

Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 3

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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Sally has lost her bicycle.

She wants an **advert**.

The advert must tell people about the bicycle.

An advert has been started. You must finish it.

Getting ready

- 1** Make sure you are sitting comfortably.

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

(1)

- 2** Start the computer system.

(1)

(Total = 2 marks)

During the task

- 1** You will get a mark for using software applications.

(1)

(Total = 1 mark)

Make an advert

1 You have been sent an email or text message.

It tells you about the reward for finding the bicycle.

Open the email or text message.

(3)

2 Open the file **MissingBicycleEL1**.

Use the information in the email or text message to:

- tell people how to claim the reward
- change the reward on the advert.

(2)

3 The advert contains an image.

Label the image so that people know what it is.

(2)

(Total = 7 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 advert.

Hand in your printout.