

Digital Functional Skills | Entry 3 | At The Café 1 | Mark Scheme

Internet Research

Saved Internet Research Form showing:

- **ONE** image of a cappuccino.
- the address of an independent café near you.
- web address for independent cafe information

Update A Document

Updated poster showing the following changes:

1. Add the following information in the correct location:

Strawberry Cheesecake

Carrot Cake

Chocolate Muffins

Croissants

Monday – Friday 8am – 5pm

2. Edit the following information:

Change the number 5 to display currency (£) with two decimal places.

3. Format the poster

- a. Centre align the heading.
- b. Change the colour of the heading to brown.
- c. Change the font size of the heading to 36.
- d. Make the headings (Drinks, Food, Special Offer, Opening Times) font size 16, bold and underlined
- e. Change the font size for the body of the text to 12.
- f. Use bullets the list of drinks and cakes
- g. Insert your saved image of a cappuccino and resize it so all the information fits on one page.
- h. Resize the image so it is 5cm in height
- i. Centre align the image.
- j. Save the poster with a suitable name.

Email A Document

Email document showing:

- new contact information.
- completed email including
 - a. Enter the email address.
 - b. Include a suitable subject.
 - c. Attach the updated poster.
 - d. Include a suitable message saying you have attached the information required.
 - e. Make sure you include a suitable greeting.