

# Pearson Edexcel Functional Skills – Entry 1

## ICT

### Entry 1

### Set 2

Controlled Assessment Material

**Valid from September 2013 to August 2014**

**Learner name**

**Learner signature and date**

Turn over ►

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**PEARSON**

A farm shop is opening.

The shop needs a **poster**.

A poster 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)

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**(Total = 2 marks)**

### **During the task**

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

(1)

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**(Total = 1 mark)**

## Finish the poster

**1** You have been sent an email or text message.

It tells you about the farm shop.

Open the message.

(2)

**2** Open the file **Shop14E1Set2**

Use the information in the message to:

- change the closing time on the poster
- add information to the poster.

(3)

**3** The poster contains an image.

Label the image so that people know what it shows.

(2)

**(Total = 7 marks)**

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## Finishing off

Ask your assessor to help you save the poster.

Ask your assessor to help you print the poster.

Make sure your name is on the printout.

Hand in your printout.

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