Pearson Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 3

Controlled Assessment Material
Valid from September 2013 to August 2014

Learner name

Learner signature and date

W44478A

PEARSON

Workers at a company called JWR are holding a fund raising event.

They have started to design an **entry form**.

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 total money raised in 2013

The entry form will include the total money raised.

The USB memory stick contains a spreadsheet with details of the amount raised in 2013.

1 Open the file **FundRaising14E3Set3** stored on the USB memory stick.

Enter your name in cell **A1**

(2)

2 Sam Roach raised £68

(a) Change the **Money Raised** by **Sam Roach** in the spreadsheet.

(1)

(b) Enter a formula in cell **B16** to calculate the total of the money raised in cells **B6** to **B15**

Cell **B16** now shows the **Total Money Raised** in 2013. You will need this later.

(1)

3 Save the spreadsheet.

Print the spreadsheet in portrait format.

(2)

(Total = 6 marks)

Design the entry form

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

1 Open the file **Memo14E3Set3** stored on the USB memory stick. This file contains information for the entry form.

Open the file **EntryForm14E3Set3** stored on the USB memory stick.

(a) Use the information given in **Memo14E3Set3** to complete the entry form.

Find and insert in **EntryForm14E3Set3**:

- the target for 2014

- the name of the person organising the fund raising in 2014

- the telephone number.

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

(4)

(b) Find the JWR logo in **Memo14E3Set3**

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

(2)

(c) Use the internet to find a suitable image of a **wheelchair**.

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

(4)

2 You worked out the **Total Money Raised** in 2013 in your spreadsheet.

Enter the **Total Money Raised** in 2013 in a suitable place on the entry form.

(1)

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

You could use:

- alignment

- borders

- colours

- fonts

- font styles

- font sizes

- any other formatting.

(4)

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

(1)

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

Enter your name at the bottom of the entry form.

(1)

4 Save the entry form.

Print the entry 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 **Contacts14E3Set3** stored on the USB memory stick.

(1)

3   Open the file **Email14E3Set3** stored on the USB memory stick.

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

You worked out the **Total Money Raised** in 2013 in your spreadsheet.

Enter that total in a suitable place in the email.

(1)

(b)   Use the list of contacts in the file **Contacts14E3Set3** to find the email address of the Finance Manager.

(2)

(c)   Send the email to the Finance Manager.

(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 entry form

- 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.