Edexcel Functional Skills

Information and Communication Technology
Level 2

Set 02 **Time: 2 hours**	Paper Reference **ICT02/01**

You must have:
- ResponsesSet02L2
- FencingSet02L2
- FlyerTextSet02L2
- ImagesSet02L2

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 ▶

W43679A

W 4 3 6 7 9 A

PEARSON

Background

WellMeet Fencing supplies and fits wooden garden fences.

Your task is to help by:

- gathering information about planning permission for fences

- calculating prices

- producing a flyer.

Getting Started

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

These are:

- ResponsesSet02L2

- FencingSet02L2

- FlyerTextSet02L2

- ImagesSet02L2

Mark allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	19 marks
	Task 3	17 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 – Planning permission

Open **ResponsesSet02L2**

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find the permitted height of fences next to a highway without planning permission in the UK.

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

Paste the screen shot into **ResponsesSet02L2**

Complete the table in **ResponsesSet02L2** showing the permitted height and the website address from which the information was obtained.

(4)

(b) State **two** ways in which you could check that the information you found in Task 1(a) is reliable.

Complete the table in **ResponsesSet02L2** with your answers.

(2)

Resave **ResponsesSet02L2** for use in **Section B**, **Task 3** and **Task 5**.

> *Evidence*
>
> *A copy of the completed document **ResponsesSet02L2** saved in your test folder.*

(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 – Calculating prices

Your task is to calculate the price of fencing.

The file **FencingSet02L2** contains fencing details for some customers.

Open **FencingSet02L2**

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

The number of posts required is one more than the number of panels.

(a) Enter a formula to calculate the number of **Posts** required for each customer.

(1)

(b) The **Prices** table in cells L4:N8 shows the price of panels and posts for different heights of fencing.

Use a lookup function and the **Prices** table to calculate the cost of **Panels** and **Posts** for each customer.

Calculate the **Total Cost** for each customer.

(6)

(c) *WellMeet Fencing* adds a percentage to the **Total Cost** to produce a **Price Charged** for each customer.

This percentage is called the **Profit Margin** and is shown in cell N10.

Calculate the **Profit** for each customer.

Calculate the **Total Profit** for the company.

Calculate the **Price Charged** for each customer.

(4)

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

(3)

Evidence

A copy of the completed spreadsheet saved in your test folder.

Remember

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

(e) Create a suitable chart to show the **Price Charged** for each customer.

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

Save the chart as a separate sheet within the spreadsheet.

(5)

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 = 19 marks)

Task 3 – Flyer

The manager of *WellMeet Fencing* wants a flyer to distribute in the local area.

(a) Your task is to produce the flyer.

The flyer must include:

- the slogan from **FlyerTextSet02L2**

- the service text from **FlyerTextSet02L2**

- the information you found in **Section A, Task 1(a)**

- other relevant text selected from **FlyerTextSet02L2**

- the *WellMeet Fencing* logo from **ImagesSet02L2**

- **one** other suitable image selected from **ImagesSet02L2**

Add your own text to encourage customers to contact *WellMeet Fencing*.

The flyer must be:

- no more than A5, portrait

- spell-checked

- clear and easy to read

- fit for purpose.

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

Save the flyer in your test folder.

(15)

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) Create a new folder called **WellMeet** in your test folder.

Copy the flyer and spreadsheet files into the new folder.

(2)

> **Evidence**
>
> *A copy of your flyer and spreadsheet files in the new folder.*

(Total for Task 3 = 17 marks)

Task 4 – Prepare an email

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

John Svensson is the Customer Service Manager at *WellMeet Fencing*.

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

Ask John for his comments.

John's email address is john.svensson@wellmeetfencing.co.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.*
>
> *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 in the footer.*

(Total for Task 4 = 4 marks)

Task 5 – Using ICT

Answer these questions in the space provided in the file **ResponsesSet02L2**

Open **ResponsesSet02L2**

(a) This table shows an extract from John's sent email items.

Date	Time	Recipient	Subject	Attachment	Importance
23/11/2012	11:59:03	Brett M	Re: Request for quotation	No	Medium
29/11/2012	14:28:11	Byrne A	Thanks for payment	No	Low
23/11/2012	14:32:01	Byrne A	Re: quotation	Yes - quotation	High
22/11/2012	23:59:21	Byrne A	Re: quotation	No	High
24/11/2012	22:06:45	Gates C	Quotation for work	Yes - quotation	High
23/11/2012	20:59:03	Gates C	Re: request for information	Yes - flyer	Low
30/11/2012	05:10:43	Legge P	Payment made	No	High
29/11/2012	06:13:14	Legge P	Invoice for work	Yes - invoice	High
27/11/2012	09:10:23	Legge P	Quotation for work	Yes - quotation	Medium
30/11/2012	16:40:19	Nutt S	Payment received	No	Low
28/11/2012	13:39:56	Nutt S	Re: advert	Yes - advert	High
27/11/2012	06:34:18	Nutt S	Re: advert	Yes - Invoice	High
20/11/2012	08:59:22	Nutt S	Re: advert	Yes - advert	Low
29/11/2012	21:47:14	Russell S	Thanks for payment	No	Medium
27/11/2012	16:03:46	Russell S	Reminder about non payment	Yes - invoice	High
20/11/2012	16:35:55	Russell S	Request for payment	Yes - invoice	Medium
25/11/2012	13:52:00	Tilley P	Re: Response to web inquiry	Yes - photographs	Low
21/11/2012	14:27:44	Tilley P	Re: Response to web inquiry	Yes - flyer	Low
21/11/2012	02:59:10	Tilley P	Re: Response to web inquiry	No	High

The items are organised in alphabetical order of **Recipient**.

Give **two** other ways that John could organise his sent email items.

(2)

(b) You and John could use email to work together to improve the flyer.

Name **one other** online tool that you and John could use to collaborate.

Describe **one** way the tool could be used.

(2)

> **Evidence**
>
> *A copy of the completed document **ResponsesSet02L2** saved in your test folder.*

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS
TOTAL FOR TEST = 50 MARKS