

Edexcel Functional Skills – Entry 2

ICT

Entry 2

Set 2

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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A leisure centre is having a Fun Fair to raise money.

The leisure centre needs a **flyer**.

The leisure centre has started to make a flyer 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)

During the task

1 You will get marks for:

- using the computer (1)

- using software applications (2)

(Total = 3 marks)

Make a flyer

1 You have received an email message.

The message contains information to use in the flyer.

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 **FlyerEL2**

Use the information in the email message to:

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

(3)

4 The flyer needs **two** images.

(a) Use the file **HeadingEL2** to find a suitable heading to put in the flyer.

Put your chosen heading in the flyer.

(b) Use the file **ImageEL2** to find a suitable picture to put in the flyer.

Put your chosen picture in the flyer.

(3)

5 Make the flyer 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 to save the flyer.

Ask your assessor to help you to print the flyer.

Make sure your name is on the printout.

Hand in your printout.