Edexcel Functional Skills – Entry 3

ICT
Entry 3
Set 3

Controlled Assessment Material
Valid from September 2012 to August 2013

Learner name

Learner signature and date

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PEARSON

Active Days Out teach people to climb. They need a **booking form**.

The design of the booking form has been started.

You must complete the design.

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 a climbing course

You will need the **Total cost** of the course for the booking form.

The USB memory stick contains a spreadsheet with details of the costs for the rock climbing course in Buxton.

1   Open the file **Course13E3** stored on the USB memory stick.

Enter your name in cell **A1**.

(2)

2   The instructor cost is £28

(a)   Change the instructor cost in the spreadsheet.

(1)

(b)   Enter a formula in cell **B12** to calculate the total of the costs in cells **B6** to **B10**.

Cell **B12** now shows the **Total cost** of the course. You will need this later.

(1)

3   Save the spreadsheet.

Print the spreadsheet in portrait format.

(2)

(Total = 6 marks)

Design the booking form

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

1   Open the file **Activities13E3** stored on the USB memory stick. This file contains information for the booking form.

Open the file **BookingForm13E3** stored on the USB memory stick.

(a)   Use the information given in **Activities13E3** to complete the booking form.

Find and insert in **BookingForm13E3**:

- the address where the booking form should be sent

- the name of the person to contact for information

- the phone number.

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

(4)

(b)   Find the company logo in **Activities13E3**

Insert this logo in a suitable place on the booking form.

(2)

(c)   Use the internet to find an image of a **climber**.

Insert the image in a suitable place on the booking form.

(4)

2   You worked out the **Total cost** of the rock climbing course in your spreadsheet.

Enter the **Total cost** in a suitable place on the booking form.

(1)

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

You could use:

- alignment

- borders

- colours

- fonts

- font styles

- font sizes

- any other formatting.

(4)

(b) Check the booking form for accuracy and meaning.

(1)

(c) Check that the booking form is suitable for use.

Enter your name at the bottom of the booking form.

(1)

4 Save the booking form.

Print the booking form.

(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 **Contacts13E3Set3**

(1)

3 Open the file **Email13E3Set3** stored on the USB memory stick.

(a) Copy the information and paste it into a new email.

You worked out the **Total cost** of the rock climbing course in your spreadsheet.

Enter the **Total cost** in a suitable place in the email.

(1)

(b) Use the list of contacts in the file **Contacts13E3Set3** to find the email address of the Senior Climbing Instructor.

(2)

(c) Send the email to the Senior Climbing Instructor.

(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 your:

- spreadsheet

- booking form

- sent email message and the reply.

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.