

Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 1

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Flowers Garden Centre has special offers every month.

They need a **flyer**.

You must design the flyer.

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 task. (1)

2 Start the computer system. (1)

(Total = 3 marks)

During the task

1 You will get marks for:
• using software applications (1)

• using interface features (1)

• opening and saving files. (2)

(Total = 4 marks)

Work out the price of a hanging basket kit

One of the special offers is a hanging basket kit.

You will need the price of the kit for the flyer.

The USB memory stick contains a spreadsheet with details of the hanging basket kit costs.

- 1** Open the file **BasketCosts12E3** stored on the USB memory stick. (2)

Enter your name in cell **A1**.

- 2** The cost of the plants is now £5
- (a) Change the cost of the plants in the spreadsheet. (1)
- (b) Enter a formula in cell **B8** to calculate the total of the costs in cells **B3** to **B7**. (1)

Cell **B8** now shows the **Price of the kit**. You will need this later.

- 3** Save the spreadsheet.
- Print the spreadsheet showing gridlines. (2)

(Total = 6 marks)

Design the special offers flyer

The USB memory stick contains files that you will need to design the flyer.

- 1 Open the file **Offers12E3** stored on the USB memory stick. This file contains information for the flyer.

Open the file **Flyer12E3Set1** stored on the USB memory stick.

- (a) Use the information given in **Offers12E3** to complete the text for the flyer.

Find and insert in **Flyer12E3Set1**:

- the person to contact for more information
- the special offers for June
- the closing time for June.

Make sure that all this information is in a suitable place on the flyer.

(4)

- (b) Find the image of a hanging basket in **Offers12E3**

Insert this image in a suitable place on the flyer.

(2)

- (c) Use the internet to find a suitable image of a **cup of coffee**.

Insert your chosen image in a suitable place on the flyer.

(4)

- 2 You worked out the **Price of the kit** in your spreadsheet.

Change the price of the kit on the flyer.

(1)

3 (a) Format the layout of the flyer so that it looks good.

You could use:

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

(4)

(b) Check the flyer for accuracy and meaning.

(1)

(c) Check that the flyer is suitable for use.

(1)

Enter your name at the bottom of the flyer.

4 Save the flyer.

Print the flyer.

(1)

(Total = 18 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 **Contacts12E3Set1** (1)
- 3 Open the file **Email12E3Set1** stored on the USB memory stick.
 - (a) Copy the information and paste it into a new email.

You worked out the **Price of the kit** in your spreadsheet.

Enter that price in a suitable place in the email. (1)
 - (b) Use the list of contacts in the **Contacts12E3Set1** to find the email address of the Marketing Manager. (2)
 - (c) Send the email to Marketing Manager. (1)
- 4 You will receive a reply to your email.

Print your sent message and the reply. (1)

5 Close all files and remove the USB memory stick safely.

Use the correct procedures to shut down your computer.

(2)

(Total = 9 marks)

Finishing off

Check that you have printed:

- the spreadsheet
- the flyer
- your sent email message and the reply.

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.