Edexcel Functional Skills

Information and Communication Technology
Level 1

Set 02
Time: 2 hours

Paper Reference
ICT01/01

You must have:
- ResponsesSet02L1
- AdoptionSet02L1
- FactSheetSet02L1
- ImagesSet02L1

Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate number on each page.
- Save **all** tasks in your test folder.

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

Wild Haven Zoo needs £250,000 every year to feed the animals.

Visitors can pay to adopt an animal.

The money raised helps to pay the food bill.

Getting Started

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

These are:

- ResponsesSet02L1

- AdoptionSet02L1

- FactSheetSet02L1

- ImagesSet02L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	20 marks
	Task 3	18 marks
	Task 4	6 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 – Scientific name of a lion

Wild Haven Zoo needs information for a fact sheet.

Open **ResponsesSet02L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the scientific name of a lion.

Show how you did this by:

- taking a screen shot of the search engine page you used showing the text you typed in

- pasting the screen shot into **ResponsesSet02L1**

- completing the table in **ResponsesSet02L1**

Resave **ResponsesSet02L1** for use in **Section B, Task 3**.

Evidence

*A copy of the completed document **ResponsesSet02L1** saved in your test folder.*

(Total for Task 1 = 4 marks)

TOTAL FOR SECTION A = 4 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 – Animal adoption

Visitors can choose from gold, silver or bronze adoption packages.

The file **AdoptionSet02L1** shows the adoption packages sold for each animal.

(a) Open the file **AdoptionSet02L1**

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

   The **Package Price** of the **Gold Package** has been entered incorrectly.

   It should be £55

   Correct this information on the spreadsheet.

   (2)

(b) Use a formula to calculate the **Total Sales** for each package.

   (3)

(c) Use a formula to calculate the **Total Income from Sales** for each package.

   (2)

(d) Format the spreadsheet.

   • Format the **Package Price** and the **Total Income from Sales** to currency.

   • Add any other formatting that makes the spreadsheet clear and easy to read.

   (4)

> *Evidence*
>
> *A copy of your completed spreadsheet saved in your test folder.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are in the footer.*

(e) Create a chart to display the number of Gold, Silver and Bronze packages sold for each animal.

The chart must:

- be easy to understand

- have an appropriate title

- be saved on a separate sheet within your spreadsheet.

(9)

Evidence

*A copy of your **chart** within your spreadsheet saved in your test folder.*

Remember

Make sure your name, candidate number and centre number are in the footer.

(Total for Task 2 = 20 marks)

Task 3 – Adopting an animal

Wild Haven Zoo wants more people to adopt animals.

    (a) Produce a fact sheet to encourage visitors to adopt an animal.

        The fact sheet must be:

- no more than one side of A4, portrait
- clear and easy to read.

        It must include:

- information from the text file **FactSheetSet02L1**
- the scientific name of a lion that you found in **Section A, Task 1**
- **four** appropriate images selected from **ImagesSet02L1**

        Use this plan to help you create your fact sheet:

> Title from **FactSheetSet02L1**
>
> Information about adoption from
> **FactSheetSet02L1**
>
> > Table for images and
> > information about the
> > animals
>
> Contact information from
> **FactSheetSet02L1**

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

Save the fact sheet in your test folder.

(16)

Evidence

A copy of your fact sheet saved in your test folder.

Remember

Make sure your name, candidate number and centre number are in the footer.

(b) Answer this question in the space provided in **ResponsesSet02L1**

Open **ResponsesSet02L1**

You want to make sure that people can look at your fact sheet, but cannot change it.

Give **two** ways that you could protect your fact sheet.

(2)

> ### Evidence
>
> *A copy of the completed document **ResponsesSet02L1** saved in your test folder.*

(Total for Task 3 = 18 marks)

Task 4 – Email your fact sheet

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

Jeremy Watson, Head Zoo Keeper, will check that your fact sheet is fit for purpose.

Prepare an email to Jeremy attaching a copy of your fact sheet.

Include a message asking Jeremy to check your fact sheet.

Jeremy's email address is: jeremy.watson@wildhaven.co.uk

Produce a screen shot showing the email that you have prepared.

Save the screen shot using a meaningful file name in your test folder.

> ### Evidence
>
> *A copy of the screen shot showing the email that you have prepared, saved in your test folder.*
>
> *Make sure it shows the email address, the subject, the message and the attachment.*
>
> ### Remember
>
> *Make sure your name, candidate number and centre number are in the footer.*

(Total for Task 4 = 6 marks)

Task 5 – Save your work

Create a new folder called Wild Haven in your test folder.

Move the spreadsheet and fact sheet files into the new folder.

> **Evidence**
>
> *A new folder called Wild Haven which contains the spreadsheet and fact sheet, saved in your test folder.*

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS
TOTAL FOR TEST = 50 MARKS