Level 2 Using the Internet for finding, selecting and sending information (7266/7267-025)

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e-Quals
Assignment guide for Candidates
Assignment A

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Contents

Unit 025 – Using the Internet for finding, selecting and sending information Level 2

Assignment A

Introduction – Information for Candidates 2

Candidate instructions 3

Level 2 Using the Internet for finding, selecting and sending information (7266/7267-025)

Assignment A

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Using the Internet for finding, selecting and sending information (7266/7267-025).

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 the Internet for finding, selecting and sending information (7266/7267-025)
Candidate instructions

Time allowance: Two hours

Assignment set up:

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

- Task A - Researching and using conferencing software
- Task B - Researching Internet connections and using e-mail
- Task C - Changing Internet settings

Scenario

You work as an IT Assistant for a company called Minton.

You are in the process of upgrading your system to include FTP and file conferencing software as well as producing a standardised view for Internet users.

Follow the tasks

Task A - Researching and using conferencing software

1 In your work area create a new folder called **Minton**.

Ensure that any files you create from this point are saved within this folder.

2 Access the Internet and use a search tool to identify web addresses for free conferencing software.

Investigate at least three different types of available conferencing software and their features e.g. written, audio, video, whiteboard etc.

3 Open a word processing document and list three URLs where conferencing software can be found.

List each URL, the name of the software and the features it provides eg written, audio, video, whiteboard, etc.

Save this document with the name **Conference** in your **Minton** folder.

Continued over…

4 Your browser settings currently prevent downloads. Configure the software to accept downloads. Take a screen shot of this and paste into your **Conference** document.

5 To complete the rest of this task, you will need to download and install appropriate conferencing software.

Before you download your chosen conferencing software, ensure that it has a security certificate to guarantee it is virus free. If the software does not have a security certificate, carry out a virus check of the install file prior to install.

Take a screen shot to demonstrate either the security certificate or the virus scan and paste this into your **Conference** document.

6 Install the software.

If it is not possible to install the software, take a screen print of the point where you can no longer proceed.

Paste this into your **Conference** document.

7 In order to trial this conferencing software you need to work with your assessor and make and receive a conference call.

Access the conferencing program and exchange views on the speed, ease of use and suitability for purpose of the conferencing software you have purchased.

Take a record of this conversation via screenshots and paste into the **Conference** document.

Save the document containing your screenshots as **Evidence_v1**

8 Within the software, use a whiteboard facility to produce diagrams outlining your experience of using your conferencing software.

Add your name and the date as a footer and save this document as **Conference_v2** to the folder called **Minton** and print out it out.

9 Use FTP software to transfer the file **Conference_v2** to your conference.

Take a screen print of this activity and add this to your **Evidence_v1 file**. Resave the document.

10 Exit from the conference call correctly and configure your networking software back to the original settings which prevent downloads.

Continued over...

Task B - Researching Internet connections and using e-mail

1 Not all Minton offices have a high-speed connection to the Internet. You are asked to investigate the different types of Internet connection available.

Using the Internet and appropriate search tools, find **two** different connection types and list the following:

- ISP (Internet Service Provider)
- speed of access
- cost implications
- special offers: e.g. time online, unrestricted access, free support helpline, etc.

Note: If there are no special offers for your chosen connection types please note this.

Produce a brief report summarising your findings. Save the file as **Connections** in your called **Minton** folder.

Ensure that the file has your name, date and file name and location contained within the footer.

2 Print a copy of your **Connections** file and label it as **Printout 1**.

Using a web based email system, you are going to email the **Connections** report to your colleague.

3

Use encryption software on the document prior to attaching it to maintain security.

Attach it to the e-mail and send it to your colleague at the address given to you by your assessor.

Continued over…

Task C - Changing Internet settings

1 It has been decided to have a corporate setting for the browser toolbars and the Internet connection. After you have made each of the three changes given below to your existing browser, take a screen shot and paste into your **Evidence_v**1 document.

- disable images.
- enable cookies.
- enable high security restrictions.

2 Demonstrate **three** different ways of rearranging the browser toolbars: e.g. position, viewing different options, etc.

Take a screen prints of the **three** different settings and paste them into your **Evidence_v1** document with the following headings:

- Browser 1
- Browser 2
- Browser 3.

Save the document with the title **Evidence_v2** in your **Minton** folder.

3 Using the Internet, search for information about what cookies are and why cookies are used.

Copy this information into a new word processing document and include the webpage URL where this information was found.

Give this information the title **Cookies** and save it with the same name in your **Minton** folder.

Ensure that your name and the date are on the document as a footer and print it out.

4 Search for information on Internet security features: e.g. virus protection, locks, alerts, digital signatures and passwords. Copy the information you find into a word processing document and include the webpage url/s where this information was found.

Give this information the title **Security** and save it with the same name in your **Minton** folder.

Ensure that your name and the date are on the document as a footer and print it out.

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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