

# Edexcel Functional Skills – Entry 1

## ICT

### Entry 1

### Set 2

Controlled Assessment Material

**Valid from September 2011 to August 2012**

*Turn over ►*

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A friend has asked for help with a **flyer**.

The flyer must tell people about gardening work.

The flyer 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)

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**(Total = 2 marks)**

### **During the task**

- 1 You will get a mark for using software.

(1)

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**(Total = 1 mark)**

## Finish the flyer

**1** You have been sent an email or text message.

It has information for the flyer.

Open the message.

(2)

**2** Open the file **Garden12E1**

Read the message and:

- add the information to the flyer
- change the address on the flyer.

(3)

**3** The flyer 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 flyer.

Ask your assessor to help you print the flyer.

Make sure your name is on the printout.

Hand in your printout.