

Digital Functional Skills | Entry 3 | Volunteering At A Charity Shop 1 | Mark Scheme

Internet Research

Saved Internet Research Form showing:

- **ONE** image of a puppy and **ONE** image of bric-a-brac.
- Address of local dog rehoming centre.
- Web address for dog rehoming centre information.

Update A Document

Updated poster showing the following changes:

1. Add the following information in the correct location:

Monday – Saturday 9.00am – 4.00pm

Sunday closed

Books, CDs and Vinyl Records

2. Edit the following information:

Change the electronics to jigsaws

Change the number 1 to display currency (£) with two decimal places.

3. Format the poster

- a. Centre align the heading.
- b. Change the colour of the heading to green.
- c. Change the font size of the heading to 36.
- d. Make the headings (Things For Sale, Opening Hours, Donations Needed, Special Opening Offer) font size 16, bold and italic
- e. Change the font size for the body of the text to 14.
- f. Use bullet points for the points under “Things For Sale”.
- g. Insert your saved images of a puppy and bric-a-brace and resize them so all the information fits on one page.
- h. Centre align the images.
- i. Ensure the image of the puppy is at the top of the poster (above the heading) and the bric-a-brac is at the bottom of the poster.
- 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.