

# Edexcel Functional Skills – Entry 2

## ICT

### Entry 2

### Set 1

Controlled Assessment Material

**Valid from September 2010 to August 2011**

*Turn over ►*

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**edexcel**   
advancing learning, changing lives

Dave wants to sell his drums.

He needs an **advert**.

Dave has started to make the advert and wants you to finish it.

### Getting ready

- 1 Make sure you are sitting comfortably.

(1)

Make sure you work safely at all times during the task.

(1)

- 2 Start the computer system.

(1)

**(Total = 3 marks)**

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### During the tasks

- 1 You will get marks for:

- using the computer
- using software applications

(1)

(2)

**(Total = 3 marks)**

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## Make an advert

- 1** You have received an email message.

The message contains information to use in the advert.

Open and read the email message.

(3)

- 2** Send a reply to the email saying that you have read the message.

(1)

- 3** Open the file **AdvertEL2**.

Use the information in the email message to:

- add the missing information to the advert
- change any information on the advert that is wrong.

(3)

- 4** The advert needs **two** images.

- (a) Use the file **PictureEL2** to find a suitable picture to put in the advert.

Put your chosen picture in the advert.

- (b) Use the file **HeadingEL2** to find a suitable heading to put in the advert.

Put your chosen heading in the advert.

(3)

## 5 Make the advert look good.

You could use some of the following:

- alignment
- colours
- different fonts
- font styles
- font sizes
- any other formatting.

(4)

**(Total = 14 marks)**

### **Finishing off**

Ask your assessor to help you save the advert.

Ask your assessor to help you print the advert.

Make sure your name is on the printout.

Hand in your printout.