

Edexcel Functional Skills

Information and Communication Technology Level 2

19–23 March 2012

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesMar12L2
- ImagesMar12L2
- SalonTextL2
- ProductsalesL2
- 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

TheHAIRstop is a hairdressing salon based in Birmingham.

David, the creative director, would like to promote the salon services and their range of organic hair products.

Your task is to assist David by:

- gathering information about organic hair products
- calculating staff bonuses
- creating a presentation to promote the services and organic products sold in the salon.

Getting started

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

These are:

- ResponsesMar12L2
- ImagesMar12L2
- SalonTextL2
- ProductsalesL2

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	6 marks
Section B	Task 2	16 marks
	Task 3	20 marks
	Task 4	4 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 – Organic hair products

David needs information about organic hair products.

Open the document **ResponsesMar12L2**.

Enter your name, candidate number and centre number.

Use an internet search engine to find information about an organic shampoo.

- (a) Find the price of a 200ml bottle of organic shampoo and a reason why a customer should buy the product.

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

Paste the screen shot into **ResponsesMar12L2**.

Complete the table in **ResponsesMar12L2** showing the price of the shampoo and a reason why a customer should buy it.

(4)

- (b) Find a suitable image of someone shampooing their hair.

Complete the table in **ResponsesMar12L2**.

(2)

Resave the file **ResponsesMar12L2** for use in **Section B, Task 3**.

Evidence

A printout of the document **ResponsesMar12L2**.

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

(Total for Task 1 = 6 marks)

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 – Staff bonuses

David wants to give bonuses to staff who have sold more than 100 organic products.

He needs to know the number of organic products that were sold by each member of staff.

The file **ProductsalesL2** contains the sales data.

(a) Open **ProductsalesL2**.

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

Add a suitable title.

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

(4)

(b) (i) Calculate the number of each product sold.

(ii) Calculate the number of products sold by each member of staff.

(4)

(c) Staff are paid a bonus if they have sold 100 products or more.

Use the functions of the spreadsheet to automatically enter 'Bonus' or 'No Bonus' for each member of staff in the row labelled **Bonus**.

(3)

Evidence

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

*A printout of your spreadsheet showing the **formulae** you used. Make sure that formulae are not truncated.*

Remember

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

Resave the file.

(d) Create a suitable chart to display the number of products sold by each member of staff.

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 = 16 marks)

Task 3 – Create a presentation

David wants to promote the salon’s services and products.

He needs a presentation to show on a large screen in the salon.

The presentation must:

- have 4 slides
- be clear and easy to read
- be fit for purpose and audience.

It must include:

- the company logo from **ImagesMar12L2**
- the text from **SalonTextL2**
- the price of the organic shampoo you found in **Section A, Task 1(a)**
- the reason to buy the product from **ResponsesMar12L2**
- the image you found in **Section A, Task 1(b)**
- two suitable images from **ImagesMar12L2**

Create the presentation. Add your own text to promote the services and products the salon provides.

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

Save the presentation with a meaningful file name.

(20)

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.

(Total for Task 3 = 20 marks)

Task 4 – Email your presentation

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

David needs to check your presentation.

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

Ask David for his comments.

David's email address is David@thehairstop.co.uk

Produce a screen shot showing the email you have prepared.

(4)

Evidence

A printout of the screen shot showing your email.

Make sure it shows 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 = 4 marks)

Task 5 – Using ICT

Answer this question in the space provided in the file **ResponsesMar12L2**.

Open the file **ResponsesMar12L2**.

- (a) David is concerned about the risk of viruses.
- (i) Give **one** reason why David is concerned about viruses. (1)
 - (ii) Give **one** way David could minimise the risk from viruses. (1)

Evidence

*A printout of **ResponsesMar12L2**.*

Remember

Resave the file.

- (b) Create a new folder for files created and edited during this test.
- Move the spreadsheet and the presentation into the new folder.
- Produce a screen shot showing your files stored in the new folder. (2)

Evidence

A printout of your screen shot showing the files in the new folder. Make sure the folder name and file names can be clearly seen.

Remember

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

Save your work.

(Total for Task 5 = 4 marks)

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