

Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 1

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Flowers Garden Centre needs a **poster**.

The poster must tell people about a plant sale.

The poster 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.

(1)

(Total = 1 mark)

Finish the poster

1 You have been sent an email or text message.

It tells you more about the plant sale.

Open the message.

(2)

2 Open the file **PlantSale12E1**

Use the information in the message to:

- add the special offer
- change the date.

(3)

3 The poster contains an image.

Label the image so that people know what it shows.

(2)

(Total = 7 marks)

Finishing off

Ask your assessor to help you save the poster.

Ask your assessor to help you print the poster.

Make sure your name is on the printout.

Hand in your printout.