

Pearson Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 1

Controlled Assessment Material

Valid from September 2013 to August 2014

Learner name

Learner signature and date

Turn over ►

W44473A

©2013 Pearson Education Ltd.

1/1



PEARSON

The Animal Shelter needs a **flyer**.

The flyer must tell people about a car boot sale.

The flyer 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 flyer

1 You have been sent an email or text message.

It tells you about the car boot sale.

Open the message.

(2)

2 Open the file **Boot14E1Set1**

Use the information in the message to:

- change the date of the car boot sale
- add the place where the car boot sale will be.

(3)

3 The flyer 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 flyer.

Ask your assessor to help you print the flyer.

Make sure your name is on the printout.

Hand in your printout.