

# Edexcel Functional Skills

## Information and Communication Technology Level 2

6–10 February 2012

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesFeb12L2
- TicketsL2
- TheatreL2
- ImagesFeb12L2
- 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 each task.
- Check your work.

Turn over ►

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**PEARSON**

## Background

Jennifer Grainger is the manager of the Seaburn Empire, a theatre in the north of England.

There is a major production at the theatre each month.

Your task is to:

- gather background information about the next major production
- calculate the income for the opening night
- produce a newsletter for the theatre.

## Getting started

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

These are:

- ResponsesFeb12L2
- TicketsL2
- TheatreL2
- ImagesFeb12L2

## 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 – Gathering background information

The production in March 2012 will be West Side Story.

Jennifer needs some background information about West Side Story for the newsletter.

Open the document **ResponsesFeb12L2**.

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find:

- the name of the play by William Shakespeare on which West Side Story is based
- the year of the original Broadway production.

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

Paste the screen shot into **ResponsesFeb12L2**.

Complete the table in **ResponsesFeb12L2** showing the name of the play and the year of production.

(4)

(b) Find the names of the people who wrote:

- the script
- the music
- the lyrics.

Complete the table in **ResponsesFeb12L2** showing the names of the people and the website address you used.

Resave the file **ResponsesFeb12L2** for use in **Section B, Task 3** and **Task 5**.

(2)

### **Evidence**

*A printout of the document **ResponsesFeb12L2**.*

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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 – Ticket sales

Seaburn Empire has six different ticket prices.

On the opening night of West Side Story all ticket prices are reduced by 5%.

The file **TicketsL2** contains details of ticket types, their prices and the number sold.

- (a) Open **TicketsL2**.

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

Calculate the **Opening Night Price** for each type of ticket.

(3)

- (b) Calculate the **Total Income** generated from ticket sales.

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

(6)

- (c) Jennifer uses the spreadsheet to see if the opening night will make a profit.

The costs for the opening night production are £13,604.

If the total income is greater than the costs, the theatre will make a profit.

Use a spreadsheet function in cell E10 to display 'yes' if it will make a profit or 'no' if it will not.

(3)

### **Evidence**

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

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

### **Remember**

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

*Resave the file.*

(d) Jennifer wants a chart to show the income generated from the opening night ticket sales.

Create a suitable chart to display the income for each ticket type as a percentage of the total income.

(6)

**Evidence**

*A printout of your chart.*

**Remember**

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

*Save the chart.*

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

### Task 3 – Newsletter

Jennifer needs to produce the first issue of the Seaburn Empire quarterly newsletter.

It must inform local theatre-goers about:

- productions
- ticket prices
- other events.

Produce the first issue for publication on 1<sup>st</sup> March 2012.

The newsletter must:

- fill two sides of A4
- be well structured
- present the content in a way that is appealing to Seaburn Empire theatre-goers.

The content must include:

- the Seaburn Empire logo from **ImagesFeb12L2**
- relevant information **selected** from **TheatreL2**
- information about West Side Story from **Section A, Task 1(a)** and **Task 1(b)**
- relevant information selected from the spreadsheet in **Section B, Task 2**
- three images selected from **ImagesFeb12L2**

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

Save the newsletter using a meaningful file name.

(18)

#### **Evidence**

*A printout of your newsletter.*

#### **Remember**

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

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

#### **Task 4 – Email your newsletter**

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

Jennifer wants to check that your newsletter is fit for purpose.

Thomas Smailes, publicity manager, also wants to see the newsletter.

Their email addresses are:

Jennifer: grainger\_j@SEtheatre.com

Thomas: smailes\_t@SEtheatre.com

Prepare an email to Jennifer with a copy to Thomas.

Attach a copy of your newsletter.

Add a suitable message.

Produce a screen shot showing the email you have prepared.

(4)

#### **Evidence**

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

*Make sure that 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.*

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

### Task 5 – Using ICT

There are many dangers to data stored on a computer.

Open the file **ResponsesFeb12L2**

- (a) Viruses can be a problem when using the internet.

Give **two** ways to minimise the risk of computer viruses.

(2)

#### **Evidence**

*A printout of the document **ResponsesFeb12L2**.*

#### **Remember**

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

- (b) Computer files can be changed by others accidentally or on purpose.

Password protecting files can reduce this risk.

'Password protect' your newsletter.

Produce a screen shot showing that you have 'password protected' your newsletter.

(2)

#### **Evidence**

*A printout of your screen shot.*

*Make sure the screen shot is clear and large enough to be read.*

#### **Remember**

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

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**(Total for Task 5 = 4 marks)**

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