

Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

06–10 January 2014

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJan14L1
- ShopSalesL1
- LeafletTextL1
- ImagesJan14L1
- 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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Background

Wittley Museum is planning activities about its dinosaur exhibition.

The museum wants to tell visitors about the activities.

Getting Started

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

These are:

- ResponsesJan14L1
- ShopSalesL1
- LeafletTextL1
- ImagesJan14L1

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	16 marks
	Task 4	6 marks
	Task 5	4 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 – Dinosaurs

Witley Museum needs to know what a person who studies dinosaurs is called.

Open **ResponsesJan14L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find out what a person who studies dinosaurs is called.

Show how you did this by completing **ResponsesJan14L1** with:

- a screen shot of the search engine you used showing the text you typed in
- what a person who studies dinosaurs is called
- the full website address (URL) that you used.

Resave **ResponsesJan14L1** for use in **Section B, Task 3** and **Task 5**.

Evidence

A printout of **ResponsesJan14L1**

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 – Shop Sales

Witley Museum sells dinosaur themed items in the shop.

Melissa King, Manager, needs to know the total income from sales of each dinosaur item.

(a) Open **ShopSalesL1**

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

The sales for the backpack are:

Week 1 20

Week 2 15

Week 3 24

Week 4 19

Enter this information on the spreadsheet.

(3)

(b) Use a formula to calculate the **Total Sales** for each item.

(2)

(c) Use a formula to calculate the **Total Income** for each item.

(2)

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) Sort the information in descending order of **Total Sales**. (2)
- (e) Make sure the spreadsheet is clear and easy to read.
- (i) Format currency values to £ and two decimal places. (1)
 - (ii) Add any other formatting that makes the spreadsheet easy to understand. (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.

- (f) Create a chart to display the **Total Sales** for each item. (8)
- The chart must:
- be clearly labelled
 - be easy to understand
 - have an appropriate title
 - be printed on a separate sheet.

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 – Leaflet

Melissa wants a leaflet to tell visitors about the activities.

The leaflet will include information about:

- the dinosaur exhibition
- the different activities available
- the opening times.

It must be:

- one **A4 page**, portrait
- clear and easy to read
- suitable for visitors.

The leaflet must include:

- relevant text selected from **LeafletTextL1**
- the information you found in **Section A, Task 1**
- the logo from **ImagesJan14L1**
- **three** appropriate images selected from **ImagesJan14L1**

Create the leaflet.

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

Save the leaflet using a meaningful file name.

Evidence

A printout of your leaflet.

Remember

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

(Total for Task 3 = 16 marks)

Task 4 – Email your leaflet

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

Melissa needs to see a copy of your leaflet.

Prepare an email to Melissa attaching a copy of your leaflet.

Include a message asking Melissa if the information in the leaflet is correct.

Melissa's email address is melissa.king@wittleymuseum.com

Produce a screen shot showing the email that 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 clearly 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 – Using ICT

(a) Open **ResponsesJan14L1**

Answer this question in the space provided.

Melissa wants to send a copy of the spreadsheet to the Business Manager.

She needs to protect the spreadsheet with a password.

Melissa could use **museumsales** or **ss4D13**

Identify the strongest password to use. Give **one** reason for your choice.

(2)

Evidence

*A printout of **ResponsesJan14L1***

Remember

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

(b) Make sure that you have saved all the files you have created or edited in this test.

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

(2)

Evidence

A printout of the 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 = 4 marks)

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

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