

Edexcel Functional Skills

Information and Communication Technology Level 1

9–13 January 2012

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJan12L1
- TLCActivitiesL1
- TLCTextL1
- ImagesJan12L1
- Cover Sheet (enclosed)
- short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, candidate number and centre number on each page before printing.
- Attach all tasks securely to the cover sheet using the treasury tag provided.

Information

- The test is divided into **TWO** sections.
- Start with **Section A**. You are advised to spend **15 minutes** on **Section A** and **1 hour and 45 minutes** on **Section B**.
- You will need to use the internet in **Section A**. You must **not** use the internet in **Section B**.
- The total mark is **50**.
- The marks for **each** task are shown in brackets
– use this as a guide as to how much time to spend on each task.

Advice

- Read each task carefully before you start to complete it.
- Keep an eye on the time.
- Try to complete each task.
- Check your work.

Turn over ►

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Background

TLC offer adventure holidays for 14–18 year olds.

The holidays include activities such as mountain biking, rock climbing and rafting.

Getting Started

The **Data Files** folder in your user area contains all the files you need for this test.

These are:

- ResponsesJan12L1
- TLCActivitiesL1
- TLCTextL1
- ImagesJan12L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	19 marks
	Task 3	19 marks
	Task 4	6 marks
	Task 5	2 marks
	Total	50 marks

Complete ALL tasks.

Section B covers tasks 2–5 in the test.

Section A

You may use the internet for this section only.

Task 1 – Staying safe

TLC offers water-based activities for teenagers.

Open the file **ResponsesJan12L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find one item of safety equipment needed for white water rafting.

Show how you did this by completing **ResponsesJan12L1** with:

- a screen shot of the search engine and keywords you typed in to find the website
- one item of safety equipment needed for white water rafting
- the full website address (URL) where you found the item of safety equipment.

Resave the file **ResponsesJan12L1** for use in **Section B, Task 3**.

(4)

Evidence

A printout of the file **ResponsesJan12L1**.

(Total for Task 1 = 4 marks)

TOTAL FOR SECTION A = 4 MARKS

You must not use the internet for the rest of the test.

Section B

You must not use the internet from this point onwards.

Task 2 – Activity information

TLC wants to update the activity information.

- (a) Open the file **TLCActivitiesL1**.

Enter your name, candidate number and centre number in the footer.

- (i) The 'Hill Walking' activity at 'High Fell' is being replaced with 'Kayaking' at 'Redlands Bay'.

The rest of the information stays the same.

Update the spreadsheet.

(3)

- (ii) Sort the information alphabetically by **Activity**.

(1)

- (b) (i) Use a formula to calculate the **Income** from each activity.

(3)

- (ii) Use a formula to calculate the **Total Income** from all activities.

(2)

- (c) Make sure that information is clear, easy to read and fits on one side of A4.

(3)

Resave the file **TLCActivitiesL1**.

Evidence

*A printout of your spreadsheet showing the **data**.*

*A printout of your spreadsheet showing the **formulae** you used.*

Remember

Check that your name, candidate number and centre number are on each printout.

Resave the file.

d) Create a chart to display the **Income** for each **Activity**.

Make sure the chart is clearly labelled, easy to understand and has an appropriate title.

(7)

Evidence

A printout of your chart.

Remember

Check that your name, candidate number and centre number are on each printout.

Save the chart.

(Total for Task 2 = 19 marks)

Task 3 – Promoting the activities

A fact sheet is sent to teenagers who make a booking.

It contains information about some of the activities available.

(a) Create a fact sheet for TLC.

The fact sheet must include:

- the TLC logo from **ImagesJan12L1**
- **all** of the information from the file **TLCTextL1**
- the item of safety equipment that you found in **Task 1**
- a suitable image for each activity selected from **ImagesJan12L1**.

The fact sheet must fit on a single A4 page.

Enter your name, candidate number and centre number in the footer.

Save the information sheet using a meaningful file name.

(16)

Evidence

A printout of your fact sheet.

Remember

Check that your name, candidate number and centre number are on the printout.

(b) Create a new folder called TLC.

Move your fact sheet into this folder.

(3)

Evidence

A printout of the screen shot showing your fact sheet in the TLC folder.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 3 = 19 marks)

Task 4 – Working with TLC

You must **not** use the internet for this task.

TLC want to check the fact sheet.

You will need to email your fact sheet to Lucy West, Marketing Manager.

Lucy's email address is lucywest123@tlc.co.uk

Prepare an email to Lucy.

Make sure that the 'Subject' of your email is meaningful.

Attach a copy of your fact sheet.

Include a message asking Lucy for her feedback.

Produce a screen shot showing the email that you have prepared.

Save the screen shot with a meaningful file name.

(6)

Evidence

A printout of the screen shot showing your email.

Make sure that it shows the email address, subject, attachment and your message.

Make sure the screen shot is clear and large enough to be read.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 4 = 6 marks)

Task 5 – Managing your files and folders

Set the TLC folder you created in **Task 3** to 'read only' so that no-one can make changes to the files in it.

Produce a screen shot showing that you have made the folder 'read only'.

(2)

Evidence

A printout of the screen shot showing the TLC folder has been set to 'read only'.

Make sure the screen shot is clear and large enough to be read.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS
TOTAL FOR TEST = 50 MARKS