

Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 1

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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A community group is organising a fund raising event.
They are planning a tea party.
You must produce a design for a **ticket** for the tea party.

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 tasks. (1)
 - 2 Start the computer system. (1)
-
- (Total = 3 marks)**

During the tasks

- 1 You will get marks for:
 - using software applications (1)
 - using interface features (1)
 - opening and saving files (2)
-
- (Total = 4 marks)**

Design a ticket

The USB memory stick contains a file with some information that you will need to design a ticket.

- 1 Open the file **PosterEL3** stored on the USB memory stick. (2)
- 2 Use the information in the poster to produce a design for a **ticket** for the tea party.
 - (a) Make sure that the ticket design is in landscape format. (1)
 - (b) Make sure that the following items are on the ticket design:
 - the date of the tea party
 - the time of the tea party
 - the ticket price(3)
 - (c) Use the information in the poster to find the community group's logo.
Insert this logo in a suitable place on the ticket design. (3)
 - (d) Use the internet to find a suitable image of a **teapot**.
Insert your chosen image in a suitable place on the ticket design.
Save the ticket design using a suitable file name. (4)

(Total = 13 marks)

Work out the costs

The USB memory stick contains a spreadsheet with some information that you need for the ticket.

You need to work out the cost of the tea party.

- 1 Open the file **CostsEL3** stored on the USB memory stick.

Enter your name in cell **A16**.

- (a) The cost of the music has gone down to £78.00

Update the spreadsheet with this new cost.

(1)

- (b) Enter a formula in cell B12 to calculate the total of the costs in cells B7 to B11.

(1)

- 2 Use the spreadsheet to find the new ticket price.

Update your ticket with the new price.

Save the ticket.

(1)

- 3 Save the spreadsheet.

Print the spreadsheet.

(1)

(Total = 4 marks)

Finish the ticket

- 1 (a) Format the layout of the ticket so that it looks good.

You could use some of the following:

- alignment
- borders
- colours
- fonts
- font styles
- font sizes
- any other formatting

(4)

- (b) Check the ticket for accuracy and meaning.

(1)

- (c) Check the ticket for suitability of information.

(1)

- 2 Make sure the ticket fits on one page.

Save the ticket.

Print the ticket.

(1)

(Total = 7 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 **ContactsEL3**. (1)
- 3 Open the file **MessageTextEL3** stored on the USB memory stick.
 - (a) Copy the information and paste it into a new email. (1)
 - (b) Use the list of contacts to find the email address of the Treasurer. (2)
 - (c) Send your new email to the Treasurer. (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.