



Candidate Instructions

Assignment - 001 Version 1.2

IT Principles – Level 1

Assignment 7262-01-001

IT Principles Level 1

Candidates are advised to read all instructions carefully before starting work and to check with your assessor, if necessary, to ensure that you have fully understood what is required.

You must, at all times, observe all relevant Health and Safety precautions.

Time allowed 2 hours

Scenario

Your employer has asked you to set up a computer working environment in accordance with the company standard. The computer that you are working on has been modified and does not fit the standard. Reset the computer working environment to fit the company standard and produce printouts of screen images as evidence that this has been accomplished.

Tasks

1. Start up the computer system as normal and log on to the network.
2. Go to the shared directory (or folder). Find the directory structure "documents" required for this assignment and copy it to a secure work area.
3. The directory structure is to be changed. First, create three new directories under the directory called "documents". You should name these new directories "letters", "spreadsheets" and "graphics".
4. Move all letter files into the new directory called "letters", all spreadsheet files into the new directory called "spreadsheets", and all graphics files into the new directory called "graphics".

Delete the old directories called "janice", "peter", and "shabnum".

5. Open the "documents" directory, and each of the new directories "letters", "spreadsheets", and "graphics" in a window.

Resize and place them on the screen approximately as shown in Figure 1 (over) with the "documents" directory placed in the top left corner. Produce a screen print to show that this has been done (*screen print 1*).

6. Copy the "letters" directory to a floppy disk.
7. Open the "letters" directory on your floppy disk and make a backup copy of the file "letter_to_janice.doc" called "letter_to_janice.bak".
8. Open the "letters" directory (from your floppy disk) in a window to show the files. Produce a screen print to show that this has been done (*screen print 2*).
9. Minimise all windows so that all is seen on the screen is the desktop. Produce a screen print to show that this has been done (*screen print 3*).
10. Reorganise the desktop icons so that any directory icons are top left. Produce another screen print to show this new arrangement of icons (*screen print 4*).

11. Go to the shared directory. Find the file called "Level1.doc". Open this file and add your name to the list of names of people that have completed this assignment. Save this file to a secure work area.
12. Access the Help facility and go to the section on 'Formatting a disk'. Produce a printout of the Help information given on this topic (*printout 5*).
13. The assignment is finished; shut down the computer properly, logging off the Network.

Note

- At the conclusion of this assignment, hand in all paperwork and disks to the test supervisor
- Ensure that your name is on the disk (if using a floppy disk) and all documentation.
- If the assignment is taken over more than one period, all floppy disks and paperwork must be returned to the test supervisor at the end of each sitting.

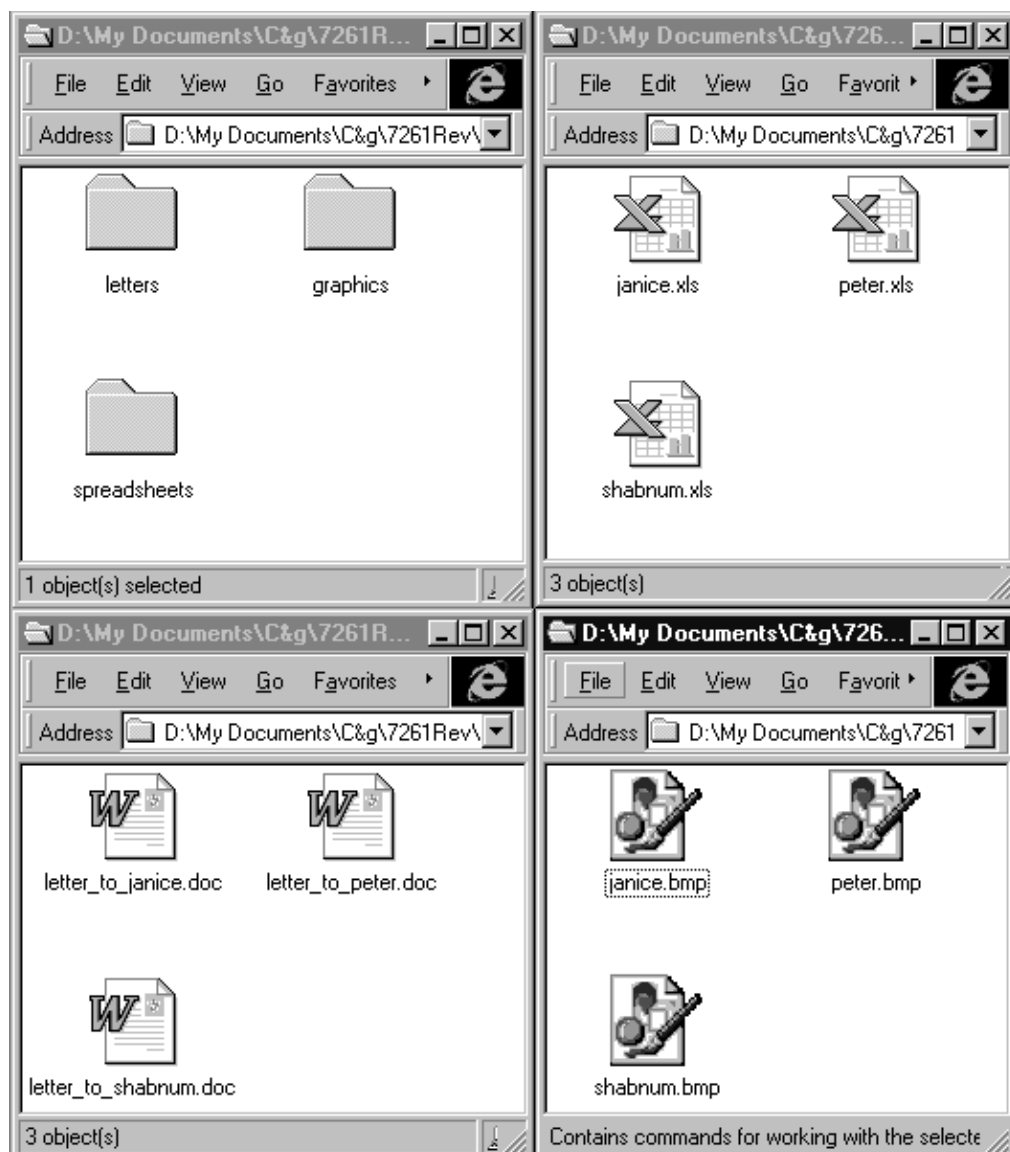


Figure 1