

Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

06–10 January 2014

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJan14L2
- MembershipL2
- BronteTextL2
- ImagesJan14L2
- 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

Grange Literary Society is in Nottingham. Its members love books.

The *Society* wants to introduce young members to a wide range of authors.

Your task is to:

- gather information about the Bronte family
- calculate membership fees
- produce a leaflet.

Getting Started

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

These are:

- ResponsesJan14L2
- MembershipL2
- BronteTextL2
- ImagesJan14L2

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	20 marks
	Task 3	18 marks
	Task 4	4 marks
	Task 5	2 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 Bronte family

Open **ResponsesJan14L2**

Enter your name, candidate number and centre number.

James Milward, Membership Secretary, needs some information about the Bronte family for the leaflet.

- (a) Use an internet search engine to find the name of the village in Yorkshire where the Bronte family lived.

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

Paste the screen shot into **ResponsesJan14L2**

Complete the table in **ResponsesJan14L2** showing the name of the village and the website address.

(4)

- (b) In 1846 the Bronte sisters published a book of poetry using names other than their own (pseudonyms).

Use the internet to find the pseudonyms they used.

Complete the table in **ResponsesJan14L2** with your answers.

(2)

Resave **ResponsesJan14L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

A printout of **ResponsesJan14L2**

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 – Membership

James wants to calculate membership fees.

MembershipL2 contains details of members of the *Grange Literary Society*.

Open **MembershipL2**

It has two worksheets, **Member** and **Fee**.

Enter your name, candidate number and centre number in the footer of the **Member** worksheet.

- (a) Sort the information in the **Member** worksheet into alphabetical order of Firstname within alphabetical order of Surname.

(3)

Evidence

*A printout of your **Member** worksheet showing the **data**.*

Remember

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

Resave the spreadsheet.

- (b) The membership fee depends on the type of membership held.

The **Fee** worksheet stores the **Membership Fee (£)** for each **Membership Type**.

Use a lookup function and the **Fee** worksheet to complete the **Membership Fee** column in the **Member** worksheet.

(4)

Evidence

*A printout of your **Member** 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 spreadsheet.

(c) Calculate the **Total Fees** in cell **E48** in the **Member** worksheet.

(2)

Evidence

A printout of your **Member** worksheet showing the **formula** you used.

Make sure the formula is not truncated.

Remember

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

Resave the spreadsheet.

(d) Format the **Member** worksheet so that it is clear and easy to understand.

(3)

Evidence

A printout of your **Member** worksheet showing the **data**.

Remember

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

Resave the spreadsheet.

(e) Filter the table in the **Member** worksheet to show members under the age of 15.

(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 spreadsheet.

(f) Use your filtered list to create a suitable chart to show the members under the age of 15.

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.

(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 = 20 marks)

Task 3 – Leaflet

James wants a leaflet about the Bronte sisters for junior members.

The front and back pages have already been produced on one A4 sheet.

Your task is to produce the **inside** of the leaflet.

The inside must:

- fill one side of **A4, landscape**
- be formatted in columns
- be clear and easy to read
- be accurate and fit for purpose.

The inside of the leaflet must inform junior members about:

- the Bronte family
- Charlotte, Emily and Anne Bronte.

You must include:

Item	Where found
The title	BronteTextL2
The text about the Bronte family	BronteTextL2
The information you found in Section A, Task 1(a) and Task 1(b)	ResponsesJan14L2
The text about Charlotte, Emily and Anne Bronte	BronteTextL2
The image of the parsonage where they lived	ImagesJan14L2
Three other suitable images	ImagesJan14L2

Save the leaflet with a meaningful file name.

Evidence

A printout of the inside of the leaflet, 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.

James needs to send a copy of the spreadsheet to Colin Groves, the Treasurer.

His email address is c.groves@gls2014.org.uk

- (a) Prepare an email to Colin attaching a copy of your spreadsheet.

Include a message asking him to check the fees.

Produce a screen shot showing the email you have prepared.

(2)

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.

- (b) Add Colin's name and email address to the address book (contacts list).

Produce a screen shot showing the address book (contacts list).

(2)

Evidence

A printout of the screen shot showing the address book.

Make sure the screen shot shows clearly Colin's name and email address.

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 **ResponsesJan14L2**

Answer this question in the space provided in **ResponsesJan14L2**

James has bought antivirus software.

Identify **two** things he should do to make sure his antivirus software is as effective as possible.

Evidence

*A printout of **ResponsesJan14L2***

Remember

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

Resave the file.

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

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