Level 1 IT user fundamentals (IUF:FS 7574-102)

ITQ (QCF)
Assignment guide for Candidates
Assignment B

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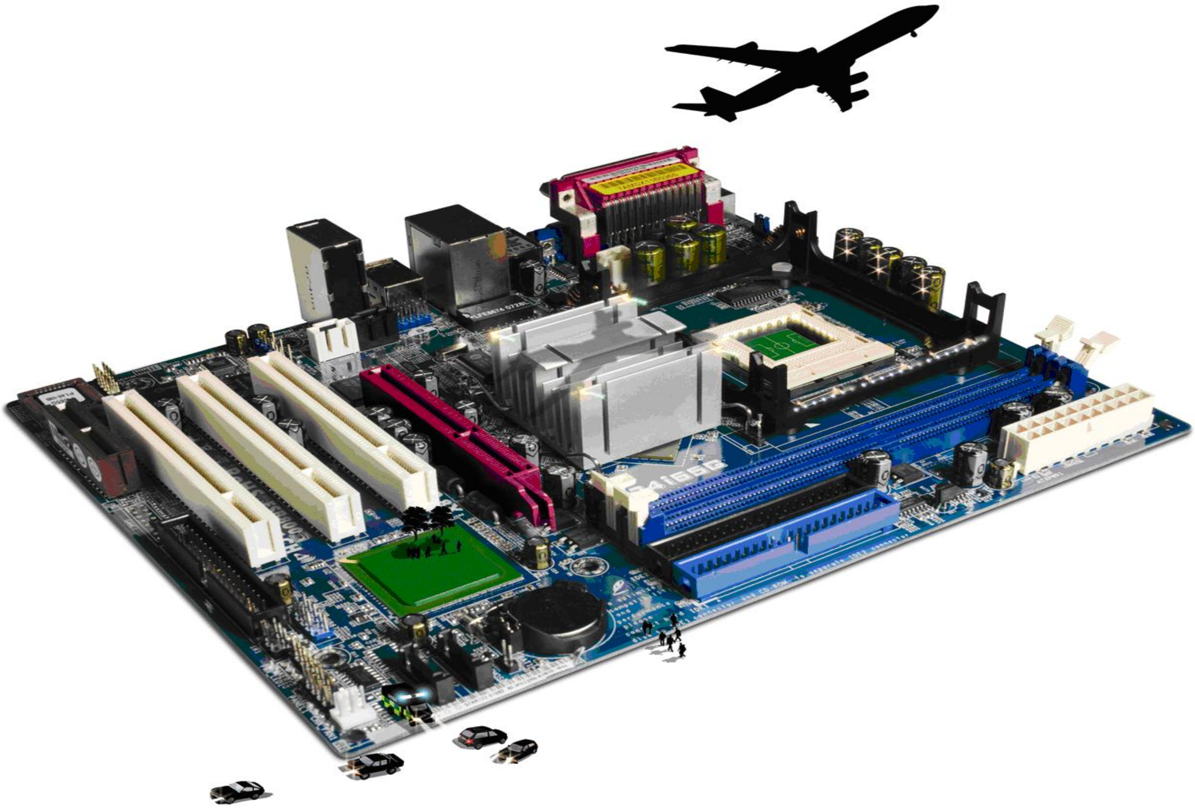

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Level 1 IT user fundamentals (ITUF:FS 7574-102)
Assignment B
Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 1 IT user fundamentals (ITUF:FS 7574-102).

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 **one and a half hours**.

Level 1 IT user fundamentals (ITUF:FS 7574-102)
Candidate instructions

Time allowance: One and a half hours

The assignment:

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

- Task A - Working with files and folders
- Task B - Changing computer settings
- Task C - Safety and security
- Task D - Routine maintenance

Scenario

You have been asked to carry out some routine administration on the office computer and to carry out some research with regards to Health and Safety to obtain expert advice.

You will need to use the Internet to help you. Make sure that you follow any guidelines around safe use of the laptop 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 Start up the computer and logon using the password given to you by your assessor.

2 Create a folder on **one** of the removable storage media devices given to you by your assessor, which has a capacity of **at least** 512.Mb. Give it a suitable name to identify it as your work. Copy the **Supplied Files** folder and place this inside the folder you have just created.

When asked to save any files later on in this assignment use the folder you created.

3 Access the folder **Supplied Files** given to you by your assessor. Create a shortcut to the file **Main File.txt** and save this to the folder you have created.

Continued over…

4 In the **Supplied Files** folder rename the file **1.txt** to 'your name' keeping the same file extension.

Change the file attribute of this file to read only.

5 Delete any files in this folder that have the word **Scrap** anywhere in the filename.

Task B – Document layout

1 Using the **Answers** document, provided to you by your assessor, on the removable storage device. Answer the following questions: (You may use the Internet for research).

Name **three** input devices and **three** output devices.

2 Your computer currently has a problem with its CD/DVD drive. Access the Internet and find a source of expert help (eg the manufacturer's website) on what the problem might be.

Find one possible reason and add it to your **Answers** document.

Note: include the URL of where you obtained the information.

3 Take screen prints of the following tasks and add these to your **Answers** document:

1. access the display settings and set to the highest resolution
2. access the volume control and set it to mute.

Task C – Safety and security

1 Using your **Answers** document give **three** examples that would reduce the physical stress of computer users.

2 Using your **Answers** document give **three** examples of risks to your computer data and **one** example of the type of software that reduces risks.

3 Using your **Answers** document give **two** possible threats to your personal safety and well being when using the Internet to communicate using IT.

4 Using your **Answers** document give **one** example of a secure password. (Password only no explanation needed).

5 Using your **Answers** document give **two** examples of routine maintenance that should be carried out on your computer.

6 Save your **Answers** sheet into the folder you created earlier.

Continued over…

7 Let your assessor know that you are ready to do a test print. Print out one copy of the printer test page correct any IT problems that may come up.

Task D – Routine maintenance

1 Create a backup of your folder and give the folder a name that identifies it as a backup folder.

2 Save any open files and ask your assessor to observe you closing any applications and shutting down the machine.

3 Clean the keyboard and VDU using suitable materials. Ensure that you follow all health and safety guidelines.

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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