

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

--	--	--	--

Information and Communication Technology Level 2

COVER SHEET

13 – 17 June 2016

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 ►

P49941A

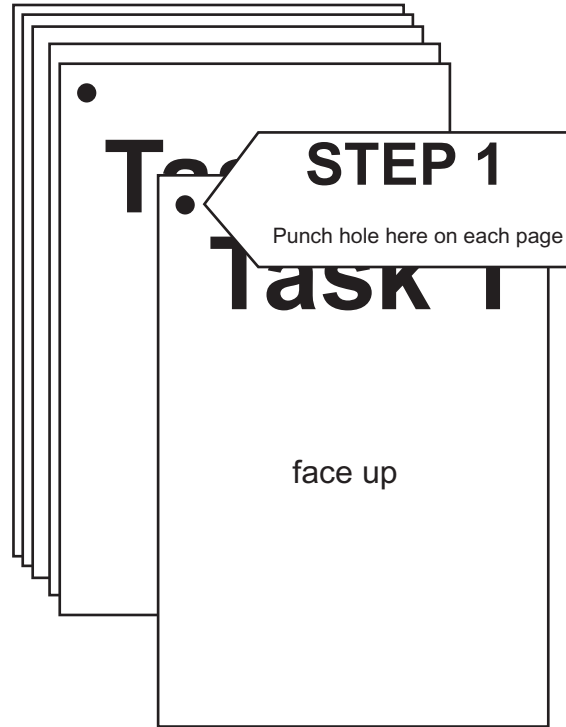
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PEARSON

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	
1b	1	
	2	
	2	
2ai	1	
	2	
2aii	1	
	1	
2b	1	
	1	
2c	1	
	2	
	3	
	3	
2d	1	
	2	
	3	
	4	
	4	
2e	1	
	2	
	2	
2f	1	
	2	
	3	
	4	
	5	
	5	
3	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
4	1	
	2	
	3	
	4	
5a	1	
	2	
5b	1	
	2	
	2	

1 6

2 18

3 18

4 4

5 4



P 4 9 9 4 1 A 0 3 0 4



BLANK PAGE



Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

13 – 17 June 2016

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJun16L2
- StockL2
- FarmTextL2
- ImagesJun16L2
- 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 ►

P49941A

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PEARSON

Background

Six Elms Farm Shop is owned by the Crossland family.

Karen Crossland runs the farm shop. It sells products from the farm and local suppliers.

Your task is to help the family by:

- gathering information
- keeping a record of stock levels
- producing a newsletter.

Getting Started

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

These are:

- ResponsesJun16L2
- StockL2
- FarmTextL2
- ImagesJun16L2

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 – Information for the newsletter

Karen produces a newsletter for customers.

She wants to include information about alpacas in the next issue.

Open **ResponsesJun16L2**

Enter your name, candidate number and centre number.

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

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

Paste the screen shot into **ResponsesJun16L2**

Complete the table in **ResponsesJun16L2**

(4)

- (b) Use the internet to find:

- the Emperor who used the bee as his emblem
- the email address of the British Beekeepers Association.

Complete the table in **ResponsesJun16L2**

Resave **ResponsesJun16L2** for use in **Section B, Task 3** and **Task 5**.

(2)

Evidence

*A printout of **ResponsesJun16L2***

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 – Stock levels

The shop has a new range of jams, chutneys and pickles.

Karen wants to know the stock levels of products in the new range.

StockL2 contains details of the stock and re-order levels for each product.

Open **StockL2**

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

- (a) Karen wants to know the most popular product in the new range.
- (i) Sort the table in **StockL2** to show **Number Sold** in descending order. (2)
- (ii) Highlight the product description of the most popular product. (1)

Evidence

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

Remember

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

Resave the file.

- (b) Calculate the **Remaining Stock** for each product. (1)
- (c) Use a lookup function and the information in cells **I5** to **J8** to enter the **Re-order Level** for each product. (3)

- (d) Karen wants to know if the remaining stock is less than or equal to the re-order level.

Use a spreadsheet function to enter **Yes** if the remaining stock for each product is less than or equal to the re-order level, and **No** if not.

(4)

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.

- (e) Format the spreadsheet so that it is clear and easy to understand.

(2)

Evidence

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

Remember

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

Resave the file.

- (f) Create a suitable chart to show the product description, opening and remaining stock values for each product.

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

Karen produces a newsletter for customers of the farm shop.

Your task is to produce the next issue.

The newsletter must be:

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

It must include:

- relevant text selected from **FarmTextL2**
- the information you found in **Section A, Task 1(b)**
- the product description you highlighted in **Section B, Task 2(a)(ii)**
- the logo from **ImagesJun16L2**
- the image you found in **Section A, Task 1(a)**
- **two** other suitable images from **ImagesJun16L2**

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.

Peter Crossland is the farm manager.

Prepare an email to Peter attaching a copy of your spreadsheet.

Include a message asking Peter to re-order products where the remaining stock is low.

Peter's email is crosslandps@6elmsfarm.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.

Remember

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

Save the document.

(Total for Task 4 = 4 marks)

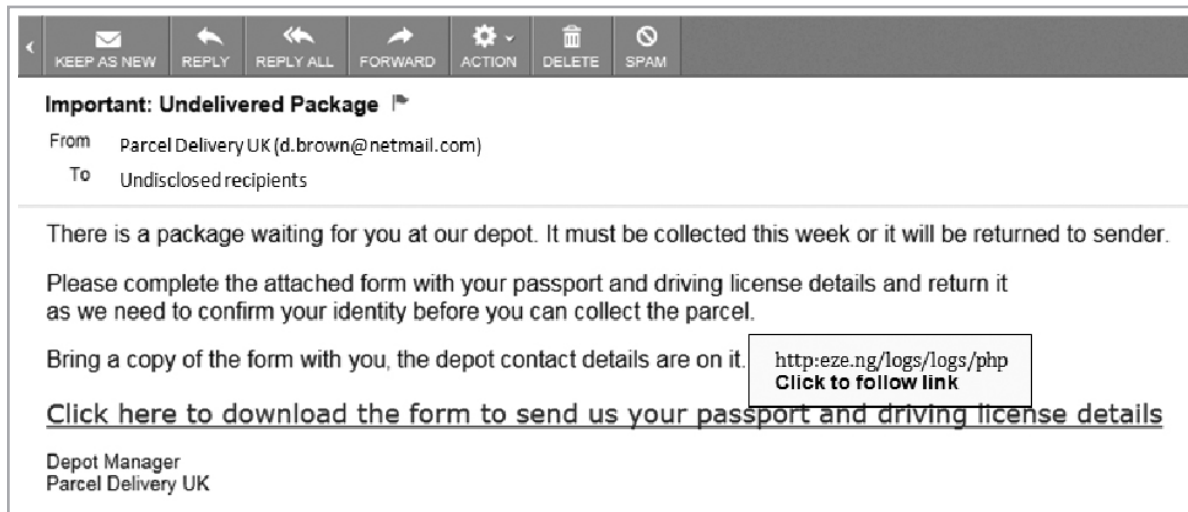
Task 5 – Using ICT

Answer these questions in the spaces provided in **ResponsesJun16L2**

Open **ResponsesJun16L2**

Peter has received this email.

He is not expecting any packages.



(a) Identify **two** items that suggest the email is not from a genuine parcel delivery firm.

(2)

(b) Peter is asked to download a form in the email.

Identify **two** risks of downloading the form.

(2)

Evidence

A printout of the completed copy of **ResponsesJun16L2**

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

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