

Edexcel Functional Skills – Entry 3

ICT

Entry 3

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

There are ice hockey lessons at the ice rink.

The ice rink needs an **advert**.

You must design the advert.

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)

(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)

(Total = 4 marks)

Work out the cost of lessons

You will need the cost of lessons for the advert.

The USB memory stick contains a spreadsheet with details of the lesson costs.

- 1** Open the file **Costs13E3** stored on the USB memory stick.

Enter your name in cell **A1**.

(2)

- 2** The cost of the insurance is now £12.50

(a) Change the cost of the insurance in the spreadsheet.

(1)

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

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

(1)

- 3** Save the spreadsheet.

Print the spreadsheet showing gridlines.

(2)

(Total = 6 marks)

Design the advert

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

- 1 Open the file **Newsletter13E3Set2** stored on the USB memory stick. This file contains information for the advert.

Open the file **Advert13E3** stored on the USB memory stick.

- (a) Use the information given in **Newsletter13E3Set2** to complete the text for the advert.

Find and insert in **Advert13E3**:

- the day of the ice hockey lessons
- the time when each lesson finishes
- the address where the lessons will be held.

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

(4)

- (b) Find the logo in **Newsletter13E3Set2**

Insert this logo in a suitable place on the advert.

(2)

- (c) Use the internet to find an image of **someone playing ice hockey**.

Insert the image in a suitable place on the advert.

(4)

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

Enter this in a suitable place on the advert.

(1)

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

You could use:

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

(4)

(b) Check the advert for accuracy and meaning.

(1)

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

(1)

Enter your name at the bottom of the advert.

4 Save the advert.

Print the advert.

(1)

(Total = 18 marks)

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 **Contacts13E3Set2** stored on the USB memory stick. (1)
- 3 Open the file **Email13E3Set2** stored on the USB memory stick.
 - (a) Copy the information and paste it into a new email.

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

Enter that cost in a suitable place in the email.

 (1)
 - (b) Use the list of contacts in the file **Contacts13E3Set2** to find the email address of the Manager. (2)
 - (c) Send the email to the Manager. (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)

Finishing off

Check that you have printed:

- the spreadsheet, showing gridlines
- the advert
- 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.