

Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 2

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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A cycling club is planning a festival.

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 membership

The flyer will advertise cycling club membership.

You will need the price of membership for the flyer.

The USB memory stick contains a spreadsheet with details of the membership costs.

- 1** Open the file **ClubCosts12E3** stored on the USB memory stick. (2)

Enter your name in cell **A1**.

- 2** The cost of insurance is now £6
- (a) Change the cost of insurance in the spreadsheet. (1)
- (b) Enter a formula in cell **B7** to calculate the total of the costs in cells **B3** to **B6**. (1)

Cell **B7** now shows the **Price of membership**. You will need this later.

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

(Total = 6 marks)

Design the cycling festival flyer

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

- 1 Open the file **Newsletter12E3** stored on the USB memory stick. This file contains information for the flyer.

Open the file **Flyer12E3Set2** stored on the USB memory stick.

- (a) Use the information given in **Newsletter12E3** to complete the text for the flyer.

Find and insert in **Flyer12E3Set2**:

- the place where the festival will be held
- the date of the festival
- the time when the festival will start.

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

(4)

- (b) Find the logo in **Newsletter12E3**.

Insert this image in a suitable place on the flyer.

(2)

- (c) Use the internet to find a suitable image of **someone cycling**.

Insert the image in a suitable place on the flyer.

(4)

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

Enter this in a suitable place 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 **Contacts12E3Set2** stored on the USB memory stick. (1)
- 3 Open the file **Email12E3Set2** stored on the USB memory stick.
 - (a) Copy the information and paste it into a new email.

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

Enter that price in a suitable place in the email. (1)
 - (b) Use the list of contacts in the file **Contacts12E3Set2** to find the email address of the Treasurer. (2)
 - (c) Send the email to the Treasurer. (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.