

PART A PERSONAL INFORMATION & DECLARATION of COMPETENCE			
Section 1: Personal Information and Organisational Details			
First Name		Last Name	
Job Title/ Business Name			
RTO		Site/ Campus	
Department (if relevant)		Student ID (If relevant)	
Address			
Suburb/ City		Postcode	
Phone		Mobile	
Email			

SECTION 2: Declaration and Signature	
To be signed on completion of the Self-Assessment Task	
I declare that the information provided in this document is accurate and the evidence presented is authentic. I have evaluated my response and I judge that it establishes equivalent competence to the competencies set out in the Certificate I & II in Information Technology. The completed document and portfolio of evidence has been examined and verified by my qualified assessor.	
Signature of Candidate:	Date
Signature of Assessor:	Date

PART B PRACTICAL ASSESSMENT	
Student Name:	
Course Code/Title:	ICA05 Certificate I & II Information Technology
Unit Code/Title	ICAU1128A Operate a personal computer

Key to codes on the following pages:					
Evaluation					
C	Competent	FTR	Further Training Required	FER	Further Evidence Required

PRACTICAL ASSESSMENT

ICAU1128A Operate a personal computer

You will need:

- Access to a PC with Microsoft Office installed
- Your assessor will need to provide you with the files required (contained in a folder named **RPL_ICAU1128A_prac**)
- Copy the folder onto your local disk
- A removable storage device e.g. USB drive memory stick or floppy disk, etc

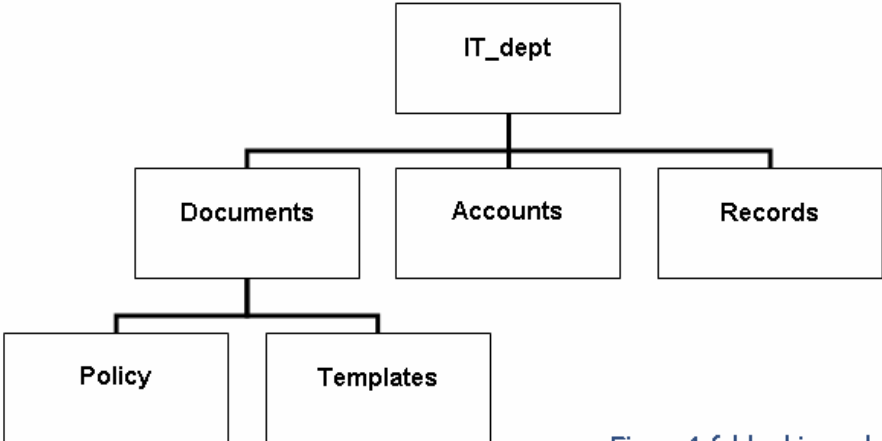
Note: You are free to use Microsoft Office reference books and on-line Help

PRACTICAL ASSESSMENT
ICAU1128A Operate a personal computer

Task	Assessor Use Only
Before commencing your tasks ensure you: } Adjust your workstation according to OH&S principles } Check your workstation and immediate work area for hazards	Element/ Performance Criteria
Start the computer	1
1 (a) Check the following devices and make sure that they are properly connected: } Mouse } Keyboard } Monitor (b) Switch on the power and start the computer	1.1 1.2

Access basic system information	
<p>2</p> <p>(a) Log in to your PC, inserting user name and password as required.</p> <p>(b) Locate and record, in the spaces below, the following information:</p> <p>The operating system installed and its version.</p> <hr/> <p>The installed version of Microsoft Office.</p> <hr/> <p>Details of default printer connected including name of printer.</p> <hr/> <hr/>	<p>2.1</p> <p>2.2</p>
<p>(c) Use Help to locate the following information:</p> <p>What are two features of Windows that are available to assist users with vision impairment?</p> <p>(i) _____</p> <p>(ii) _____</p>	2.3
Navigate and manipulate desktop environment	
<p>3</p> <p>(a) Create a shortcut on the desktop that allows fast access to an installed word processing application e.g. Microsoft Word.</p>	<p>3.1</p> <p>3.2</p>

<p>(b) Arrange the desktop icons so that they are arranged by type</p> <p>(c) Open a new word document.</p> <p>} Use the Start menu to access Help</p> <p>} Search for information on keyboard shortcuts</p> <p>} Locate a list of commonly used shortcut keys</p> <p>} Re-size and re-arrange the Help Window and document windows so that they are side by side</p> <p>} Copy and paste the information on shortcut keys into your new document</p> <p>} Close the Help window</p> <p>} Restore the document window</p> <p>} Save the word document as shortcuts on the desktop.</p>	<p>3.1</p> <p>2.3</p> <p>3.3</p>
<p>Organise folder structure and files and organise file for user and/or organisation requirements</p>	
<p>4</p> <p>(a) Create a new folder named help_items on your removable storage device (floppy disk or USB memory stick).</p> <p>} Create a sub-folder inside help_items</p> <p>} Name the sub-folder word</p>	<p>4.1</p> <p>5.5</p>

<p>} Copy the file shortcuts from the desktop to the word folder.</p>	
<p>(b) Locate the folder RPL_ICAU1128A on your CD ROM or network drive.</p> <p>} Copy the folder to the local disk (hard disk)</p> <p>} Rename the folder so that it is called RPL__yourinitials</p> <p>(c) What is the size of the folder RPL__yourinitials in kilobytes?</p> <hr/> <p>(d) A sharing option has been applied to the folder. On a network, are users able to share this folder?</p> <hr/> <p>(e) Create a new folder hierarchy, also on the local disk, naming the folders as shown:</p>	<p>4.3 4.4 5.5 5.1</p> <p>4.2</p>
<div style="text-align: center;">  <pre> graph TD IT_dept[IT_dept] --- Documents[Documents] IT_dept --- Accounts[Accounts] IT_dept --- Records[Records] Documents --- Policy[Policy] Documents --- Templates[Templates] </pre> <p>Figure 1 folder hierarchy</p> </div>	<p>4.1</p>

<p>5</p> <p>(a) Select and move the files contained in the folder RPL__yourinitials so that:</p> <ul style="list-style-type: none">• Database files go in the Records folder• Spreadsheet files go in the Accounts folder• Templates go in the templates folder• All remaining word processed documents go in the Policy folder <p>(b) Using Windows Explorer:</p> <p>} Move the folder RPL__yourinitials to your removable storage device (USB drive, floppy disk).</p> <p>} Move the help_items folder that you created earlier into the documents folder (which is inside the RPL__yourinitials folder).</p> <p>(c) Locate the word file named shortcuts.</p> <p>} Rename the file so that it is called shortcut_keys</p> <p>} Close all files and programs</p>	<p>5.2 5.4 5.5</p> <p>5.1 5.3</p>
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Thank you, you have completed your Practical Assessment.

Please ensure that Part A and part B are completed.

Your assessor will advise you as to whether your application has been successful.

RPL Practical Assessment ICA05 Information and Communications Technology
 ICAU1128A Operate a personal computer

Assessor Use Only			
ICAU1128A Operate a personal computer		Please Tick	
Task	Element(s)	Competent	Further Training Required
1a	1.1		
1b	1.2		
2a	2.1		
2b	2.2		
2c	2.3		
3a	3.1		
3b	3.2		
3c			
4a	4.1 5.5		
4b	4.3 4.4 5.5		
4c	4.2		
4d	4.2		
4e	4.1		
5a	5.2 5.4 5.5		
5b	5.1		
5c	5.3		
Comments			