

<h2>Pearson BTEC Level 1 in Essential Digital Skills</h2>	<p>Level</p> <h1>1</h1> <p>Total Marks</p>
<p>This booklet contains material for the completion of the set task under supervised conditions.</p> <p>This booklet is specific to each series and this material must only be issued to learners who have been entered to undertake the task in the relevant series.</p> <p>This booklet should be kept securely until the start of the supervised assessment session.</p>	<h1>32</h1> <p>Controlled hours</p> <h1>2 hours</h1>

Instructions

- Complete all parts of the tasks
- You will complete the tasks under supervision.

Data files required

- Tasks 1 through to 7 evidence storage files

Advice

- Read each part of the task carefully before you start to complete it.
- Try to complete all parts of the task
- Check your work

Paper Reference (s)

XXXX/XX PXXXXXA

Instructions for Learners

This assessment contains four tasks as follows:

- Task 1 – 3 marks
- Task 2 – 13 marks
- Task 3 – 2 marks
- Task 4 – 4 marks
- Task 5 – 4 marks
- Task 6 – 6 marks

For this assessment you will be given access to a set of folders (Task 1 folder to Task 7 folder) to store the assessment evidence, the folders listed below contain files that you will use in the assessment:

1. A learner evidence folder structure has been provided:
 - Task 3 folder contains 'contact Edward and Tutor' file
 - Task 5 folder contains 'SAMcost' file
 - Task 6 contains 'SAMposter' and an Image file.

You must save the evidence as directed in the assessment.

Assessment

You must complete ALL tasks within the assessment.

Set Task Brief

Your tutor has a friend called Edward Jones. Edward has some gaps in his digital skills and needs your help with some work.

You are going to undertake tasks in this assessment to help Emma.

In some of the tasks there will be a scenario to set the scene for the tasks you will undertake.

Suggested times are included for each task.

The total time for the practical assessment is 2 hours.

In your electronic communications and the evidence you gather through this assessment you are expected to show the use of appropriate language and behaviour in completion of these tasks.

Task 1

Edward is using an old computer and he has asked you to check if the systems need updating.

To make sure you know how to help Emma, you need to check the computer system you are using is up to date.

Task 1a

Research how you will update the systems on your device.

Open a new document.

Take a screenshot of a learning resource you will use and another screenshot showing where the information on operating systems is listed.

Paste these into the document. You must include your name, candidate number and task reference on the document.

Save the document with a suitable filename, in the Task 1 folder, and close it.

Evidence required –

Two screenshots to show each of the resources you used. Screenshots should be titled with your name and candidate number and task reference.

(2 marks)

Task 1b

Check your computer to make sure it has the latest operating system updates.

Open a new document.

Take a screenshot showing your system is up to date or if updates need to be installed and paste it into the document. You must include your name, candidate number and task reference on the document.

Save the document with a suitable filename and close it.

Evidence required – Named evidence file Screenshot to show if you have any system updates to be installed. Screenshot should be titled with your name and candidate number and task reference.

(1 mark)

(Total for Task 1 = 3 MARKS)

Task 2

Edward has a smartphone with the Android operating system on it. Sometimes the phone will restart without Edward restarting the phone.

Edward has asked you to find out what might be causing this to happen, and to save the information so he can access it if the problem happens again.

Task 2a

Create a new folder within the Task 2 folder to save the information you're going to find. Make sure that the folder has a meaningful name to describe the contents of the folder.

You will use this folder to save the information you find in (b)

(2 marks)

Evidence required – Named evidence file.

Task 2b

Search the internet to find out what might be causing his phone to restart and how this problem can be fixed.

Make sure that any information you find is:

- up to date
- from a reliable source.

Open a new document.

Take four screenshots showing:

- the search criteria you used
- the information you found on how to fix the problem
- the information is up to date
- the information is from a reliable source.

Paste the screenshots into the document. You must include your name, candidate number and task reference on the document.

Save the document with a suitable filename, in the folder you created for Task 2 a, and close it.

Make sure the website address is included for the information you have found.

(7 marks)

Evidence required – Screenshot showing the information was up to date and relevant

A file titled '**Contact Edward and tutor**' with the contact details of Edward and your tutor is in the evidence folder for Task 2.

Open the file.

Task 2c

Send a message that you have completed the work with the information you have found by email to Emma.

Make sure that the message is appropriate and copy in your tutor.
(Your tutor will give you the email address)

Open a new document.

Take a screenshot of the email.

Paste the screenshot into the document. You must include your name, candidate number and Task reference on the document.

Save the document with a suitable filename, in the folder you created for Task 2, and close it.

(4 marks)

Evidence required – Screenshot of the email you sent

Screenshot should be titled with your name and candidate number and Task.

(Total for Task 2 = 13 MARKS)

Task 3

The file '**Contact Edward and Tutor**' used in Task 2, contains personal information. It will need to be password protected.

Move the file '**Contact Edward and Tutor**' from Task 2 folder to Task 3 folder.

Task 3a

Use the password **SampleEDS%** to protect the information in the file. **(2 marks)**

Evidence required - The password protected file

(Total for Task 3 = 2 MARKS)

Task 4

Edward wants to use a headset and microphone to communicate with his friends when using his computer.

Edward wants you to compare some suitable headsets. Edward has a budget of up to £50 and he wants you to look at reviews to make sure the headsets are reliable.

Task 4a

Search the internet to find information about **three** suitable headsets.

Open a new document.

Take screenshots of the information for your three headsets. Paste the screenshots into the document. You must include your name, candidate number and Task reference on the document. Save the document in the Task 4 folder.

(2 mark)

Evidence required – Screenshot(s) of prices and features for three suitable headsets

Screenshot should be titled with your name and candidate number and Task reference.

Task 4b

Identify one headset that you would recommend to Edward and give one reason why you made this choice?

Your answer should be brief (1 or 2 sentences)

Open a new document.

Save your answer in a word processed document. You must include your name, candidate number and Task reference on the document. Save the document in the Task 4 folder.

(2 marks)

Evidence required– Identify the preferred headset – Explaining why you prefer your chosen headset

(Total for Task 4 = 4 MARKS)

Task 5

Edward is organising an event and wants you to calculate costs using a spreadsheet.

Task 5a

Open the file '**SAMCost**' in the Task 5 folder and copy the information into a spreadsheet.

Task 5b

Make sure the spreadsheet shows the cost of each item.

Use a formula to calculate the total cost in the spreadsheet.

Sort the spreadsheet data so the costs are arranged from highest to lowest.

Make sure the values are displayed with 2 decimal places.

Save the spreadsheet in the folder for task 5. You must include your name, candidate number and Task reference on the document.

(4 mark)

Evidence required

– The spreadsheet file showing the total costs

(Total for Task 5 = 4 MARKS)

Task 6

Edward needs a poster for the event.
He has started the poster.

Help his by finishing the poster.

Task 6a

Open the file '**SAMPoster**' in the Task 6 folder

Task 6b

Change the day from Friday to Saturday

(1 marks)

Task 6c

Insert the '**Image**' from the Task 6 folder into the poster.

(1 marks)

Task 6d

label the image and make the image smaller

(2 marks)

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Task 6e

Use two Formatting techniques to enhance the poster.

(2 marks)

Save the poster in the folder for task 6. You must include your name, candidate number and Task reference on the document

Evidence required

– The updated poster file

(Total for Task 6 = 6 MARKS)

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