

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

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Information and Communication Technology Level 1

COVER SHEET

17–21 March 2014

Paper Reference

FST01/01

Total Marks

My signature confirms that I will not discuss the content of the test with anyone until the end of the 5 day test window.

Signature: _____

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Sign the declaration.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to Page 2 of this cover sheet using a treasury tag, as shown.

Turn over ►

P43634A

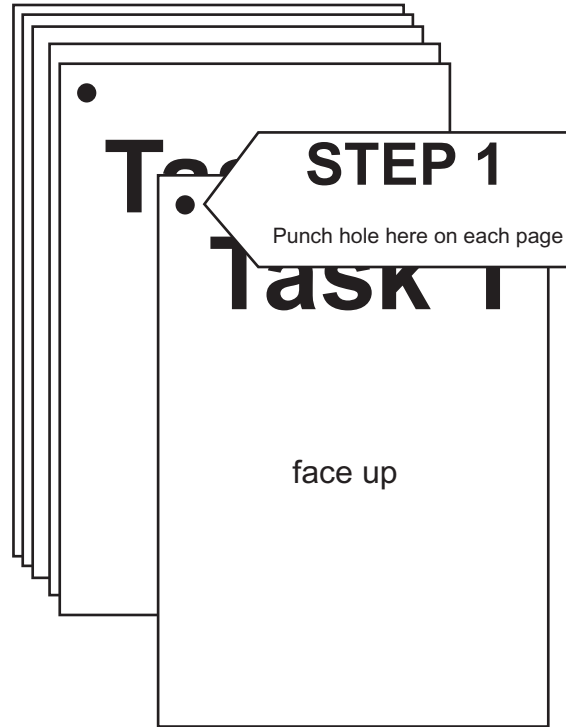
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1/1/1



PEARSON

Put 'treasury tag'
through this hole



STEP 2 Arrange your pages in this order, face up.

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

STEP 3 Put a 'treasury tag' through all your pages.

STEP 4 (last) - - - - -



FOR EXAMINER'S USE ONLY

1	1		
	2		
	3		
	4		
1 4			
2a	1		
	2		
	3		
2b	1		
	2		
	3		
	4		
2c	1		
	2		
	3		
2di	1		
	1		
2dii	1		
	2		
2e	1		
	2		
	3		
	4		
	5		
	6		
	7		
2 20			
3a	1		
	2		
	3		
	4		
	5		
	6		
	7		
	8		
	9		
	10		
	11		
	12		
	13		
	14		
	15		
	16		
3b	1		
	2		
	2		
3 18			
4	1		
	2		
	3		
	4		
	5		
	6		
4 6			
5	1		
	2		
	2		
5 2			





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Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

17–21 March 2014

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesMar14L1
- MembershipL1
- EventTextL1
- ImagesMar14L1
- 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

Grange Book Club is planning an event at a hotel in Whitby.

Harvey Tillman, Club Secretary, is organising the event.

Getting Started

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

These are:

- ResponsesMar14L1
- MembershipL1
- EventTextL1
- ImagesMar14L1

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 – Hotel in Whitby

Harvey needs some information about the hotel in Whitby.

Open **ResponsesMar14L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the address, including the postcode, of Bagdale Hall Hotel in Whitby, North Yorkshire.

Show how you did this by completing **ResponsesMar14L1** with:

- a screen shot of the search engine and keywords you typed in
- the address, including the postcode, of Bagdale Hall Hotel, Whitby
- the full website address (URL) that you used.

Resave **ResponsesMar14L1** for use in **Section B, Task 3**.

Evidence

*A printout of **ResponsesMar14L1***

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 – Membership

Harvey needs to calculate the total income from membership fees for *Grange Book Club*.

MembershipL1 shows the number of members for the last four years.

(a) Open **MembershipL1**

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

Membership numbers for 2013 have not yet been entered.

Enter this information on the spreadsheet:

Junior 53

Full 67

Senior 49

Family 4

(3)

(b) Use a formula in row 10 to calculate the total number for each **Type of Membership**.

Enter a suitable label in cell **A10**.

(4)

(c) Use a formula to calculate the **Total Income** for each **Type of Membership**.

(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 spreadsheet.

(d) Make sure the information is clear and easy to read.

(i) Format currency to £ and 2 decimal places.

(1)

(ii) Add any other features that make the spreadsheet easy to use.

(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 spreadsheet.

(e) Create a chart to display the total income for each type of membership.

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 event

(a) Harvey is organising an event where members will try and solve a mystery.

He needs a presentation to show to members at the next *Grange Book Club* meeting.

It must:

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

The presentation must include:

- the logo from **ImagesMar14L1** on the title slide
- the text from **EventTextL1**
- the address, including the postcode, you found in **Section A, Task 1**
- **one** suitable image chosen from **ImagesMar14L1** on slides 2, 3 and 4

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) Answer this question in the space provided in **ResponsesMar14L1**

Open **ResponsesMar14L1**

Documents can be changed by others accidentally or on purpose.

Give **two** ways Harvey could stop other people making changes to the presentation.

(2)

Evidence

*A printout of **ResponsesMar14L1***

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.

Harvey needs to check that your presentation is fit for purpose.

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

Include a message asking Harvey to check that the presentation is fit for purpose.

Harvey's email address is h.tillman@grangebc.org.uk

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 clearly 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

Harvey wants a new folder to store documents about the event in Whitby.

Create a new folder called **Whitby Event**.

Move **only** your presentation into the new folder.

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

Save the screen shot using a meaningful file name.

Evidence

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

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