

# 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

©2012 Pearson Education Ltd.

1/



**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)

---

**(Total = 2 marks)**

### **During the task**

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

(1)

---

**(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)

---

**(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.