



IT Essentials: PC Hardware and Software v4.0

Student Based Assessment

Skills-Based Assessment – Instructor Version

Name: _____

Date: _____

Upon successful completion, the Instructor will sign below:

Instructor signature: _____

Instructions

The instructor will provide all additional information required to successfully complete this exam. Notify the instructor after each task is complete.

Note: To pass this assessment, the instructor must check all " Completed" boxes and sign the Instructor line above.

Part 1: PC Assembly

This section tests the knowledge of how to physically install PC hardware components. Perform the tasks listed below. Notify the instructor after the tasks have been completed.

Tasks

1. Open the PC case.
2. Install the following hardware components:
 - Hard drive
 - Floppy drive
 - Optical drive
 - NIC
 - Wireless NIC
 - Video adapter
 - Internal cables
 - External cables
3. Close the PC case.

Completed

Part 2: BIOS Setup Program

This section tests the knowledge of how to access and configure the system BIOS when the computer boots up. Access the BIOS setup program and change the boot order. Notify the instructor after the tasks have been completed.

Tasks

1. Turn on the computer.
2. Enter the BIOS setup program.
What key was used to enter the BIOS setup program?

3. Change the boot order to:
 1. Optical drive
 2. Hard drive
 3. Floppy drive

Completed

Part 3: Install Windows XP

This section tests the knowledge of how to install Windows XP. Install Windows XP using the default installation configuration. Notify the instructor after the tasks have been completed.

Tasks

1. Use the Windows XP setup media to delete the partitions on the disk.
2. Install Windows XP on a new partition.
3. Log on to windows as an administrator.
4. Create a limited account on the computer.

Completed

Part 4: Setting up a Network Connection

This section tests the knowledge of how to connect to a network and configure network settings. Connect the computer to the network, configure the network settings with the information provided by your instructor, and test the configuration to make sure the computer is properly connected to the network.

Tasks

1. Connect the computer to the network using an Ethernet patch cable.
2. Configure the Ethernet adapter with the IP address information provided by your instructor.
3. Ping the loopback address.
4. Ping the instructor's computer or another computer connected to the same gateway if the instructor's computer is unavailable.

Completed

Part 5: Installing an All-in-one Printer

This section tests the knowledge of how to install an all-in-one printer. Install the all-in-one printer and print a test page. Notify the instructor after the tasks have been completed.

Tasks

5. Connect the all-in-one printer.
6. Install the drivers and software for the all-in-one printer.
7. Print a test page.
8. Scan the test page and display it on the monitor.

Completed

Part 6: Sharing a Printer

This section tests the knowledge of how to share a printer over the network. Share the printer on one computer and print a document using a different computer on the same network. Notify the instructor after the tasks have been completed.

Tasks

1. Connect the computers in your group to the wireless router.
2. Share the printer.
3. Create a sample text document on a different networked computer.
4. Print the document from the computer that does not have a printer connected to it.

Completed

Part 7: Sharing a File

This section tests the knowledge of how to share a file over the network. Share the file on one computer and change the file from a different computer on the same network. Notify the instructor after the tasks have been completed.

Tasks

1. Create a sample text document. Use the text provided by the instructor.
2. Share the document.
3. Access the document from a different networked computer.
4. Change the text in the file.
5. Save the changed document.

Completed

Part 8: Troubleshooting Concepts

This section tests the individual troubleshooting skills of the student. Notify the instructor after the tasks have been completed.

Tasks

1. Open the Device Manager.
Are all of the devices installed properly?
2. Correct any problems found with the hardware in the Device Manager.
3. What are the IP address, subnet mask, and default gateway of the computer?

IP address:

Subnet mask:

Default gateway:

What command is used to find this information?

What is the output of the command used to test a NIC?

Completed

Part 9: Preventive Maintenance Concepts

This section tests the individual student knowledge of basic preventive maintenance. Notify the instructor after the tasks have been completed.

Tasks

1. Check the hard drive for errors.
 - Start scanning the hard drive for errors.
 - Notify the instructor while the task is running.
 - Turn off Scandisk
2. Defragment the hard drive.
 - Start defragmenting the hard drive.
 - Notify the instructor while the task is running.
 - Cancel defragmenting the hard drive.

Completed