

# Edexcel Functional Skills

## Information and Communication Technology Level 2

17–21 June 2013

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesJun13L2
- ProfitL2
- QuizTextL2
- ImagesJun13L2
- 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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PEARSON

## Background

Anders Brailton runs a shop to raise funds for *Outwood Harriers Athletics Club*.

You have been asked to help Anders by:

- gathering information about the history of athletics
- completing a spreadsheet to calculate profit
- producing a quiz sheet.

## Getting started

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

These are:

- ResponsesJun13L2
- ProfitL2
- QuizTextL2
- ImagesJun13L2

## 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 – Athletics

Open the file **ResponsesJun13L2**.

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find an image of Emil Zatopek.

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

Paste the screen shot into **ResponsesJun13L2**.

Complete the table in **ResponsesJun13L2**.

(4)

- (b) Use the internet to find:

- the city where the 1987 Athletics World Championships were held
- the winner of the gold medal in the women's javelin event at the 1987 Athletics World Championships.

Complete the table in **ResponsesJun13L2** with your answers.

(2)

Resave the file **ResponsesJun13L2** for use in **Section B, Task 3** and **Task 5**.

#### **Evidence**

*A printout of the document **ResponsesJun13L2**.*

#### **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 – Profit

Anders wants to calculate the profit from the shop.

**ProfitL2** contains sales data for May.

Open **ProfitL2**

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

- (a) Calculate the **Number Sold** for each item.

(2)

#### **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.*

- (b) The **Profit Margin** for each item depends on the **Cost Price**.

If the **Cost Price** is more than £30, the **Profit Margin** is 15%; if not it is 25%.

Use a spreadsheet function to enter the **Profit Margin** for each item.

(3)

#### **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.*

(c) Calculate the **Profit** for each item.

(Hint: **Profit** = **Cost price** × **Number sold** × **Profit margin**)

Calculate the **Total Profit**.

(3)

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

Indicate on the spreadsheet the item which has the lowest number sold.

(4)

**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.

(e) Create a suitable chart to show the sales of tracksuits for each week in May.

Format the chart so that it is clear and easy to read.

Save the chart as a separate sheet.

(6)

**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 – Quiz sheet

Anders wants to increase sales by offering prizes in a quiz.

Customers will be given a quiz sheet when they spend £15 or more in the shop.

Your task is to produce the quiz sheet.

It must be:

- one side of A4, portrait
- clear and easy to read
- fit for purpose
- attractive to customers.

It must include:

- the text from **QuizTextL2**
- the item you identified in **Section B, Task 2 (d)**
- the image you found in **Section A, Task 1 (a)**
- the information you found in **Section A, Task 1 (b)**
- the logo from **ImagesJun13L2**
- an image of **one** of the cities mentioned in quiz question 2 from **ImagesJun13L2**.

Add your own text to encourage customers to complete the quiz.

Save the document with a meaningful file name.

(18)

#### **Evidence**

*A printout of your quiz sheet.*

#### **Remember**

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

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

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#### **Task 4 – Prepare an email**

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

Prepare an email to Anders attaching a copy of your quiz sheet.

Ask Anders for his comments.

His email address is anders.brailton@ohaclub2007.org.uk

Produce a screen shot showing the email you have prepared.

#### **Evidence**

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

*Make sure the screen shot 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.*

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

## Task 5 – Using ICT

Answer these questions in the spaces provided in **ResponsesJun13L2**.

Open **ResponsesJun13L2**, complete **Section B**.

- (a) When Anders double clicks the left mouse button on a desktop icon, the item is selected but does not open.

Identify **one** reason why this might happen.

Identify **one** change Anders could make to the system settings to fix this problem.

(2)

- (b) Anders is concerned about the risk of viruses.

Give **one** reason why Anders is concerned about viruses.

Give **one** way Anders could minimise the risk from viruses.

(2)

### **Evidence**

*A printout of **ResponsesJun13L2**.*

### **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**