

# Edexcel Functional Skills – Entry 1

## ICT

**Entry 1**

**Set 2**

Controlled Assessment Material

**Valid from September 2012 to August 2013**

**Learner name**

**Learner signature and date**

*Turn over* ►

**W42788A**

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**PEARSON**

The Community College needs a **menu**.

The menu must tell people what they can buy.

A menu has been started. You must finish it.

### **Getting ready**

- 1** Make sure you are sitting comfortably.

Make sure you work safely at all times during the task.

(1)

- 2** Start the computer system.

(1)

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**(Total = 2 marks)**

### **During the task**

- 1** You will get a mark for using software.

(1)

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**(Total = 1 mark)**

## Finish the menu

**1** You have been sent an email or text message.

It tells you more about the menu.

Open the message.

(2)

**2** Open the file **Menu13E1**

Use the information in the message to:

- change the day on the menu
- add the title.

(3)

**3** The menu contains an image.

Label the image so that people know what it shows.

(2)

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**(Total = 7 marks)**

## Finishing off

Ask your assessor to help you save the menu.

Ask your assessor to help you print the menu.

Make sure your name is on the printout.

Hand in your printout.