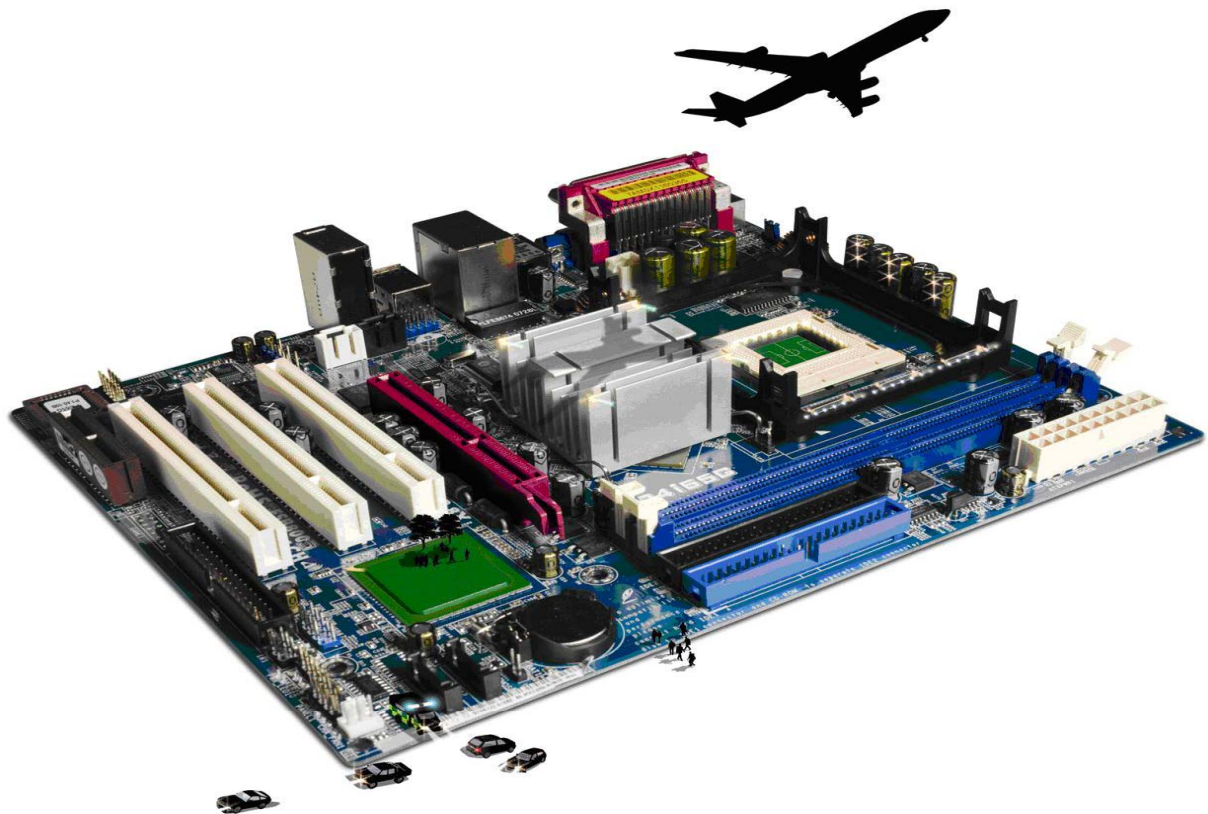


# Level 2 IT communication fundamentals (ICF:FS 7574-206)

ITQ (QCF)

**Assignment guide for Candidates**

Assignment B



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# Contents

## Unit 206 - IT communication fundamentals Level 2

### Assignment B

Introduction – Information for Candidates	2
Candidate instructions	3

# Level 2 IT communication fundamentals (ICF:FS 7547-206)

## Assignment B

### Introduction – Information for Candidates

#### About this document

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

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#### 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)

## 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 - Create a review document for attaching to an e-mail
- Task C - Managing email software

### **Scenario**

You are employed by a local clock retailer called TimeTec. They intend to hold an open evening in the near future and as a theme intend to put on a display of cuckoo clocks.

To support this event they would like to give some information either by presentation or literature on the history of the cuckoo clock. Your manager has asked you to research publications and the internet in order to source some information about the cuckoo clock's history.

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 called **Evidence**. Save any documents or printouts related to this assignment in this folder.

In your **Evidence** folder, create a sub-folder called **Clocks**.

- 2 Open your e-mail application.
- 3 You will have received an e-mail called **Open Evening**. You are required to act on the instructions given.
- 4 From available sources, select the type of articles or publications that could be used for this event.

The information chosen must be factual.

Continued over ...

- 5 On the **Answers** document, provided by your assessor, describe how you would check that the information you have found is correct.
- 6 Having decided on the type of article, use the Internet to find **two** suitable articles from different sources relating to the history of the cuckoo clock that are both copyright and royalty free.

Save the articles to the folder named **Clocks**.

- 7 On your **Answers** document make a note of the URLs for future reference.
- 8 On your **Answers** document answer the following question:

As the information has been posted on the Internet it must be in the public domain. Therefore can we legally use anything published on the Internet for our own use? Explain your answer.

### **Task B – Create a review document for attaching to an e-mail**

- 1 When you have selected the **two** articles, create a short review document called **History** and save it to your **Evidence** folder. Briefly describe why you are recommending them.

Copy the text for each of the articles into the **History** document along with the URLs.

Save the document as **History** in your **Clocks** folder.

- 2 On your **Answers** document give **two** examples of restrictions that may apply.
- 3 Reply to the **Open Evening** e-mail and attach your **History** document to it and send it.

### **Task C – Managing e-mail software**

- 1 Add your manager's (tutor's) e-mail address to your address book. Enter **TimeTec** in the **company** field and **My Manager** in the **Job Title** field.

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

- 2 Your manager has sent you a second e-mail called **Team** with three additional e-mail addresses for other members of the staff who are going to be working on the open evening with you.

Add these e-mail addresses to your address book and set up a distribution list named **Open Evening Team**.

Continued over ...

- 3 Add your manager's (tutor's) e-mail address to the **Open Evening Team** list/group.  
  
Send a test distribution e-mail to group address **Open Evening Team** with suitable wording.
- 4 You will receive a number of bounce backs once you have sent the e-mail.  
  
On your **Answers** document give **two** examples why this might happen and what you would do to rectify the issues.
- 5 Meetings for the open evening will take place for the next **5 weeks** between **3pm** and **5pm every Friday**, starting from **next week**. Set your appointment scheduler or calendar to reflect these meeting times.  
  
Set a reminder 15 minutes before the meeting is due to start.  
  
Take a screen print of your appointment scheduler/calendar set up showing the details and paste it into your **Answers** document.
- 6 You will be receiving several communications related to the ongoing publicity project. In order to save the e-mails in a logical way, create three mail folders:  
  
**Manager**  
**Important**  
**Team**
- 7 Take a screen print of your file structure showing the new folders and paste it into your **Answers** document.
- 8 Log out of your e-mail software and close any open applications.

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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