

# Edexcel Functional Skills

## Information and Communication Technology Level 2

14–18 November 2011

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesNov11L2
- ImagesNov11L2
- Sponsors11L2
- Text11L2
- Cover Sheet (enclosed)
- short treasury tag

### Instructions

- Complete **all** tasks.
- **Enter** your name, candidate number and centre 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 every task.
- Check your work.

Turn over ►

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## Background

The Coast to Coast cycle route is 147 miles from Whitehaven to Sunderland.

Lindsey and her teenage friends will be sponsored to complete the route starting on Saturday 31st March 2012.

Your task is to help Lindsey by:

- gathering information about camping sites
- analysing income from sponsorship
- producing an on-screen presentation.

## Getting started

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

These are:

- ResponsesNov11L2
- ImagesNov11L2
- Sponsors11L2
- Text11L2

## 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>	19 marks
	<b>Task 4</b>	4 marks
	<b>Task 5</b>	3 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 – Planning the cycle ride

Lindsey needs information about campsites and the name and address of a children's charity.

Open the document **ResponsesNov11L2**.

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find:

- the name of a campsite in or near Keswick, Cumbria
- the cost for one person to stay one night in a tent at that campsite.

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

Paste the screen shot into **ResponsesNov11L2**.

Complete the table in **ResponsesNov11L2** showing the name of the campsite and the cost.

(4)

(b) Use an internet search engine to find the name and postal address of a UK children's charity.

Complete the table in **ResponsesNov11L2** showing the name, postal address and website address of the charity.

(2)

Resave the file **ResponsesNov11L2** for use in **Section B, Task 3**.

#### **Evidence**

*A printout of the document **ResponsesNov11L2**.*

(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 – Sponsorship

Lindsey wants to calculate the sponsorship for the cycle ride. The file **Sponsors11L2** contains test data.

(a) Open **Sponsors11L2**.

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

Format the spreadsheet so that it is clear and easy to understand.

(3)

(b) Sort the data in ascending order of **Sponsor Last Name** within ascending order of **Cyclist Name**.

(3)

(c) Some sponsors have offered a fixed amount for completing the ride. Others have offered an amount for each mile completed.

Calculate the **Amount Raised** from each sponsor and the **Total Amount Raised**.

(5)

(d) Lindsey wants to know the amount raised by each cyclist.

Calculate the **Amount Raised by Cyclist**.

(2)

#### **Evidence**

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

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

*Make sure that all the formulae can be seen in full.*

#### **Remember**

*Insert your name, candidate number and centre number on both printouts.*

*Resave the file.*

(e) Lindsey wants a chart to show the amount raised by each cyclist.

Create a suitable chart to display this information.

(5)

**Evidence**

*A printout of your chart.*

**Remember**

*Insert your name, candidate number and centre number on the printout.*

*Save the chart.*

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

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### Task 3 – Cycle Ride Presentation

Lindsey has been asked to give a presentation to local councillors about the sponsored cycle ride.

(a) Create a presentation about the sponsored cycle ride.

It should have:

- a title slide
- no more than 3 other slides.

The content must include:

- information selected from **Text11L2**
- the name and cost of the campsite from **Section A, Task 1(a)**
- the name of the charity from **Section A, Task 1(b)**
- the chart from **Section B, Task 2(e)**
- no more than 3 images selected from **ImagesNov11L2**.

(17)

#### **Evidence**

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

#### **Remember**

*Insert your name, candidate number and centre number on the printouts.*

*Save the presentation.*

Lindsey will also give her presentation to a Year 7 group (11 year olds) at an assembly.

(b) Change one of the slides to make it more suitable for this audience.

Produce a screen shot of the slide you have changed.

Save the screen shot.

Annotate the screen shot to show:

- one change you have made
- a reason why the change makes the slide more suitable for the audience.

(2)

**Evidence**

*A printout of the annotated screen shot showing the changed slide.*

**Remember**

*Insert your name, candidate number and centre number on the printout.*

*Save the annotated screen shot.*

*Resave the presentation with a new name.*

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**(Total for Task 3 = 19 marks)**

#### Task 4 – Email your presentation

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

A copy of the presentation for the local councillors needs to be sent to Lindsey and Christopher (one of Lindsey's friends).

Their email addresses are:

Lindsey Thompson    ljt18Jan@uymail.com

Christopher Davis    chrisd34234@email.com

(a) Add these contacts to the address book (contacts list).

Produce a screen shot of the address book (contacts list).

(2)

##### **Evidence**

*A printout of the screen shot showing the address book (contacts list).*

*Make sure it shows the names and email addresses of Lindsey and Christopher.*

##### **Remember**

*Insert your name, candidate number and centre number on the printout.*

*Save the document.*

(b) Prepare an email to Lindsey and Christopher.

Attach a copy of the presentation for the local councillors.

Add a suitable message.

Produce a screen shot showing the email you have prepared.

(2)

##### **Evidence**

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

*Make sure it shows the email addresses, the subject, the message and the attachment.*

##### **Remember**

*Insert your name, candidate number and centre number on the printout.*

*Save the document.*

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



### Task 5 – Using ICT

When Lindsey opens an email with an attachment, she receives a message on her computer warning her about the dangers of downloading the attachment.

Open the file **ResponsesNov11L2**.

- (a) Identify a danger of downloading attachments. (1)
- (b) Explain how Lindsey could avoid this danger. (2)

#### **Evidence**

*A printout of **ResponsesNov11L2**.*

#### **Remember**

*Insert your name, candidate number and centre number on the printout.*

*Save the document.*

**(Total for Task 5 = 3 marks)**

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

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