

# Pearson Edexcel Functional Skills – Entry 3

## ICT

### Entry 3

### Set 1

Controlled Assessment Material

**Valid from September 2013 to August 2014**

**Learner name**

**Learner signature and date**

Turn over ►

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**PEARSON**

An Animal Shelter is looking for people who can help with the animals.

They need an **advertisement**.

You must design the advertisement.

**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)

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**(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)

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**(Total = 4 marks)**

### Work out the number of animals in the shelter

The advertisement will include the number of animals in the shelter.

You will need the number of animals for the advertisement.

The USB memory stick contains a spreadsheet with details of the number of animals.

**1** Open the file **Animals14E3Set1** stored on the USB memory stick.

Enter your name in cell **A1**

(2)

**2** There are now 26 dogs in the shelter.

(a) Change the number of dogs in the spreadsheet.

(1)

(b) Enter a formula in cell **B9** to calculate the total number of animals in cells **B3** to **B8**

Cell **B9** now shows the **Total Number of Animals**. You will need this later.

(1)

**3** Save the spreadsheet.

Print the spreadsheet showing the gridlines.

(2)

**(Total = 6 marks)**

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## Design the advertisement

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

- 1 Open the file **Newsletter14E3Set1** stored on the USB memory stick. This file contains information for the advertisement.

Open the file **Advert14E3Set1** stored on the USB memory stick.

- (a) Use the information given in **Newsletter14E3Set1** to complete the advertisement.

Find and insert in **Advert14E3Set1**:

- the date of the open day
- the time of the open day
- what anyone who wants to help out should bring.

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

(4)

- (b) Find the logo in **Newsletter14E3Set1**

Insert this image in a suitable place on the advertisement.

(2)

- (c) Use the internet to find a suitable image of **someone walking a dog**.

Insert the image in a suitable place on the advertisement.

(4)

- 2 You worked out the **Total Number of Animals** in your spreadsheet.

Enter this in a suitable place in the advertisement.

(1)

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

You could use:

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

(4)

(b) Check the advertisement for accuracy and meaning.

(1)

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

Enter your name at the bottom of the advertisement.

(1)

**4** Save the advertisement.

Print the advertisement.

(1)

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**(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 **Contacts14E3Set1** stored on the USB memory stick. (1)
- 3 Open the file **Email14E3Set1** stored on the USB memory stick.
  - (a) Copy the information and paste it into a new email.

You worked out the **Total Number of Animals** in your spreadsheet.  
Enter that number in a suitable place in the email. (1)
  - (b) Use the list of contacts in the file **Contacts14E3Set1** to find the email address of the Secretary. (2)
  - (c) Send the email to the Secretary. (1)
- 4 You will receive a reply to your email.

Print your sent message and the reply. (1)

**5** Close all the files and remove the USB memory stick safely.

Use the correct procedures to shut down your computer.

(2)

**(Total = 9 marks)**

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### **Finishing off**

Check that you have printed:

- the spreadsheet
- the advertisement
- 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.