

Edexcel Functional Skills – Entry 2

ICT

Entry 2

Set 1

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Flowers Garden Centre has opened a cafe.

The cafe needs a **menu**.

A menu has been started. You need to finish it.

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 the computer (1)

- using software applications. (2)

(Total = 3 marks)

Finish the menu

- 1** You have received an email or text message.

The message contains information to use in the menu.

Open and read the message.

(3)

- 2** Send a reply saying that you have read the message.

(1)

- 3** Open the file **Menu12E2**

Use the information in the message to:

- add the missing information to the menu
- change any information on the menu that is different.

(3)

- 4** The menu needs **two** images.

- (a) Find a suitable heading from the file **Heading12E2Set1**

Put your chosen heading in the menu.

- (b) Find a suitable image from the file **Image12E2Set1**

Put your chosen image in the menu.

(3)

5 Make the menu look good.

You could use some of the following:

- alignment
- colours
- different fonts
- font styles
- font sizes
- any other formatting.

(4)

(Total = 14 marks)

Finishing off

(You may ask for help if you need it.)

Save the menu.

Print the menu.

Make sure your name is on the printout.

Hand in your printout.