

## Pearson Edexcel Functional Skills – Entry 2

# ICT

## Entry 2

## Set 3

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 **20**.

### Data files required for the task

- Menu17E2Set3
- Heading17E2Set3
- Image17E2Set3

### 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**

Cosy Cafe sells toasted sandwiches.

They need a menu.

The menu has been started. You need to finish it.

### Getting ready

- 1 Make sure you are sitting comfortably. (1)

Make sure you work safely at all times during the task. (1)

**(Total = 2 marks)**

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### During the task

- 1 You will get marks for:
- using the computer (1)

- using software applications. (2)

**(Total = 3 marks)**

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## Finish the menu

- 1** You have received an email or text message.

Open and read the message.

(3)

- 2** Send a reply saying that you have read the message.

(1)

- 3** Open the file **Menu17E2Set3** using the password **Menu123**

Use the information in the message and:

- enter the price of fillings
- add the extra filling to the list
- correct any mistakes.

(4)

- 4** The menu needs a heading and an image.

- (a) Find a suitable heading from the file **Heading17E2Set3**

Put your chosen heading on the menu.

- (b) Find a suitable image from the file **Image17E2Set3**

Put your chosen image on the menu.

(3)

**5** Make the menu look good.

You could use:

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

(4)

**(Total = 15 marks)**

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**Finishing off** *(you may ask for help if you need it)*

Save the menu.

Print the menu.

Make sure your name is on the printout.

Hand in your printout.

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