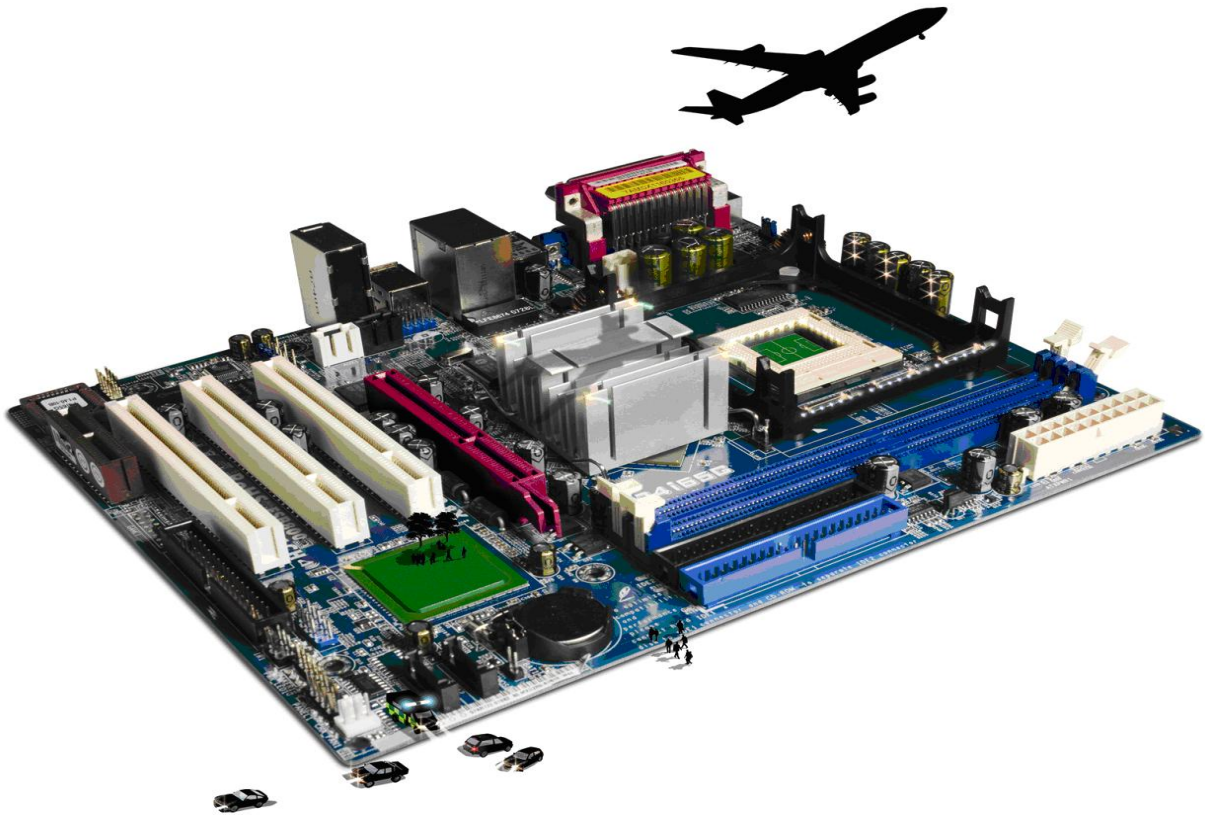
ITQ (QCF)
Assignment guide for Candidates
Assignment A



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Level 2 Personal Information Management Software (7574-211)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Personal Information Management Software (7574-211).

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 Personal Information Management Software (7574-211) Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A - Create calendar events
- Task B - Create tasks
- Task C - Create contacts
- Task D - Edit Personal Information Management data
- Task E - Share data

Scenario

You work as an admin assistant for an event management company who specialise in arranging team building events for local businesses.

You have been asked to update the personal information management system with the latest bookings.

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

Task A – Create calendar events

1 Open your personal information management software and import the **calendar.csv** file provided by your assessor to the calendar.

2 Create the following entries in the calendar for next week:

Day	Monday
Time	9:30 am
Details	Meet with Mitchell about hiring of meeting room 2
Location	General office
Duration	30 minutes
Additional	Set reminder 10 minutes before meeting

Day	Wednesday
Time	1:00 pm
Details	Staff update meeting
Location	General office
Duration	1 hour
Additional	Recurring weekly for four weeks

Day	Friday
Time	10:30 am
Details	Interviews for new sales representative
Location	Interview room
Duration	3 hours
Additional	Set reminder 30 minutes before meeting

3 Send an invitation to your manager (assessor) to attend the staff update meeting on Wednesday.

4 You have received an invitation to attend a meeting at a client's office for next Wednesday at 1.30 pm. Respond to the request suggesting an alternative time, you have a conflicting appointment.

5 Display your calendar so that all appointments for next week are visible.

Print a copy of the appointments for next week showing all details including reminders and recurring details. Ensure you label the printout as **Printout 1**, adding your name.

Task B – Create tasks

1 Using your personal information management software, create a task list and enter the following tasks:

Task	Book meeting rooms for last week in month
Date Due	Friday next week
Reminder	Yes, on Thursday

Task	Inform dining room staff of lunch requirements
Date Due	Monday next week
Reminder	No

Task	Order refreshments for interviews on Friday
Date Due	Thursday next week
Reminder	No

2 Assign the task to order refreshments for interviews on Friday to your manager (assessor).

3 Display the tasks in a view that will allow you to see the progress/percentage complete and the task assignment.

Print the task list label the printout as **Printout 2**, adding your name.

Task C – Create contacts

1 Using the address book of your personal information management software create the following contacts:

Name	Justin Cameron
Email address	jcameron@westpark.org.coz
Telephone number	01714 456 3121
Company	Westpark Construction

Name	Macey Yousef
Email address	Yousef.m@aca.coz
Telephone number	06561 930 0120
Company	Angels Cleaning Agency

Name	Rachel Hudson
Email address	rhudson@westpark.org.coz
Telephone number	03691 555 000
Company	Westpark Construction

Name	Ramesh Mannan
Email address	rmannan@westpark.org.coz
Telephone number	03691 555 001
Company	Westpark Construction

2 In the contacts section of your personal information management software, create a new contact list for **personal** contacts.

Add the following contact to the **address book** and store in your **personal** contact list.

Name	Martha Williams
Email address	williamsm@fitgym.org.coz
Telephone number	01393 565 565
Company	Fitness Gym

3 Create a distribution list named **Builders**

Add the following contacts to the Builders distribution list:

- Justin Cameron
- Rachel Hudson
- Ramesh Mannan

4 Organise your contacts in alphabetical order of **company**.

Take a screen print and paste it in to the **Answers 211 A** document, provided by your assessor.

Task D – Edit Personal Information Management data

1 Edit the calendar entry for Lunch with accounts staff on Tuesday to start at **12:30 pm**.

Delete the calendar entry for **Meeting with Clarke Robinson**.

2 Edit the task **Inform dining room staff of lunch requirements** to add a reminder for Friday this week.

Delete the task to **Book meeting rooms for last week in month**.

3 Update the contact details for **Macey Yousef** who now has a second e-mail address, **Reynolds.m@aca.coz**.

Justin Cameron has now left the company. Delete the contact details for him.

4 Rename the distribution list **Builders** as **Westpark Construction**.

Task E – Share data

1 Export your calendar to your work area so that it can be used in a spreadsheet software application. Save the exported file as **My Calendar**.

2 Export the contact details for **Martha Williams** to be used in a data file as **Martha Williams**.

3 Using your personal information management software, provide the contact details for **Angels Cleaning Agency** to your manager (assessor).

4 Send your calendar for the next **thirty** days to your assessor.

5 On your **Answers 211 A** document, explain why it is important to use personal data responsibly and safely.

6 On your **Answers 211 A** document;

Describe how to keep contact information up to date.
Why is it important to do so?

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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