

# Edexcel Functional Skills

## Information and Communication Technology Level 2

Set 03  
Time: 2 hours

Paper Reference  
**ICT02/01**

### You must have:

- ResponsesSet03L2
- SnowboardSet03L2
- AirwayTextSet03L2
- ImagesSet03L2

### 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

*Airway Outdoor* sells clothing, equipment and accessories for use in outdoor sports and activities.

Aasmah Somal, Manager, publishes a monthly newsletter.

Your task is to:

- gather information about the Yorkshire Dales National Park
- calculate price reductions
- produce a newsletter.

## Getting Started

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

These are:

- ResponsesSet03L2
- SnowboardSet03L2
- AirwayTextSet03L2
- ImagesSet03L2

## Mark Allocation

The marks for the test will be allocated as follows:

<b>Section A</b>	<b>Task 1</b>	6 marks
<b>Section B</b>	<b>Task 2</b>	18 marks
	<b>Task 3</b>	18 marks
	<b>Task 4</b>	4 marks
	<b>Task 5</b>	4 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 – Yorkshire Dales National Park

The next copy of the newsletter will include an article on the Yorkshire Dales National Park.

Aasmah needs information about the Park.

Open **ResponsesSet03L2**.

Enter your name, candidate number and centre number.

Use an internet search engine to find information about the Yorkshire Dales National Park.

- (a) Find the year the Park was established.

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

Paste the screen shot into **ResponsesSet03L2**.

Complete the table in **ResponsesSet03L2** with the year and the website address from which the year was obtained.

(4)

- (b) The article will include contact details for the Grassington office of the Yorkshire Dales National Park.

Find:

- the telephone number
- the postcode.

Complete the table in **ResponsesSet03L2** with the telephone number and the postcode for the Grassington office.

(2)

Resave **ResponsesSet03L2** for use in **Section B, Task 3 and Task 5**.

#### **Evidence**

*A copy of the completed document **ResponsesSet03L2** saved in your test folder.*

**(Total for Task 1 = 6 marks)**

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**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 – Price reductions

*Airway Outdoor* is planning a sale. Snowboard prices will be reduced.

**SnowboardSet03L2** contains two worksheets.

- (a) Open the worksheet **CurrentPrices** in **SnowboardSet03L2**.

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

Use a lookup function and the information in the **Reduction** worksheet to complete the column for **Percentage**.

(4)

- (b) Enter formulae to calculate the **Discount** and **Sale Price** for each snowboard.

(3)

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

(4)

#### **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.*

- (d) Aasmah wants to compare the **Discount** for ProSnow snowboards only.

Create a pie chart to display this information.

Display the **Discount** for each ProSnow snowboard on the chart.

Save the chart as a separate worksheet within the 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 = 18 marks)**

### Task 3 – Newsletter

Aasmah sends an *Airway Outdoor* newsletter to customers each month.

Your task is to create Issue 19 of the newsletter.

It must include:

Item	Where found
The title and introduction	<b>AirwayTextSet03L2</b>
Article 1	<b>AirwayTextSet03L2</b>
Article 2	<b>AirwayTextSet03L2</b>
Information you found in <b>Section A, Task 1</b>	<b>ResponsesSet03L2</b>
The logo	<b>ImagesSet03L2</b>
<b>Two</b> other suitable images	<b>ImagesSet03L2</b>

The newsletter must be:

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

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

Save the newsletter with a meaningful file name.

(18)

#### **Evidence**

*A completed copy of your newsletter saved in your test folder.*

#### **Remember**

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

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

#### **Task 4 – Email your newsletter**

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

Aasmah wants to check your newsletter before it is printed.

Prepare an email to Aasmah attaching a copy of your newsletter.

Ask her to confirm that the section about Airway Outdoor is correct.

Aasmah's email address is aasmah@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.*

*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)**

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### Task 5 – Using ICT

Answer these questions in the space provided in **ResponsesSet03L2**.

Open **ResponsesSet03L2**.

Aasmah is concerned about risks to files stored on her computer.

- (a) Viruses can be a problem when using the internet.

Give **two** ways to minimise the risk of computer viruses.

(2)

- (b) Documents can be changed by others either accidentally or on purpose.

Give **two** ways of reducing the risk of others making unauthorised changes.

(2)

#### **Evidence**

*A copy of the completed document **ResponsesSet03L2** saved in your test folder.*

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**(Total for Task 5 = 4 marks)**

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**TOTAL FOR SECTION B = 44 MARKS**

**TOTAL FOR TEST = 50 MARKS**