

# Edexcel Functional Skills – Entry 2

## ICT

### Entry 2

### Set 1

Controlled Assessment Material

**Valid from September 2012 to August 2013**

**Learner name**

**Learner signature and date**

*Turn over* ►

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**PEARSON**

Bridgetown Community Centre needs cakes for a cake sale.

The centre needs a **poster**.

A poster 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)

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**(Total = 3 marks)**

### During the task

- 1 You will get marks for:

- using the computer
- using software applications.

(1)

(2)

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**(Total = 3 marks)**

## Finish the poster

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

The message contains information to use in the poster.

Open and read the message.

(3)

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

(1)

- 3** Open the file **Poster13E2Set1**

Use the information in the message to:

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

(3)

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

- (a) Find a suitable heading from the file **Heading13E2Set1**

Put your chosen heading on the poster.

- (b) Find a suitable image from the file **Image13E2Set1**

Put your chosen image on the poster.

(3)

**5** Make the poster look good.

You could use some of the following:

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

(4)

**(Total = 14 marks)**

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**Finishing off**

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

Save the poster.

Print the poster.

Make sure your name is on the printout.

Hand in your printout.