

Edexcel Functional Skills – Entry 2

ICT

Entry 2

Set 2

Controlled Assessment Material

Valid from September 2012 to August 2013

Learner name

Learner signature and date

Turn over ►

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PEARSON

A shop repairs bikes.

The shop needs a **flyer**.

A flyer 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 flyer

1 You have received an email or text message.

The message contains information to use in the flyer.

Open and read the message.

(3)

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

(1)

3 Open the file **Flyer13E2Set2**

Use the information in the message to:

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

(3)

4 The flyer needs **two** images.

(a) Find a suitable heading from the file **Heading13E2Set2**

Put your chosen heading on the flyer.

(b) Find a suitable image from the file **Image13E2Set2**

Put your chosen image on the flyer.

(3)

5 Make the flyer 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 flyer.

Print the flyer.

Make sure your name is on the printout.

Hand in your printout.