

Pearson Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 3

Controlled Assessment Material

Valid from September 2014 to August 2015

Learner name

Learner signature and date

Instructions

- Enter your name, candidate number and centre number on each page before printing.
- Complete all tasks.

Information

- You will be allowed up to 2 hours to complete the task.
- The total mark is 10.

Data Files required for the task

- Offer15E1Set3

Advice

- Read each task carefully before you start to complete it.
- Keep an eye on the time.
- Try to complete each task.
- Check your work.

Turn over ►

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PEARSON

A pizza shop needs a **voucher**.

The voucher is for a special offer on pizzas.

The voucher 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 voucher

1 You have been sent an email or text message.

It tells you more about the special offer on pizzas.

Open the message.

(2)

2 Open the file **Offer15E1Set3**

Use the information in the message to:

- change the date when the offer ends
- add the pizza shop address.

(3)

3 The voucher 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 voucher.

Ask your assessor to help you print the voucher.

Make sure your name is on the printout.

Hand in your printout.