

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

--	--	--	--

Information and Communication Technology Level 1

COVER SHEET

13 – 17 June 2016

Paper Reference

FST01/01

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 ►

P49268A

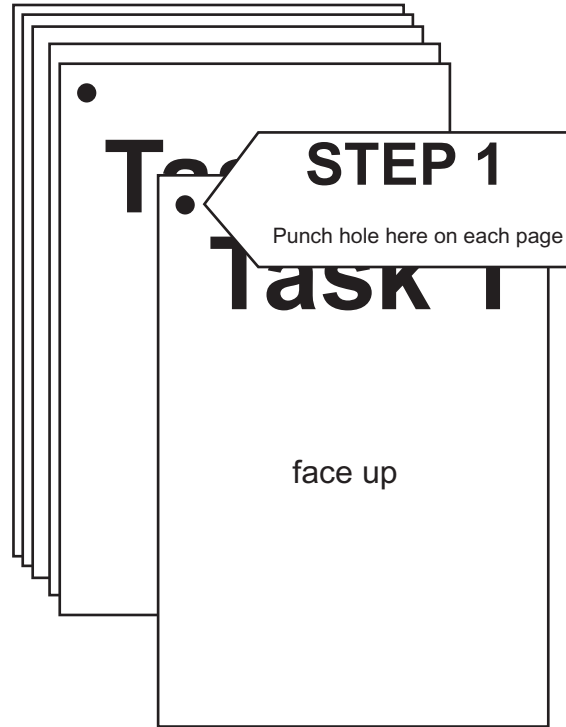
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PEARSON

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

1	1			
	2			
	3			
	4			
2	2a	1		
		2		
		2		
	2b	1		
		2		
		2		
3	2c	1		
		2		
		3		
		4		
		4		
4	2d	1		
		2		
		2		
5	2ei	1		
		1		
6	2eii	1		
		2		
		2		
	7	2f	1	
			2	
			3	
8	3a	4		
		4		
9	3b	1		
		2		
		2		
		2		
10	4	1		
		2		
		3		
		4		
		5		
		6		
11	5	1		
		2		
		2		





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Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

13 – 17 June 2016

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJun16L1
- EdinburghL1
- FactSheetL1
- ImagesJun16L1
- 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 ►

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PEARSON

Background

Rory Cummings organises events for *Hoxton Book Club*.

Club members have been reading books linked to Edinburgh.

Rory is organising a trip to Edinburgh for members and their families.

Getting Started

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

These are:

- ResponsesJun16L1
- EdinburghL1
- FactSheetL1
- ImagesJun16L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	19 marks
	Task 3	19 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 may use the internet for this section only.

Task 1 – Greyfriars Bobby

Rory wants some information about the famous dog Greyfriars Bobby for a fact sheet.

Open **ResponsesJun16L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the name of the man who owned Greyfriars Bobby.

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 **ResponsesJun16L1**
- completing the table in **ResponsesJun16L1**

Resave **ResponsesJun16L1** for use in **Section B, Task 3** and **Task 5**

Evidence

A printout of **ResponsesJun16L1**

Remember

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

(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 – June payment

Rory has been collecting monthly payments for the Edinburgh trip. The final payment is due at the end of June.

EdinburghL1 shows details of the amount to pay and payments received.

- (a) Open **EdinburghL1**

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

The cost per family for the Nazad family group is incorrect.

It should be **458**

Correct this value on the spreadsheet.

(2)

- (b) Use a formula to calculate the **Amount paid** by each family group.

(2)

The **June payment** is **Cost per family** minus **Amount paid**

- (c) Use a formula in **Column J** to calculate the June payment for each family group.

Enter a suitable heading for this column in cell **J4**

(4)

- (d) Use a formula to calculate the **Total** for each column.

(2)

Evidence

*A printout of your spreadsheet showing the **formulae** you used.*

Remember

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

Resave the spreadsheet.

(e) Format the spreadsheet.

(i) Format all currency values to £ and 2 decimal places.

(1)

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

(2)

Evidence

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

Remember

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

Resave the spreadsheet.

(f) Create a chart to display the amount paid by each family group.

The chart must:

- be clearly labelled
- have an appropriate title
- be easy to understand
- be printed on a separate sheet.

(6)

Evidence

A printout of your **chart** on an A4 sheet.

Remember

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

Save the chart.

(Total for Task 2 = 19 marks)

Task 3 – Fact sheet

(a) Rory needs a fact sheet about the trip to give to book club members.

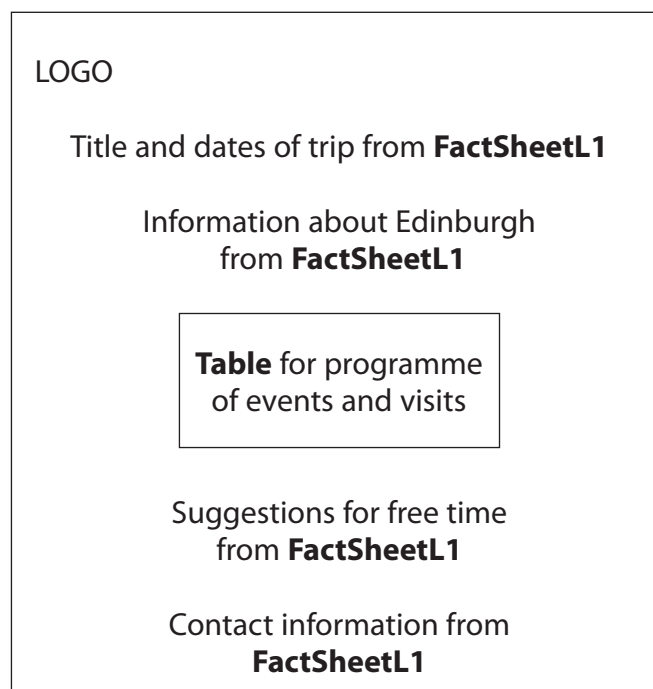
The fact sheet must be:

- **one A4 page**, portrait
- clear and easy to read
- suitable for book club members.

It must include:

- the text from **FactSheetL1**
- the information you found in **Section A, Task 1**
- the logo from **ImagesJun16L1**
- **two** appropriate images selected from **ImagesJun16L1**

Create the fact sheet using this plan:



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

Save the fact sheet using a meaningful file name.

(17)

Evidence

A printout of your fact sheet.

Remember

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

(b) Rory wants a new folder to store documents about the Edinburgh trip.

Create a new folder called **Edinburgh Trip**

Move your spreadsheet **and** fact sheet into the new folder.

Produce a screen shot showing the spreadsheet and fact sheet in the new folder.

Save the screen shot using a meaningful file name.

(2)

Evidence

A printout of the screen shot showing your spreadsheet and fact sheet in the new folder.

Make sure the screen shot is clear and large enough to be read.

Remember

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

(Total for Task 3 = 19 marks)

Task 4 – Email your spreadsheet

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

Clive Day is the treasurer of *Hoxton Book Club*.

His email address is cday@hoxtonbc.org.uk

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

Include a message telling Clive the spreadsheet shows details of payments for the Edinburgh trip.

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name.

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.

Make sure the screen shot is clear and large enough to be read.

Remember

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

(Total for Task 4 = 6 marks)

Task 5 – Using ICT

Answer this question in the space provided in **ResponsesJun16L1**

Open **ResponsesJun16L1**

Rory wants to protect his spreadsheet file so that others cannot open it.

He decides to use **edinburgh** as the password.

Identify **two** reasons why this would **not** be a strong password.

Evidence

*A printout of **ResponsesJun16L1***

Remember

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

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS

TOTAL FOR TEST = 50 MARKS

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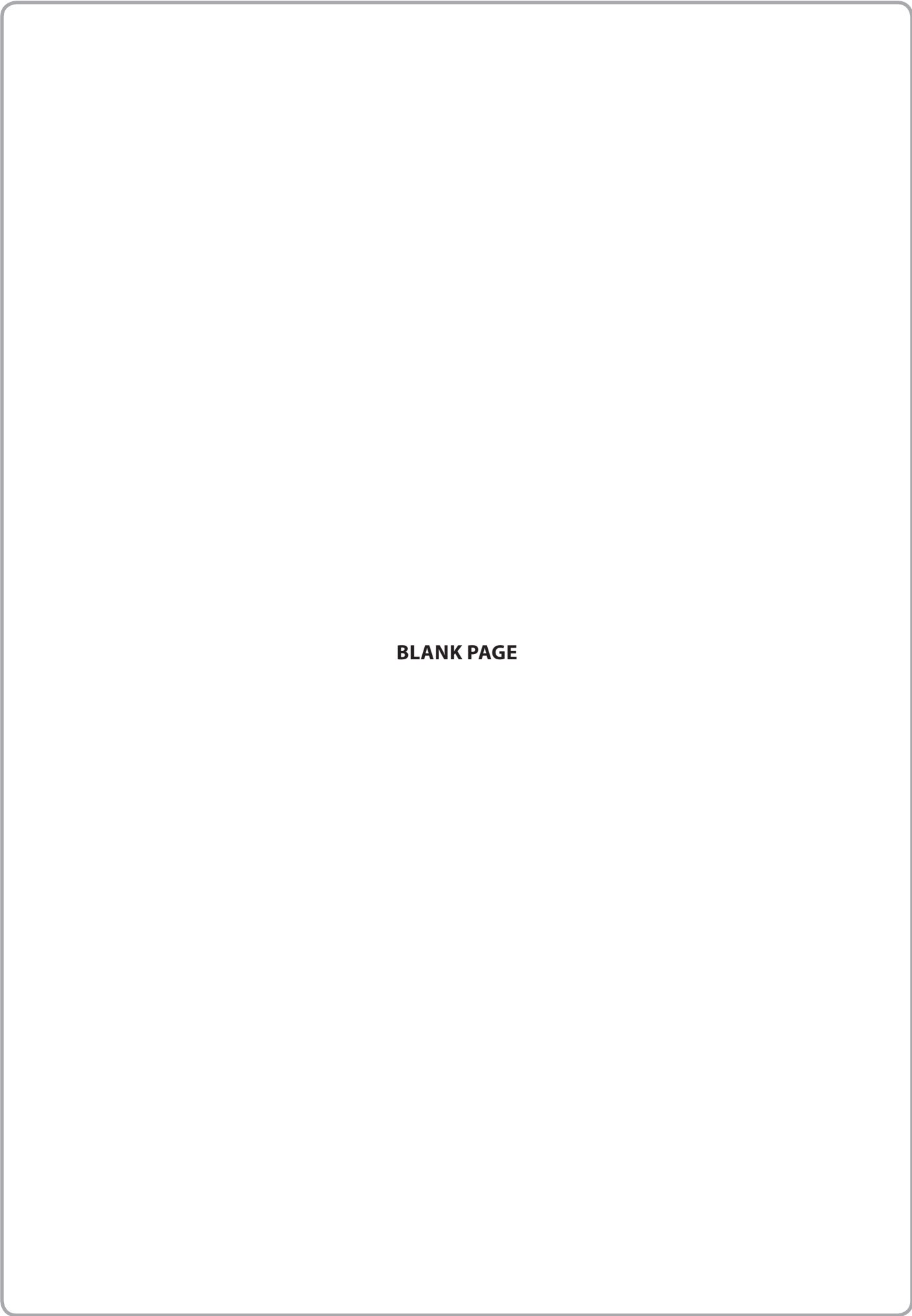
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