

Pearson Edexcel Functional Skills – Entry 2

ICT

Entry 2

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 **20**.

Data files required for the task

- Timetable17E2Set2
- Heading17E2Set2
- Image17E2Set2

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

Westside Village is holding a dog show.

They need a timetable for the show.

The timetable 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)

- 2 Start the computer system. (1)

(Total = 3 marks)

During the task

- 1 You will get marks for:
- using the computer (1)
 - using software applications. (2)

(Total = 3 marks)

Finish the timetable

- 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 **Timetable17E2Set2**

Use the information in the message and:

- correct the 11 am event
- correct the time the lunch break ends
- add the important note to the timetable.

(3)

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

- (a) Find a suitable heading from the file **Heading17E2Set2**

Put your chosen heading on the timetable.

- (b) Find a suitable image from the file **Image17E2Set2**

Put your chosen image on the timetable.

(3)

5 Make the timetable look good.

You could use:

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

(4)

(Total = 14 marks)

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

Save the timetable.

Print the timetable.

Make sure your name is on the printout.

Hand in your printout.

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