

Edexcel Functional Skills

Information and Communication Technology Level 2

18–22 June 2012

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJun12L2
- ChocolateL2
- NewsTextL2
- ImagesJun12L2
- 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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1/1



PEARSON

Background

Tompay Chocolates is a chocolate company set up by Tom Payne.

Your task is to help Tom by:

- gathering information about chocolate
- completing a spreadsheet of costs
- producing a newsletter for *Tompay Chocolates*.

Getting started

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

These are:

- ResponsesJun12L2
- ChocolateL2
- NewsTextL2
- ImagesJun12L2

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	6 marks
Section B	Task 2	18 marks
	Task 3	18 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 – Chocolate facts

Chocolate is made from cocoa beans.

Open the document **ResponsesJun12L2**.

Enter your name, candidate number and centre number.

Use an internet search engine to find out about cocoa beans.

- (a) Find the scientific name of the plant from which cocoa beans come.

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

Paste the screen shot into **ResponsesJun12L2**.

Complete the table in **ResponsesJun12L2** showing the scientific name of the cocoa plant and the website address from which the name was obtained.

(4)

- (b) Find the names of the two countries which produce the largest amount of cocoa beans.

Complete the table in **ResponsesJun12L2** with the names of the two countries.

(2)

Resave the file **ResponsesJun12L2** for use in **Section B, Task 3**.

Evidence

*A printout of the document **ResponsesJun12L2**.*

Remember

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 – Chocolate costs

Tom wants to calculate the cost of making chocolates.

The file **ChocolateL2** contains information about ingredients.

- (a) Open **ChocolateL2**.

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 so that it is in alphabetical order of **Ingredient**.

(2)

Evidence

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

Remember

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

Resave the file.

Each chocolate contains different ingredients.

- (c) Use "IF" functions to calculate the **Cost** of each ingredient for the **Coffee Nut** and **Strawberry Brazil** chocolates.

Calculate the **Total Cost** of ingredients for the **Coffee Nut** and **Strawberry Brazil** chocolates.

(6)

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) Filter the table to show only the ingredients used for **Coffee Nut** chocolates.

(2)

Evidence

*A printout of the spreadsheet showing the filtered records in **data** view.*

Make sure that the printout shows the row and column headers.

Remember

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

Save the spreadsheet.

(e) Create a suitable chart to show the cost of ingredients for a **Coffee Nut** chocolate.

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)

Task 3 – Newsletter

Tom sends out a newsletter to his customers.

(a) Your task is to produce the July issue of the newsletter.

The newsletter must include:

- the title from **NewsTextL2**
- the paragraph about the history of chocolate from **NewsTextL2** including the information you found in **Section A, Task 1**
- **two** other relevant paragraphs selected from **NewsTextL2**
- **three** suitable images selected from **ImagesJun12L2**

The newsletter must be:

- one side of A4, portrait
- formatted in columns
- spell-checked
- clear and easy to read
- fit for purpose.

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

Save the newsletter with a meaningful file name.

(16)

Evidence

A printout of your newsletter.

Remember

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

(b) Create a new folder to store the newsletter. Give the folder a meaningful name.

Move the newsletter you have created into the new folder.

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

(2)

Evidence

A printout of the screen shot showing the newsletter in the new folder.

Make sure it shows clearly the name of the folder and the name of the newsletter.

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 Tom attaching a copy of your newsletter.

Ask Tom for his comments.

Tom's email address is tom1996@tompsychocs.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 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.

(Total for Task 4 = 4 marks)

Task 5 – Using ICT

Answer these questions in the space provided in the file **ResponsesJun12L2**.

Open the file **ResponsesJun12L2**.

(a) This table shows an extract from Tom’s email inbox.

Date	Time	Sender	Subject	Attachment	Importance
22/12/2011	10:14:24	D Brown	January Newsletter	No	Low
22/12/2011	08:14:24	D Brown	Re: Apprenticeships	Yes	Medium
21/12/2011	17:55:12	M Hussein	Re: Strawberry Brazil	No	Medium
20/12/2011	09:16:48	A White	Re: Apprenticeships	No	High
19/12/2011	17:02:24	A White	Re: Strawberry Brazil	No	High
19/12/2011	12:27:36	T Jones	Re: Coffee Nut	Yes	Medium
18/12/2011	11:02:24	D Brown	Re: Apprenticeships	Yes	High
17/12/2011	11:13:04	High St Bank	Account details	Yes	High
17/12/2011	09:12:00	T Jones	Re: Strawberry Brazil	No	Medium
16/12/2011	10:04:48	A White	Re: Coffee Nut	Yes	Medium
08/12/2011	12:00:00	T Jones	Coffee Nut	No	High
07/12/2011	12:09:36	J Smith	Re: Apprenticeships	Yes	Medium
06/12/2011	13:21:36	T Jones	Re: Apprenticeships	No	Low
05/12/2011	15:12:00	M Hussein	Re: Strawberry Brazil	No	Low
03/12/2011	14:52:48	D Brown	Apprenticeships	No	Medium
03/12/2011	11:26:24	D Brown	Re: Strawberry Brazil	Yes	Low
03/12/2011	08:38:24	A White	Re: Strawberry Brazil	No	High
02/12/2011	13:45:36	A White	Strawberry Brazil	Yes	Low

The messages are organised by the order in which they were received.

Give **two** other ways that Tom could organise his messages.

(2)

(b) Tom has received a message with an attachment from an unknown sender.

What should Tom do with the message and why?

(2)

Evidence

A printout of ResponsesJun12L2.

Remember

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

Resave the file.

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS