

Pearson Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 2

Controlled Assessment Material

Valid from September 2016 to August 2017

Learner name

Learner signature and date

Instructions

- Complete **all** parts of the task.
- Enter your name, candidate number and centre number on your printout.

Information

- You will be allowed up to 2 hours to complete the task.
- The total mark is **40**.

Data Files required for the task

- Costs17E3Set2
- Riding17E3Set2
- Advert17E3Set2
- Email17E3Set2
- Contacts17E3Set2

Advice

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

Turn over ►

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PEARSON

Croppers Riding School wants to advertise riding lessons.

They have started an advert.

You must finish the advert.

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 cost

You will need the total cost of riding equipment for the advert.

The USB memory stick contains a spreadsheet showing the cost of the equipment needed.

1 Open the file **Costs17E3Set2**

Enter your name in cell **A1**

(2)

2 Use the spreadsheet to:

(a) change the cost of the **Jacket** to **£33.00**

(1)

(b) enter a formula to calculate the **Total Cost**

(1)

The spreadsheet now shows the **Total Cost** of the riding equipment.

You will need this later.

3 Save the spreadsheet.

Print the spreadsheet showing gridlines.

(2)

(Total = 6 marks)

Finish the advert

The USB memory stick contains files that you will need to finish the advert.

1 Open the file **Riding17E3Set2**

This file contains information for the advert.

Open the file **Advert17E3Set2**

(a) Use **Riding17E3Set2** to find and add the following to the advert:

- the maximum weight of a rider
- the opening hours
- the telephone number.

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

(4)

(b) Find the logo in **Riding17E3Set2**

Insert the logo in a suitable place on the advert.

(2)

(c) Use the internet to find an image of a riding hat.

Insert the image in a suitable place on the advert.

(4)

2 You worked out the **Total Cost** of the riding equipment in your spreadsheet.

Enter this in a suitable place on the advert.

(1)

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

You could use:

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

(4)

(b) Check the advert and correct any spelling mistakes.

(1)

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

Enter your name at the bottom of the advert.

(1)

4 Save the advert.

Print the advert.

(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 **Contacts17E3Set2** (1)

3 Open the file **Email17E3Set2**

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

You worked out the Total Cost of the riding equipment in your spreadsheet.

Enter the **Total Cost** in a suitable place in the email. (2)

(b) Use the list of contacts in the file **Contacts17E3Set2** to find the email address of the Secretary. (2)

(c) Send the email to the Secretary.

You will receive a reply. Print the reply.

Make sure the printout also shows the message you sent. (1)

4 Close all the 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 advert
- the reply to your email (make sure the printout also shows the message you sent).

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.

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