# Pearson Edexcel Functional Skills – Entry 3

# ICT
**Entry 3**
**Set 2**

Controlled Assessment Material
**Valid from September 2013 to August 2014**

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**Learner name**

**Learner signature and date**

*Turn over* ▶

PEARSON

Woodley Junior Football Club needs new members.

They need a **poster**.

You must design the poster.

**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 membership cost**

The poster will include the membership cost for each new member.

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

**1**   Open the file **Costs14E3Set2** stored on the USB memory stick.

Enter your name in cell **A1**

**(2)**

**2**   The cost of pitch hire is now £15

(a)   Change the **Cost Each Year** for **Pitch Hire** 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 Membership Cost**. You will need this later.

**(1)**

**3**   Save the spreadsheet.

Print the spreadsheet in landscape format.

**(2)**

**(Total = 6 marks)**

**Design the poster**

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

**1**  Open the file **Newsletter14E3Set2** stored on the USB memory stick. This file contains information for the poster.

Open the file **Football14E3Set2** stored on the USB memory stick.

(a)  Use the information given in **Newsletter14E3Set2** to complete the poster.

Find and insert in **Football14E3Set2**:

- the ages of football club members

- the telephone number

- the address.

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

**(4)**

(b)  Find the logo in **Newsletter14E3Set2**

Insert the logo in a suitable place on the poster.

**(2)**

(c)  Use the internet to find an image of a **junior football match**.

Insert the image in a suitable place on the poster.

**(4)**

**2**  You worked out the **Total Membership Cost** in your spreadsheet.

Change the cost on the poster.

**(1)**

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

You could use:

- alignment

- borders

- colours

- fonts

- font styles

- font sizes

- any other formatting.

**(4)**

(b)   Check the poster for accuracy and meaning.

**(1)**

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

**(1)**

Enter your name at the bottom of the poster.

**4**   Save the poster.

Print the poster.

**(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 **Contacts14E3Set2** stored on the USB memory stick.

(1)

**3**     Open the file **Email14E3Set2** stored on the USB memory stick.

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

You worked out the **Total Membership Cost** in your spreadsheet.

Enter that cost in a suitable place in the email.

(1)

(b)   Use the list of contacts in the file **Contacts14E3Set2** to find the email address of the Treasurer.

(2)

(c)   Send the email to the Treasurer.

(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

•      the poster

•      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.