

Edexcel Functional Skills

Information and Communication Technology Level 1

18–22 June 2012

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJun12L1
- SandwichSalesL1
- FlyerTextL1
- ImagesJun12L1
- Cover Sheet (enclosed)
- short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate 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 ►

P40739A

©2012 Pearson Education Ltd.

1/1/1



PEARSON

Background

Get Fresh has opened a new sandwich shop.

They want a flyer to advertise the shop and special offers.

Getting Started

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

These are:

- ResponsesJun12L1
- SandwichSalesL1
- FlyerTextL1
- ImagesJun12L1

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 – Origin of minestrone soup

There will be a competition on the flyer.

The name of the country of origin of minestrone soup is needed for the competition.

Open the file **ResponsesJun12L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the country of origin of minestrone soup.

Show how you did this by completing **ResponsesJun12L1** with:

- a screen shot of the search engine and keywords you typed in to find the origin
- the country of origin
- the full website address (URL) that you used.

Resave the file **ResponsesJun12L1** for use in **Section B, Task 3(a)**.

Evidence

*A printout of the file **ResponsesJun12L1**.*

Remember

Make sure your name, candidate number and centre number are on the printout.

(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 – Sandwich sales

Get Fresh needs to know the number of sandwiches sold in the first week.

- (a) Open the file **SandwichSalesL1**

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

The number of egg mayonnaise sandwiches sold each day was:

Monday **9**

Tuesday **15**

Wednesday **13**

Thursday **19**

Friday **21**

Enter this information on to the spreadsheet.

(3)

- (b) Use a formula to calculate the **Total Sales for Week** for each sandwich.

(3)

Evidence

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

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the file.

Get Fresh wants to know which sandwich was most popular.

(c) Sort the information in descending order of **Total Sales for Week**.

Make sure the information is clear and easy to read.

(5)

Evidence

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

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the file.

(d) Create a pie chart to display the **Total Sales for Week** for each sandwich.

The chart must:

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

(9)

Evidence

A printout of your pie chart on an A4 sheet.

Remember

Make sure your name, candidate number and centre number are on the printout.

Save the chart.

(Total for Task 2 = 20 marks)

Task 3 – Advertising *Get Fresh*

A flyer will advertise *Get Fresh*.

It will include details of special offers and a competition.

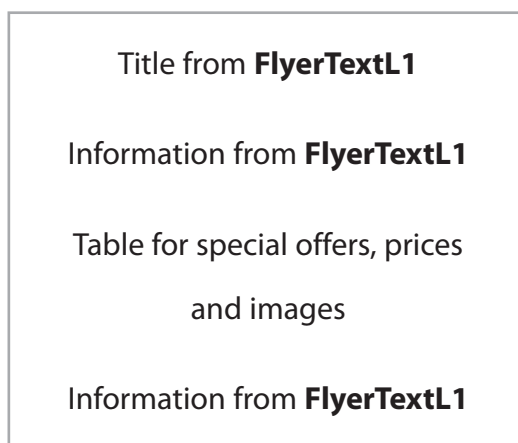
(a) The flyer must:

- fit on **one A4 page** portrait
- be clear, informative and advertise the special offers.

The flyer must include:

- the text from **FlyerTextL1**
- **three** appropriate images selected from **ImagesJun12L1**
- the country of origin of minestrone soup, which you found in **Section A, Task 1**

Create the flyer using this plan:



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

Save the flyer using a meaningful file name.

(16)

Evidence

A printout of your flyer.

Remember

Make sure your name, candidate number and centre number are on the printout.

(b) Make the flyer **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

Make sure your name, candidate number and centre number are on the printout.

(Total for Task 3 = 18 marks)

Task 4 – Email your flyer

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

Christine McKenzie is the Manager of *Get Fresh*.

Prepare an email to Christine attaching a copy of your flyer.

Include a message asking Christine to check that the information on the flyer is correct.

Christine's email address is: christinemckenzie@2012getfresh.com

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name.

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

Make sure your name, candidate number and centre number are on the printout.

(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

Make sure 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