

# Edexcel Functional Skills

## Information and Communication Technology Level 1

12–16 November 2012

**Time: 2 hours**

Paper Reference

**FST01/01**

### You must have:

- ResponsesNov12L1
- SnowL1
- InformationNov12L1
- ImagesNov12L1
- 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 ►

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PEARSON

## Background

Oakdean School is in Marden, Kent.

The Oakdean Parent Support Group is planning a winter sports holiday.

They are going to Wengen in Switzerland.

## Getting Started

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

These are:

- ResponsesNov12L1
- SnowL1
- InformationNov12L1
- ImagesNov12L1

## Mark Allocation

The marks for the test will be allocated as follows:

<b>Section A</b>	<b>Task 1</b>	4 marks
<b>Section B</b>	<b>Task 2</b>	20 marks
	<b>Task 3</b>	18 marks
	<b>Task 4</b>	6 marks
	<b>Task 5</b>	2 marks
	<b>Total</b>	<b>50 marks</b>

**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 – Wengen

Imogen Stansbury is the organiser of the winter sports holiday.

She needs some information about Wengen.

Open the file **ResponsesNov12L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the height above sea level of Wengen in Switzerland.

Show how you did this by completing **ResponsesNov12L1** with:

- a screen shot of the search engine and keywords you typed in to find the website
- the height above sea level of Wengen in Switzerland
- the full website address (URL) that you used.

Resave the file **ResponsesNov12L1** for use in **Section B, Task 3**.

#### **Evidence**

*A printout of the document **ResponsesNov12L1**.*

#### **Remember**

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

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(Total for Task 1 = 4 marks)

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**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 – Snow

The file **SnowL1** shows the monthly snowfall in Wengen for the last five winters.

- (a) Open the file **SnowL1**.

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

The snowfall for March 2007/2008 is incorrect.

The correct value is 130. Enter the correct value on to the spreadsheet.

(2)

- (b) Use a formula in column G to calculate the **Total** snowfall for each **Month**.

Enter a suitable heading for this column.

(4)

- (c) Use a formula to calculate the **Average snowfall for January to March** for each winter.

(4)

#### **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.*

(d) Format the spreadsheet.

(i) Format the average snowfall as whole numbers.

(1)

(ii) Use any other formatting features that make the information clear and easy to read.

(2)

**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.*

(e) Create a chart to display the total snowfall for each month.

The chart must:

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

(7)

**Evidence**

*A printout of your 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 – The winter sports holiday

(a) Imogen wants a presentation to tell families about the winter sports holiday.

It will be shown on a large screen in the school hall.

The presentation must:

- have **four** slides
- have a consistent format
- be clear and easy to read
- be fit for purpose and audience.

The presentation must include:

- the Oakdean Parent Support Group logo from **ImagesNov12L1** on each slide
- information from **InformationNov12L1**
- the height above sea level of Wengen you found in **Section A, Task 1**
- **one** suitable image on each slide chosen from **ImagesNov12L1**

Create the presentation.

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

Save the presentation using a meaningful file name.

(16)

#### **Evidence**

*A printout of your presentation with two slides per page.*

#### **Remember**

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

(b) Imogen wants the presentation to be **read only** to prevent any changes being made.

Make the presentation read only.

Produce a screen shot showing that you have done this.

(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 presentation**

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

Imogen wants to check that your presentation is fit for purpose before she uses it.

Prepare an email to Imogen attaching a copy of your presentation.

Include a message asking Imogen to check that the presentation is suitable.

Imogen's email address is Sec@OakdeanPSG.org.uk

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.*

*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 4 = 6 marks)**

### **Task 5 – Save your work**

Imogen wants a new folder to store your work.

Create a new folder called **Oakdean**

Move your presentation into the new folder.

Produce a screen shot showing your presentation in the new folder.

#### ***Evidence***

*A printout of the screen shot showing your presentation in the new folder.*

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

#### ***Remember***

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

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**(Total for Task 5 = 2 marks)**

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