

Edexcel Functional Skills

Information and Communication Technology Level 1

19–23 March 2012

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesMar12L1
- AuditionNumbersL1
- AdvertTextL1
- ImagesMar12L1
- 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

'Starring Role' wants to find young performers to take part in a West End show.

'Starring Role' auditions are being held all over the country.

An advertisement will give details of the auditions.

Getting Started

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

These are:

- ResponsesMar12L1
- AuditionNumbersL1
- AdvertTextL1
- ImagesMar12L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	20 marks
	Task 3	18 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 – What is the address of the London Palladium?

The show will be held at the London Palladium theatre. The organiser needs the address for the advertisement.

Open the file **ResponsesMar12L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the address including the postcode of the London Palladium theatre.

Show how you did this by completing **ResponsesMar12L1** with:

- a screen shot of the search engine and keywords you typed in to find the website
- the address including the postcode of the London Palladium theatre
- the full website address (URL) that you used.

Resave the file **ResponsesMar12L1** for use in **Section B, Task 3(a)**.

Evidence

*A printout of the file **ResponsesMar12L1**.*

(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 - Auditions

'Starring Role' needs to know how many people have had an audition.

- (a) Open the file **AuditionNumbersL1**.

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

Numbers attending auditions in Cardiff were:

Morning session **87**

Afternoon session **94**

Evening session **55**

Enter this information on to the spreadsheet.

(3)

- (b) Use a formula to calculate the **Total attending** for each city.

(2)

Evidence

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

Remember

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

Resave the file.

- (c) Sort the information alphabetically by **City**.

(2)

- (d) Format the information so that it is clear and easy to read.

(3)

Evidence

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

Remember

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

Resave the file.

(e) Create a chart to display the numbers attending morning, afternoon and evening sessions in each city.

The chart must:

- be clearly labelled
- be easy to understand
- have an appropriate title
- be printed on a separate sheet.

(10)

Evidence

A printout of your chart on an A4 sheet.

Remember

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

Save the chart.

(Total for Task 2 = 20 marks)

Task 3 – Advertising the auditions

(a) ‘Starring Role’ auditions are advertised in local newspapers.

‘Starring Role’ needs an advertisement for the auditions that will take place in Brighton.

The advertisement must:

- fit on **one A4 page** portrait
- be clear, informative and encourage people to attend
- be fit for purpose and audience.

The advertisement must include:

- the ‘Starring Role’ logo from **ImagesMar12L1**
- the text from **AdvertTextL1**
- the address and postcode of the London Palladium theatre, which you found in **Section A, Task 1**
- two suitable images selected from **ImagesMar12L1**.

Create the advertisement.

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

Save the advertisement using a meaningful file name.

(16)

Evidence

A printout of your advertisement.

Remember

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

(b) Make the advertisement **read only**, so that people can look at it but cannot change it.

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

Save the screen shot using a meaningful file name.

(2)

Evidence

A printout of your screen shot.

Make sure that 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 3 = 18 marks)

Task 4 – Email your advertisement

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

- (a) James Chen, the Publicity Manager, wants to check the advertisement.

James' email address is: james5chen@no1starringrole.com

Prepare an email to James.

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

Attach a copy of your advertisement.

Include a message asking James for his feedback.

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name.

(4)

Evidence

A printout of the screen shot showing your email.

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

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.

- (b) Answer this question in the space provided in the file **ResponsesMar12L1**.

Open the file **ResponsesMar12L1**.

The advertisement you have created uses images that are not copyright free.

'Starring Role' must not break the law.

What must James do before the advertisement is published to make sure it does not break the law?

(2)

Evidence

*A printout of the file **ResponsesMar12L1**.*

Remember

Resave the file.

(Total for Task 4 = 6 marks)

Task 5 – Save your work

Make sure that you have saved all the files you have created or edited.

Produce a screen shot showing the files you have created or edited and where they are stored.

Evidence

A printout of your screen shot showing the files you have created or edited and where they are stored.

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

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