**Task 5 - Your task**

In this task, you need to select and recommend hardware and software requirements to meet the specific needs of a client.

**Some hints for you…**

To successfully complete this task, you will need to:

* Develop an understanding of computer operating systems and the relative uses and benefits of each.
* Source computer hardware suppliers using the Internet.
* Develop a quote template and provide a quote in response to client specifications.
* Consider environmental aspects of the disposal of computer components.
* Develop an understanding of application software and its uses.
* Research and recommend available software appropriate to computer security issues including anti-virus, firewall, anti-spyware and spam.
* Write an appropriately formatted business letter to a client.
* Develop an understanding of social media.
* Research how to protect you privacy (Facebook).
* Develop a review of social media options suitable for a small business.

**What you must do:**

Refer to the Task Planning Sheet to assist you in completing this task.