

# Edexcel Functional Skills

## Information and Communication Technology Level 1

Set 03  
Time: 2 hours

Paper Reference  
**ICT01/01**

### You must have:

- ResponsesSet03L1
- SnackSet03L1
- BowlesTextSet03L1
- ImagesSet03L1

### 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

Chalks Community Centre is in Morton Moss, Kent.

Jon Prentice is the centre manager.

He is planning a trip to an outdoor activity centre.

## Getting Started

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

These are:

- ResponsesSet03L1
- SnackSet03L1
- BowlesTextSet03L1
- ImagesSet03L1

## Mark Allocation

The marks for the test will be allocated as follows:

<b>Section A</b>	<b>Task 1</b>	4 marks
<b>Section B</b>	<b>Task 2</b>	20 marks
	<b>Task 3</b>	18 marks
	<b>Task 4</b>	6 marks
	<b>Task 5</b>	2 marks
	<b>Total</b>	<b>50 marks</b>

**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 – Bowles Outdoor Centre

Jon is organising the trip to Bowles Outdoor Centre.

He needs the full address, including the postcode, for a flyer.

Open **ResponsesSet03L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the full address and postcode of Bowles Outdoor Centre in Kent.

Show how you did this by completing **ResponsesSet03L1** with:

- a screen shot of the search engine and keywords you typed in to find the website
- the address, including postcode, of Bowles Outdoor Centre
- the full website address (URL) that you used.

Resave **ResponsesSet03L1** for use in **Section B, Task 3**.

#### **Evidence**

*A copy of the completed document **ResponsesSet03L1** saved in your test folder.*

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**(Total for Task 1 = 4 marks)**

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**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 – Snack sales

*Chalks Community Centre* needs to know the number of chocolate bars sold in the last four weeks.

The file **SnackSet03L1** stores information about sales.

- (a) Open **SnackSet03L1**.

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

The number of Dairy Day bars sold was:

Week 40 **24**

Week 41 **31**

Week 42 **17**

Week 43 **20**

Enter this information on to the spreadsheet.

(3)

- (b) Use a formula in **Column F** to calculate the total sales of each chocolate bar for the four week period.

Enter a suitable heading for this column.

(3)

- (c) Use a formula to calculate the **Income** from sales for each chocolate bar.

HINT: The income is the total sold multiplied by the selling price.

(3)

(d) Format the spreadsheet.

(i) Format columns G and H as currency with 2 decimal places.

(2)

(ii) Make sure the information is clear and easy to read.

(2)

**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 total sales of each chocolate bar.

The chart must:

- be clearly labelled
- be easy to understand
- have an appropriate title

Save the chart as a separate sheet within your spreadsheet.

(7)

**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)**

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### Task 3 – Advertising the trip

Jon wants a flyer to tell members about the trip to Bowles Outdoor Centre.

The flyer will be handed out at the Community Centre.

(a) The flyer must:

- be **A5** portrait
- be clear and informative
- encourage members to go on the trip.

The flyer must include:

- the text from **BowlesTextSet03L1**
- the address and postcode you found in **Section A, Task 1**
- the logo from **ImagesSet03L1**
- **one** other suitable image from **ImagesSet03L1**

Create the flyer.

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

Save the flyer using a meaningful file name.

(16)

#### **Evidence**

*A copy of your flyer 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 **ResponsesSet03L1**.

Open **ResponsesSet03L1**.

Complete the table in **ResponsesSet03L1**.

Jon wants to make sure that no-one can edit his flyer. He can protect it with a password.

He could use **BowlesTrip** or **Ccc20Trip14**

Identify the strongest password to use. Give **one** reason for your choice.

(2)

**Evidence**

*A copy of the completed document **ResponsesSet03L1** saved in your test folder.*

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

**Task 4 – Email your flyer**

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

David Nichols, Manager of Airway Outdoor, has offered to sponsor the trip.

Jon needs David to check the flyer.

Prepare an email to David attaching a copy of your flyer.

Include a message asking David to confirm he is happy with the flyer.

David's email address is d.nichols@airwayoutdoor.org.uk

Produce a screen shot showing the email you have prepared.

Save the screen shot 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 clearly 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**

Jon wants a new folder for files connected with the Bowles trip.

Create a new folder called **Bowles** in your test folder.

Move your flyer into the new folder.

**Evidence**

*A new folder called Bowles which contains the flyer saved in your test folder.*

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**(Total for Task 5 = 2 marks)**

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