

Edexcel Functional Skills

Information and Communication Technology Level 1

14 – 18 May 2012

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesMay12L1
- BarbecueFoodL1
- InformationMayL1
- ImagesMay12L1
- 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 every task.
- Check your work.

Turn over ►

P41166A

©2012 Pearson Education Ltd.

6/5/3



PEARSON

Background

Burrfield Pony Club is based in Burwash, Hampshire.

They want to raise some money for the Isle of Wight Donkey Sanctuary.

The Club is going to hold a family fun day and horse show.

Anita Chambers is the organiser of the event.

Getting Started

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

These are:

- ResponsesMay12L1
- BarbecueFoodL1
- InformationMayL1
- ImagesMay12L1

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 – When was the Isle of Wight Donkey Sanctuary established?

Anita needs some information about the Isle of Wight Donkey Sanctuary.

Open the document **ResponsesMay12L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the year that the Isle of Wight Donkey Sanctuary was established.

Show how you did this by:

- taking a screen shot of the search engine page you used showing the text you typed in
- pasting the screen shot into **ResponsesMay12L1**
- completing the table in **ResponsesMay12L1**

Resave the file **ResponsesMay12L1** for use in **Section B, Task 3**.

Evidence

*A printout of the document **ResponsesMay12L1**.*

(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 – Barbecue food

The file **BarbecueFoodL1** stores details of the food to be sold at the family fun day and horse show.

- (a) Open the file **BarbecueFoodL1**

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

The cost price of the plain chicken piece has been entered incorrectly. It should be £0.44

Correct this information on the spreadsheet.

(3)

- (b) Use a formula to calculate the **Selling Price** of each item.

(Hint: **Selling Price = Cost Price + Profit**)

(2)

- (c) Use a formula to calculate the **Average Selling Price**.

(3)

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.

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

(i) Format the three columns of data and the **Average Selling Price** to currency with two decimal places.

(2)

(ii) Add any other formatting that improves the clarity of the spreadsheet.

(2)

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 **Selling Price** of each item.

Make sure the chart is labelled clearly and easy to understand.

Save the chart as a separate sheet.

(8)

Evidence

*A printout of your **chart**.*

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 family fun day and horse show

(a) Produce a poster to advertise the family fun day and horse show.

The poster must be:

- no more than one side of A4 portrait
- clear and easy to read
- suitable for display on a noticeboard.

It must include:

- information from the text file **InformationMayL1**
- the information about the Isle of Wight Donkey Sanctuary you found in **Section A, Task 1**
- the selling price of the **two** burgers from **Section B, Task 2**
- **one** appropriate food image from **ImagesMay12L1**
- **two** other suitable images selected from **ImagesMay12L1**
- a page border.

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

Save the poster using a meaningful file name.

(16)

Evidence

A printout of your poster printed on an A4 sheet, portrait.

Remember

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

(b) Make the poster **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.

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Email your poster

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

Burrfield Pony Club is a member of the Hampshire Pony Clubs Association.

Sally Lucas, Secretary of the Association, has agreed to send the poster to other pony clubs.

Sally's email address is S.Lucas@HantsPCA.org.uk

Prepare an email to Sally attaching a copy of your poster.

Include a message asking Sally to forward the poster to other pony clubs.

Produce a screen shot showing the email you have prepared.

Evidence

A printout of the screen shot showing your email.

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

Remember

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

(Total for Task 4 = 6 marks)

Task 5 – Save your work

Create a new folder for your work.

Move all the files you have edited or created in this test into the new folder.

Produce a screen shot showing the files in the new folder.

Evidence

A printout of the screen shot.

Make sure the name of the folder can be clearly seen in the screen shot.

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