

# 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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1/1



**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)

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(Total = 3 marks)

### During the task

1 You will get marks for:

- using the computer (1)

- using software applications. (2)

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(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)

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**(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.