Level 2 Personal Information Management Software (7574-211)

ITQ (QCF)

Assignment guide for Candidates

Assignment B

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Level 2 Personal Information Management Software (7574-211) Assignment B

Introduction – Information for Candidates

About this document

This assignment comprises all of the assessment for Level 2 Personal Information Management Software (7574-211).

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 Personal Information Management Software (7574-211) Candidate instructions

Time allowance: two hours

The assignment:

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

- Task A – Using the Task list
- Task B – Using the address book
- Task C – Using the calendar
- Task D – Editing and exporting entries

Scenario

You work as a personal assistant to managing director of a stationery suppliers. One of your daily activities is to keep the personal information management system up to date with appointments and contact details.

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

Task A – Using the Task list

1 Using your personal information management software, create a task list and enter the following tasks:

Task	Contact Human Resources
Date Due	Wednesday next week
Reminder	Yes, Tuesday
Details	Arrange advert for new sales assistant

Task	Book travel documents
Date Due	Monday next week
Reminder	No
Details	Stationery Exhibition

Task	Check orders
Date Due	Thursday next week
Reminder	No
Details	From suppliers

2 Assign the task to check orders from suppliers to the warehouse manager (assessor).

3 Display the tasks in a view that will allow you to see the progress/percentage complete and the task assignment.

Print the task list, ensure you label the printout as **Printout 1**, adding your name.

Task B – Using the address book

1 Using the address book of your personal information management software create the following contacts:

Name	Sally Mortimer
Email address	smortimer@paperb.org.coz
Telephone number	0665 232 1881
Company	Paper Brothers

Name	Pippa Davies
Email address	Pip.davies@travelbook.coz
Telephone number	0515 333 4433
Company	Travelbook Agency

Name	Amar Azoor
Email address	aazoor@paperb.org.coz
Telephone number	0665 232 1882
Company	Paper Brothers

2 In the contacts section of your personal information management software, create a new contact list for **personal** contacts.

Add the following contact to the address book and store in the personal contact list.

Name	Lindy Krumbein
Email address	lk@bookclub.org.coz
Telephone number	0326 541 3215
Company	Reading Book Club

3 Create a distribution list named **Paper**.

Add the following contacts to the Builders distribution list:

- Sally Mortimer
- Amar Azoor

4 Organise your contacts in alphabetical order of **contact surname**.

Take a screen print and paste this in to your **Answers 211 B** document provided by your assessor.

Task C – Using the calendar

1 Open your personal information management software and import the **calendarb.csv** file provided by your tutor.

2 Create the following entries in the calendar for next week:

Day	Monday
Time	1:30 pm
Details	Review sales figures with sales team
Location	General office
Duration	90 minutes
Additional	Set reminder 15 minutes before meeting

Day	Monday
Time	9.30 am
Details	Weekly planning meeting
Location	Managing Director's Office
Duration	30 minutes
Additional	Recurring weekly

Day	Thursday
Time	10:00 am
Details	Presentation to area managers
Location	Meeting room 1
Duration	2 hours
Additional	Set reminder 15 minutes before meeting

3 Send an invitation to the Warehouse Manager (assessor) to attend the planning meeting on Monday.

4 You have received an invitation to attend a meeting on Friday morning at **9:30 am**. Respond to the request accepting the invitation.

5 Display your calendar so that all appointments for next week are visible.

Print a copy of the appointments for next week showing all details including reminders and recurring details.
Label your printout as **Printout 2** adding your name.

Task D – Editing and exporting entries

1 Edit the calendar entry for the Weekly Planning Meeting on Monday to start at **9:00 am** for all occurrences.

Delete the calendar entry for **Meeting with Accountants**.

2 Export your calendar for the next **thirty** days so that it can be used in a spreadsheet program.

Save the export as **My Calendar**.

3 Edit the Due Date for the task Contact Human Resource to Friday of next week.

Delete the task to Check orders from suppliers.

4 Update the contact details for Lindy Krumbein who has recently married and is now called Lindy Lawson. The email address is now
ll@bookclub.org.coz

Delete the contact details for **Sue Mortimer**.

5 Export the contact details for the **Travelbook Agency** as a text file called **Pippa Davies**.

6 Using your personal information management software, provide the contact details for **Reading Book Club** to your manager (assessor).

7 Rename the distribution list **Paper** as **Paper Brothers**.

8 On your **Answer 211 B** document, describe how to share calendars with other users.

9 On your **Answer 211 B** document, explain why it is important to use personal data responsibly and safely.

10 On your **Answers 211 B** document;

Describe how to keep contact information up to date.
Why is it important to do so?

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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