

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

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Information and Communication Technology Level 2

COVER SHEET

04–08 November 2013

Paper Reference

FST02/01

Total Marks

My signature confirms that I will not discuss the content of the test with anyone until the end of the 5 day test window.

Signature: _____

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Sign the declaration.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to Page 2 of this cover sheet using a treasury tag, as shown.

Turn over ►

P44897A

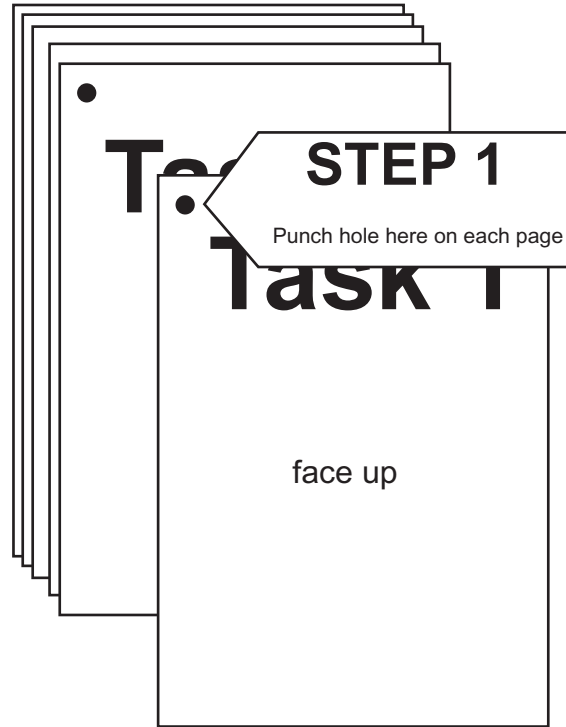
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PEARSON

Put 'treasury tag'
through this hole



STEP 2 Arrange your pages in this order, face up.

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

STEP 3 Put a 'treasury tag' through all your pages.

STEP 4 (last) - - - - -



FOR EXAMINER'S USE ONLY

1a	1		
	2		
	3		
	4		
	4		
1b	1		
	2		
	2		
1	6		
2a	1		
	2		
	3		
	4		
2bi	1		
	2		
	2		
2bii	1		
	2		
	3		
	3		
2c	1		
	2		
	3		
	4		
2d	1		
	2		
	3		
	4		
	5		
3	1		
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4	1		
	2		
	3		
	4		
5a	1		
	2		
	2		
	1		
5b	2		
	2		
	2		
5	4		
	4		
	4		
	4		





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Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

04–08 November 2013

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesNov13L2
- FitnessL2
- GymTextL2
- ImagesNov13L2
- 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

Fullyfit Gym helps members benefit from training.

Your task is to:

- gather information about the London Marathon
- complete a spreadsheet about fitness
- produce a newsletter.

Getting Started

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

These are:

- ResponsesNov13L2
- FitnessL2
- GymTextL2
- ImagesNov13L2

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 must use the internet for this section only.

Task 1 – The London Marathon

Open **ResponsesNov13L2**

Enter your name, candidate number and centre number.

Fullyfit Gym wants members to take part in the 2014 London Marathon.

- (a) Use an internet search engine to find the date of the 2014 London Marathon.

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

Paste the screen shot into **ResponsesNov13L2**

Complete the table in **ResponsesNov13L2** showing the date and the website address.

(4)

- (b) Use the internet to find the:

- year of the first London Marathon
- names of the two athletes who founded the London Marathon.

Complete the table in **ResponsesNov13L2** with your answers.

Resave **ResponsesNov13L2** for use in **Section B, Task 3** and **Task 5**.

(2)

Evidence

A printout of the document **ResponsesNov13L2**

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 – Fitness

Fullyfit Gym gives advice and sets challenges for members.

The file **FitnessL2** contains two worksheets, **Heartrate** and **Challenge**.

- (a) Open the worksheet **Heartrate** in **FitnessL2**

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

When exercising, members are advised to keep their heart rate between 70% and 85% of the maximum for their age.

Maximum heart rate is **Guide Value - Age**.

Enter formulae to calculate the **70% Target** and **85% Target** for each age.

(4)

Evidence

*A printout of the **Heartrate** worksheet 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.

Open the **Challenge** worksheet in **FitnessL2**

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

- (b) *Fullyfit Gym* sets a monthly challenge for members.

The October Challenge was for each member to cover as many kilometres as they could, using four pieces of equipment.

- (i) Calculate the **Total Kilometres** for each member.

(2)

- (ii) Members who covered 80 kilometres or more achieved Gold Star status.

Use a spreadsheet function to identify the members who achieved Gold Star status in October.

(3)

Evidence

A printout of the **Challenge** worksheet 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) Sort the **Challenge** worksheet in descending order of **Total Kilometres**.

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

(4)

Evidence

A printout of your **Challenge** worksheet in **data** view.

Remember

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

Resave the file.

(d) Create a suitable chart to show the **Total Kilometres** covered by each member who achieved Gold Star status in October.

Identify each member by their **Surname**.

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

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.

(Total for Task 2 = 18 marks)

Task 3 – Newsletter

Fullyfit Gym sends out a newsletter to members.

Your task is to produce the next issue of the newsletter.

The newsletter must be:

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

The newsletter must include:

- the title from **GymTextL2**
- the logo from **ImagesNov13L2**
- the information about the Annual Challenge from **GymTextL2**
- other relevant text selected from **GymTextL2**
- the information you found in **Section A, Task 1**
- the chart you created in **Section B, Task 2(d)**
- **two** other suitable images from **ImagesNov13L2**

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

Save the newsletter with a meaningful file name.

Evidence

A printout of your newsletter, on one A4 sheet.

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.

Jenny Bywater, Gym Manager, needs to check your newsletter.

Daniel Burns organises the challenges and would also like to see a copy.

Their email addresses are:

jenny.bywater@fullyfitgym.co.uk

daniel.burns@fullyfitgym.co.uk

Prepare an email to Jenny, with a copy to Daniel, attaching your newsletter.

Ask Jenny for her comments.

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 addresses, 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

Open **ResponsesNov13L2**

Answer these questions in the spaces provided in **ResponsesNov13L2**

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

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

(2)

- (b) Jenny is concerned that people may make changes to the newsletter.

Give **two** ways Jenny could reduce the risk of others making unauthorised changes.

(2)

Evidence

*A printout of **ResponsesNov13L2***

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



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