# Level 1 Personal information management software (PIM 7574-111)

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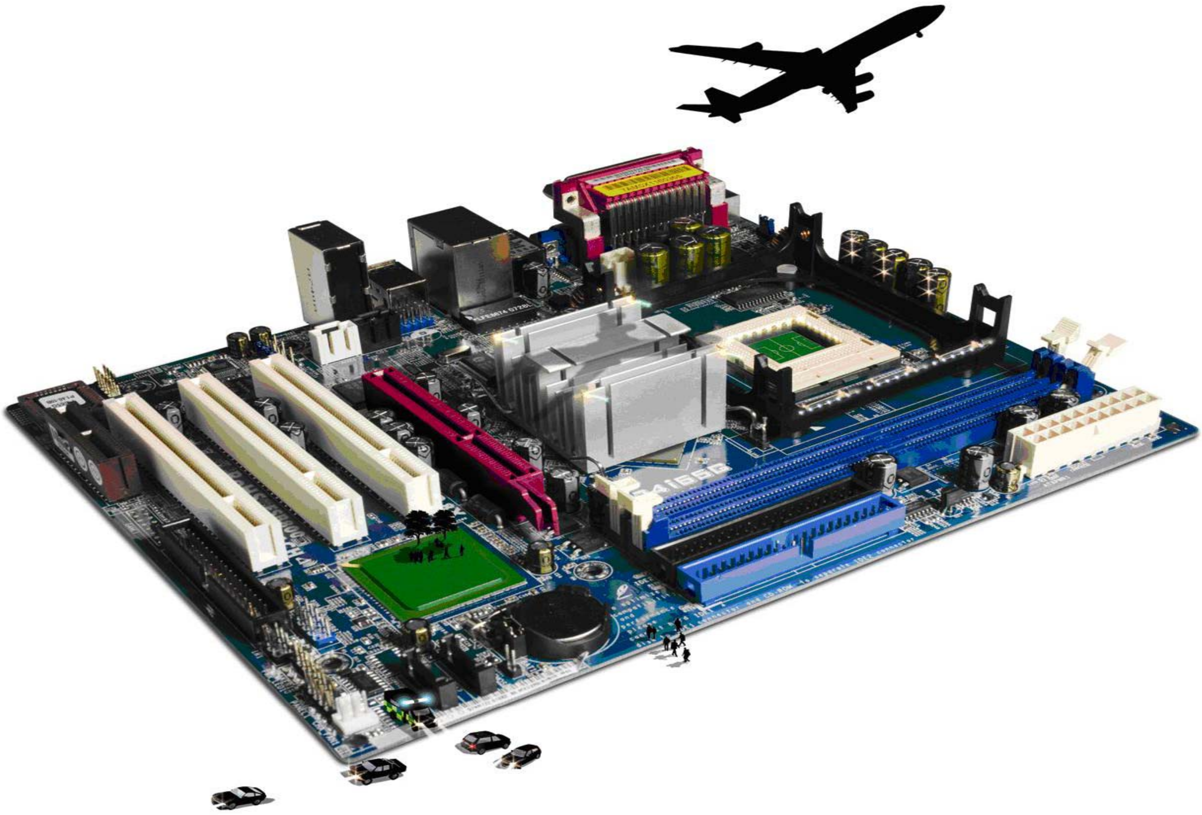
## ITQ (QCF)

## Assignment guide for Candidates

Assignment A



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# Level 1 Personal information management software (PIM 7574-111) Assignment A

## Introduction – Information for Candidates

### About this document

This assignment comprises all of the assessment for Level 1 Personal information management software (PIM 7574-111).

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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 **one and a half hours**.

# Level 1 Personal information management software (PIM 7574-111) Candidate instructions

## Time allowance: One and a half hours

## The assignment:

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

- Task A - Use a calendar to schedule appointments
- Task B - Use a task list to prioritise activities
- Task C - Use an address book to store, organise and retrieve contact information

## Scenario

You are a trainee photographer and you work for a medium sized Photography Studio. You are responsible for maintaining all aspects of the studio's electronic diary system. Your duties include entering and amending all appointments, scheduling and updating tasks and keeping the address book up-to-date.

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

## Task A – Use a calendar to schedule appointments

1 Open the Personal Information Management software from your chosen device.

2 Enter a 1 hour appointment for **Sue Green** to have her baby photographed in the studio at **14:30 (GMT)** for the **first Wednesday of next month**.

3 **Sandra Brown** is unable to attend the appointment she has booked for **09:30 (GMT)** on the **20th of next month** for a family portrait of her three grandchildren. Amend this appointment to the **22nd of next month** at **10:30 (GMT)**. All other details remain unchanged.

4 **Steve Grey** is unable to attend his appointment to have his passport photo taken on the **5th of next month**. Delete this entry from the calendar.

5 Set a **re-occurring** 30 minute appointment for **16:30 (GMT)** on the **fourth Friday of every month** for the next **six months** to meet the Sales Representative **Fiona Ham** in the Boardroom to discuss photographic supplies requirements. Start the appointment to include this month.

Continued over...

6 Schedule a 2 hour **Photo review meeting** for **Clare Cox**, **Joe Spear**, **Simon Court** and **Sheila Topps** for the **17th of next month at 10:30 (GMT)** to be held in Room 2.

7 On the **Answers** document, provided by your assessor, enter the number of confirmed attendees.

8 Confirm that **you** are able to attend the **Sales Meeting** with **Karen Carter** on the **26th of next month in the Boardroom**.

9 Set a **reminder** for **every Friday at 12:30 (GMT)** for the banking to be carried out at **13:00 (GMT)** for **the next 52 weeks**.

10 Display appointments for **next month**. Take a screen print of this and paste it into your **Answers** document.

**Note**: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

## Task B – Use a task list to prioritise activities

1 Open the task list/calendar and create the following (using mm/20yy for next month and this year).

| **Task** | **Target date for completion** |
|---|---|
| Order buffet for meeting | 13/mm/20yy |
| Check stock levels | 20/mm/20yy |
| Prepare photographic supplies order | 01/mm/20yy |

2 **Mrs Banks** has collected her photos delete this task.

3 **Order** the task list by **completion/due date** (ascending).

4 Set the **status** for the tasks as follows:

| **Task** | **Status** |
|---|---|
| Order buffet for meeting | Waiting on someone else |
| Check stock levels | In progress |
| Prepare photographic supplies order | Not started |

**Note**: if the statuses above are not available then you should use the comments box to enter the details.

Continued over...

5 Take a screen print of the task list to show the status of each task and paste it into your **Answers** document.

**Note**: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

## Task C – Use an address book to store, organise and retrieve contact information

1 Create an address book/contact entries for the following new clients:

| **First name** | **Surname** | **Company** | **E-mail** | **Telephone no:** |
|---|---|---|---|---|
| Val | Smith | Photo Paper Ltd | **val.smith@photopaper.coz** | 0194 445566 |
| Nick | Clark | Cameras and co. | **nick.clark@cameras.coz** | 017 9558877 |
| Sue | Green | | **suegreen99@mymail.coz** | 0785577442 |

2 Delete the contact details for **Tonar UK** as they are no longer a supplier.

3 Change **Sue Blake's** telephone number to **017 123456**.

4 Filter/search your address book/contact list to find all the people called Sue. Take a screen print of the list and paste it into your **Answers** document.

**Note**: if you are using a mobile device then show it to your tutor as you may not be able to take a screen print.

5 Set up a distribution/contact list for all suppliers.

6 Use your **Answers** document to answer the following.

A. **Describe** why it is important to use personal data responsibly and safely.
B. **Outline** why it is important to keep contact information up-to-date
C. **Outline** how to ensure that contact information is kept up-to-date.

7 Close your open applications and log off.

Continued over...

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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