

# 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.