

# Edexcel Functional Skills

## Information and Communication Technology Level 2

12–16 November 2012

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesNov12L2
- RentalsL2
- AdvertTextL2
- ImagesNov12L2
- 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

*ApartRent UK (ARUK)* owns holiday cottages in Yorkshire.

The company is run by Stephanie Lowdes.

She wants to advertise a special offer for the annual Rhubarb Festival.

Your task is to help Stephanie by:

- gathering information about the Rhubarb Festival
- analysing rental income
- producing an advert for the special offer.

## Getting started

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

These are:

- ResponsesNov12L2
- RentalsL2
- AdvertTextL2
- ImagesNov12L2

## 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 – Rhubarb Festival

Stephanie wants some information about the Rhubarb Festival.

Open the document **ResponsesNov12L2**.

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find the name of the city in Yorkshire where the Rhubarb Festival takes place.

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

Paste the screen shot into **ResponsesNov12L2**.

Complete the table in **ResponsesNov12L2** showing:

- the name of the city where the Rhubarb Festival takes place
- the website address where you found the information.

(4)

- (b) Use an internet search engine to find the date of the Rhubarb Festival in 2013.

Complete the table in **ResponsesNov12L2** with:

- the date of the Rhubarb Festival in 2013
- the website address where you found the information.

(2)

Resave the file **ResponsesNov12L2** for use in **Section B, Task 3(a)**.

#### **Evidence**

*A printout of the document **ResponsesNov12L2**.*

#### **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 – Rentals

Stephanie wants to analyse income from cottage rentals.

The file **RentalsL2** contains information about some cottages.

- (a) Open **RentalsL2**.

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 **Cottage Name**.

(2)

#### **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.*

Stephanie will offer a discount for some cottages during the Festival.

If the **Weekly Rental** is more than £500, a discount of 20% will be offered.

- (c) Calculate the **Charge** for each cottage.

(HINT: **Charge = Weekly Rental – Discount.**)

(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 spreadsheet to show **only** the details of the cottages that have 2 bedrooms and a satellite TV.

(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 **Charge** for cottages that have 2 bedrooms and a satellite TV.

Save the chart as a separate worksheet.

(5)

**Evidence**

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

**Remember**

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

*Save the chart.*

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

### Task 3 – Advert

*In this task, you will be asked to produce an A5 document. This will be printed on an A4 sheet.*

(a) Stephanie wants to advertise the special offer for cottage rental.

Produce an advert that must be:

- no larger than **A5** in size, portrait
- clear and easy to read
- formatted appropriately for an advert
- fit for purpose and audience.

The advert must include:

- the **ARUK logo** from **ImagesNov12L2**
- suitable information selected from **AdvertTextL2**
- the **Charge** for **Finch** cottage calculated in **Section B, Task 2(c)**
- the date of the Rhubarb Festival in 2013 you found in **Section A, Task 1(b)**
- **two** suitable images selected from **ImagesNov12L2**.

Add your own text to promote the offer and persuade people to book.

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

Save the advert with a meaningful file name.

(16)

#### **Evidence**

*A printout of your A5 advert on an A4 sheet, portrait.*

#### **Remember**

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

(b) Create a new folder to store the advert.

Move the advert into the new folder.

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

(2)

**Evidence**

*A printout of the screen shot showing the advert in the new folder.*

*Make sure it clearly shows the name of the folder and the name of the advert.*

**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 Stephanie attaching a copy of your advert.

Ask Stephanie for her comments.

Stephanie's email address is [steph.lowdes@apartrentuk.co.uk](mailto:steph.lowdes@apartrentuk.co.uk)

Produce a screen shot showing the email you have prepared.

**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.*

*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.*

*Save the document.*

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

## Task 5 – Using ICT

Answer these questions in the space provided in the file **ResponsesNov12L2**.

Open **ResponsesNov12L2**, complete **Section B**.

- (a) Stephanie opens your email and receives a message warning her of the danger to her data if she opens the attachment.
- (i) Give **one** danger of opening the attachment. (1)
  - (ii) Give **one** way Stephanie could minimise the risk. (1)
- (b) Stephanie wants to work with you to improve your advert.  
You could use email with attachments to share ideas.
- (i) Name one **other** online collaborative tool. (1)
  - (ii) Describe how you and Stephanie would use the tool. (1)

### **Evidence**

*A printout of **ResponsesNov12L2**.*

### **Remember**

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

*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**