

# Edexcel Functional Skills

## Information and Communication Technology Level 2

7–11 January 2013

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesJan13L2
- VisitsL2
- AttractionsL2
- ImagesJan13L2
- 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

*Ballachulish Croft* is a hotel in the Scottish Highlands.

Your task is to help the hotel by:

- gathering information about a local attraction
- calculating profits for minibus visits
- producing a leaflet for guests.

## Getting started

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

These are:

- ResponsesJan13L2
- VisitsL2
- AttractionsL2
- ImagesJan13L2

## Mark allocation

The marks for the test will be allocated as follows.

<b>Section A</b>	<b>Task 1</b>	6 marks
<b>Section B</b>	<b>Task 2</b>	18 marks
	<b>Task 3</b>	18 marks
	<b>Task 4</b>	4 marks
	<b>Task 5</b>	4 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 – Glenfinnan Monument

Open the file **ResponsesJan13L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find a website which gives the history of the Glenfinnan Monument.

Take a screen shot of the search engine showing the criteria you used and the results of the search.

Paste the screen shot into **ResponsesJan13L2**

Complete the table in **ResponsesJan13L2** showing the website address (URL).

(3)

- (b) Use the results of your search in Task 1 (a) to find:

- the year that the monument was built
- what the monument commemorates
- the engineer who constructed the original (1812) road from Arisaig to Fort William.

Complete the table in **ResponsesJan13L2** with your answers.

(3)

Resave the file **ResponsesJan13L2** for use in **Section B, Task 3** and **Task 5**.

#### **Evidence**

*A printout of the document **ResponsesJan13L2***

#### **Remember**

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

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(Total for Task 1 = 6 marks)

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**TOTAL FOR SECTION A = 6 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 – Minibus visits

The hotel organises minibus visits to local attractions.

The file **VisitsL2** shows:

- the return distance to each attraction
- the number of guests using the minibus in the last week
- the cost of fuel
- the average number of miles per litre for the minibus.

Open **VisitsL2**

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

- (a) Calculate the **Fuel Cost** for each attraction.

HINT: **Fuel Cost = Return Distance x Price per Litre / Miles per Litre**

(2)

#### **Evidence**

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

*Make sure the formulae are not truncated.*

#### **Remember**

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

*Resave the file.*

(b) The minibus charge for each attraction depends on the return distance.

If the **Return Distance** to the attraction is 30 miles or more the **Charge** is £20; if not, it is £10.

Use a spreadsheet function to calculate the **Charge** for each **Attraction**.

(3)

**Evidence**

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

*Make sure the formulae are not truncated.*

**Remember**

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

*Resave the file.*

(c) Enter formulae to calculate the **Total Profit**.

(5)

**Evidence**

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

*Make sure the formulae are not truncated.*

**Remember**

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

*Resave the file.*

(d) Format the spreadsheet so that the data is clear and easy to understand.

Indicate on the spreadsheet the **three** attractions that produced the most profit.

(3)

**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 suitable chart to show the fuel cost for each attraction.

Format the chart so that it is clear and easy to read.

Save the chart as a separate sheet.

(5)

**Evidence**

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

**Remember**

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

*Save the chart.*

**(Total for Task 2 = 18 marks)**

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### Task 3 – Leaflet

Jarvis McTaggart, Hotel Manager, wants a leaflet about some local attractions.

The front and back page have already been produced on one A4 sheet.

Your task is to produce the **inside** of the leaflet.

The inside must:

- fill one side of A4, landscape
- be formatted in columns
- be clear and easy to read
- be accurate and fit for purpose.

The inside of the leaflet must inform guests about:

- the Glenfinnan Monument
- the **three** attractions that you identified in **Section B, Task 2(d)**.

You must include:

Item	Where found
The title	<b>AttractionsL2</b>
The text about the Glenfinnan Monument	Selected from <b>AttractionsL2</b> including your answers from <b>Section A, Task 1 (b)</b>
The text about the <b>three</b> attractions you identified in <b>Section B, Task 2 (d)</b>	Selected from <b>AttractionsL2</b>
<b>One</b> image relevant to <b>each</b> of the <b>four</b> attractions in the leaflet	Selected from <b>ImagesJan13L2</b>

Add your own text to encourage guests to use the minibus to visit these attractions.

Save the leaflet with a meaningful file name.

(18)

#### **Evidence**

*A printout of the inside of the leaflet, on one A4 sheet.*

#### **Remember**

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

**(Total for Task 3 = 18 marks)**

#### **Task 4 – Prepare an email**

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

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

Ask Jarvis for his comments.

His email address is Jarvis.McTaggart@ballachulishcroft2013.co.uk

Produce a screen shot showing the email you have prepared.

#### **Evidence**

*A printout of the screen shot showing your email.*

*Make sure the screen shot 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.*

*Save the document.*

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**(Total for Task 4 = 4 marks)**



### Task 5 – Using ICT

Answer these questions in the space provided in the file **ResponsesJan13L2**

Open the file **ResponsesJan13L2**, complete **Section B**.

- (a) Jarvis wants to make sure he has a backup copy of the leaflet file.
- Identify a suitable storage medium for a backup file.
  - Give **one** reason why this medium would be suitable. (2)
- (b) One of the hotel staff, Jane, has a visual impairment.
- Identify **one** system setting that Jane could change to make it easier for her to use the computer.
  - Give **one** reason why this change would make it easier for Jane. (2)

#### **Evidence**

*A printout of **ResponsesJan13L2***

#### **Remember**

*Resave the file.*

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(Total for Task 5 = 4 marks)

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**TOTAL FOR SECTION B = 44 MARKS**  
**TOTAL FOR TEST = 50 MARKS**

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