

## Task 2 checklist

Assessor/third party to complete

Candidate name: .....

Candidate #:.....

Instruction	Yes	No
1. Set up your workstation furniture and equipment in a way that is appropriate for you. Demonstrate to your assessor how the positions of the following are ergonomically correct. <ul style="list-style-type: none"> <li>• chair</li> <li>• mouse</li> <li>• keyboard</li> <li>• monitor</li> </ul>		
2. Demonstrate the correct way to sit in your chair and access your computer equipment.		
3. Demonstrate two exercises which can be performed to prevent OOS.		
4. Power up your computer. Sign in if needed so that the desktop is displayed.		
5. Change the background picture on the desktop and the Windows colour scheme.		
6. Open the Get Started app. Demonstrate how to get information about using Windows 10. Close the Get Started app.		
7. Attach your USB memory stick. Create a desktop shortcut to the <i>assessment files</i> folder on your USB memory stick. You can ask your assessor for help if required. Close File Explorer.		
8. Use the shortcut to display the contents of the <i>assessment files</i> folder.		
9. With the <i>assessment files</i> folder selected, use the File Explorer search tool to perform a search for: <ul style="list-style-type: none"> <li>• <i>in progress</i> folder</li> <li>• file called <b>banking</b>.</li> </ul> Cancel the search.		
10. Create a folder in the <i>Documents</i> folder (under This PC) called <i>testing</i> .		
11. Using the Cut and Paste buttons, move the <i>assessment files</i> folder from the USB memory stick to the <i>testing</i> folder.		
12. From within the <i>assessment files</i> folder, move the following files to the <i>company</i> folder using the drag and drop method: <ul style="list-style-type: none"> <li>• Gibbons 1 proposal 23-02-16</li> <li>• Gibbons 2 proposal 26-02-16</li> </ul>		
13. From within the <i>assessment files</i> folder, move the following files to the <i>company</i> folder using the cut and paste method: <ul style="list-style-type: none"> <li>• Delta Plumbing 1 proposal 12-02-16</li> <li>• dining.</li> </ul>		

Instruction	Yes	No
14. From within the <i>assessment files</i> folder, move the <i>word files</i> folder to the <i>company</i> folder using the drag and drop method.		
15. Delete the folder called <i>delete me</i> and send it to the Recycle Bin.		
16. Delete the file called <b>delete me too</b> and send it to the Recycle Bin.		
17. Display the contents of the Recycle Bin. Restore the <i>delete me</i> folder and the <b>delete me too</b> file. Close the Recycle Bin.		
18. Rename the <i>delete me</i> folder to <i>restored folder</i> .		
19. Rename the file <b>delete me too</b> to <b>restored file</b> .		
20. Create a desktop shortcut to <b>restored file</b> .		
21. Open <b>restored file</b> from the desktop shortcut.		
22. Perform the following tasks using the <b>restored file</b> window (you may perform them in any appropriate order): <ul style="list-style-type: none"> <li>• maximise the window</li> <li>• restore down the window</li> <li>• minimise the window to the taskbar</li> <li>• restore the window from the taskbar.</li> </ul>		
23. Close <b>restored file</b> .		
24. Delete the desktop shortcuts to <b>restored file</b> and the <i>assessment files</i> folder.		
25. Copy the <i>company</i> folder to the root of the USB memory stick.		
26. Disconnect the USB memory stick.		
27. Close File Explorer.		
28. Shut down the computer.		
Has the candidate successfully completed all items in this task?		
<b>Assessor/third party signature</b>		
<b>Date</b>		