

# Edexcel Functional Skills – Entry 3

## ICT

### Entry 3

### 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 is having a baking competition.

They need a **poster**.

You must design the poster.

**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)

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**(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)

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**(Total = 4 marks)**

## Work out the total amount of money raised

The poster will include the total raised for charity.

You will need the total raised for the poster.

The USB memory stick contains a spreadsheet with details of money raised from events.

**1** Open the file **Total13E3** stored on the USB memory stick.

Enter your name in cell **A1**.

(2)

**2** The amount raised by the Car Wash is now £125

(a) Change the Car Wash amount in the spreadsheet.

(1)

(b) Enter a formula in cell **B9** to calculate the total of the amounts in cells **B4** to **B8**

(1)

Cell **B9** now shows the **Total raised**. You will need this later.

**3** Save the spreadsheet.

Print the spreadsheet in landscape format.

(2)

**(Total = 6 marks)**

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## Design the poster

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

- 1 Open the file **Newsletter13E3Set1** stored on the USB memory stick. This file contains information for the poster.

Open the file **Competition13E3** stored on the USB memory stick.

- (a) Use the information given in **Newsletter13E3Set1** to complete the poster.

Find and insert in **Competition13E3**:

- the prize for the best cake
- the entry fee
- the date of the competition.

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

(4)

- (b) Find the logo in **Newsletter13E3Set1**.

Insert this logo in a suitable place on the poster.

(2)

- (c) Use the internet to find an image of a **sponge cake**.

Insert the image in a suitable place on the poster.

(4)

- 2 You worked out the **Total raised** in your spreadsheet.

Change the total raised on the poster.

(1)

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

You could use:

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

(4)

(b) Check the poster for accuracy and meaning.

(1)

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

(1)

Enter your name at the bottom of the poster.

**4** Save the poster.

Print the poster.

(1)

**(Total = 18 marks)**

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## 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 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 message to open the file **Contacts13E3Set1** stored on the USB memory stick. (1)
- 3 Open the file **Email13E3Set1** stored on the USB memory stick.
  - (a) Copy the information and paste it into a new email.

You worked out the **Total raised** in your spreadsheet.

Enter that total in a suitable place in the email. (1)
  - (b) Use the list of contacts in the file **Contacts13E3Set1** to find the email address of the Secretary. (2)
  - (c) Send the email to the Secretary. (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)**

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### **Finishing off**

Check that you have printed:

- the spreadsheet
- the poster
- 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.