Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 3

Controlled Assessment Material
Valid from September 2010 to August 2011

edexcel
advancing learning, changing lives

A school is planning a ski trip.

Students will need an information sheet.

You must design the information sheet.

Your assessor will give you a USB memory stick. The memory stick contains the files for this task.

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 software applications

(1)

- using interface features

(1)

- opening and saving files.

(2)

(Total = 4 marks)

Work out the price of the ski trip

You will need the price of the trip for the information sheet.

The USB memory stick contains a spreadsheet with details of the ski trip costs.

1 Open the file **SkiTripCostsEL3** stored on the USB memory stick.

(2)

Enter your name in cell **A1**.

2 The cost of the coach is now £85

(a) Change the cost of the coach in the spreadsheet.

(1)

(b) Enter a formula in cell **B8** to calculate the total of the costs in cells **B3** to **B6**.

(1)

Cell B8 now shows the **Price of the ski trip**. You will need this later.

3 Save the spreadsheet.

Print the spreadsheet showing gridlines.

(2)

(Total = 6 marks)

Design the ski trip information sheet

The USB memory stick contains files that you will need to design the information sheet.

1   Open the file **InformationSheetEL3** stored on the USB memory stick. This file contains text for the ski trip information sheet.

Open the file **LeafletEL3** stored on the USB memory stick.

(a)   Use the information given in **LeafletEL3** to complete the text for the ski trip information sheet.

Find and insert in **InformationSheetEL3**:

- the dates of the trip

- how many days the trip will last for

- the phone number to contact for more information.

Make sure that all this information is in a suitable place on the ski trip information sheet.

(3)

(b)   Find the image of skiers in the leaflet.

Insert this image in a suitable place on the information sheet.

(3)

(c)   Use the internet to find a suitable image of a **ski resort**.

Insert your chosen image in a suitable place in the ski trip information sheet.

(4)

2   You worked out the '**Price of the ski trip**' in your spreadsheet.

Enter this in a suitable place in the **InformationSheetEL3**.

(1)

3 (a) Format the layout of the information sheet so that it looks good.

You could use:

- alignment

- borders

- colours

- fonts

- font styles

- font sizes

- any other formatting.

(4)

(b) Check the information sheet for accuracy and meaning.

(1)

(c) Check that the information sheet is suitable for use.

(1)

Enter your name at the bottom of the information sheet.

4 Save the information sheet.

Print the information sheet.

(1)

(Total = 18 marks)

Send a message

The USB memory stick contains a **list of contacts** and a **message text file**.

The list of contacts is password protected.

You have received an email message.

The email message contains a password that will open the list of contacts.

1   Open and read the email message.

(1)

2   Use the password in the email message to open the file **StaffListEL3**.

(1)

3   Open the file **EmailTextEL3** stored on the USB memory stick.

    (a)   Copy the information and paste it into a new email.

           You worked out the '**Price of the ski trip**' in your spreadsheet.

           Enter that price in a suitable place in the email.

(1)

    (b)   Use the list of contacts in the file **StaffListEL3** to find the email address of the School Secretary.

(2)

    (c)   Send the email to the School Secretary.

(1)

4   You will receive a reply to your email.

Print this reply including your sent message.

(1)

5   Close all documents and remove the USB memory stick safely.

Use the correct procedures to shut down your computer.

(2)

(Total = 9 marks)

Finishing off

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.