

Edexcel Functional Skills

Information and Communication Technology Level 2

15–19 November 2010

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesNovL2
- UsageL2
- PosterL2
- ImagesNovL2
- Cover Sheet (enclosed)
- short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, candidate number and centre number on each page before printing.
- Attach all tasks securely to the cover sheet using the treasury tag provided.

Information

- The test is divided into **TWO** sections.
- Start with **Section A**. You are advised to spend **15 minutes** on **Section A** and **1 hour and 45 minutes** on **Section B**.
- You will need to use the internet in **Section A**. You must **not** use the internet in **Section B**.
- The total mark is 50.
- The marks for **each** task are shown in brackets
– use this as a guide as to how much time to spend on each task.

Advice

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

Turn over ►

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Background

Offices with a lot of electrical equipment can have high electricity bills.

Investigation of how much electricity each piece of equipment uses may help to save money.

Your task is to help reduce the office electricity bills by:

- gathering information on ways of saving electricity
- analysing the costs of running various office equipment
- producing a poster to raise awareness of equipment usage costs.

Getting started

The **Data files** folder in your user area contains all the files you need for this test.

These files are:

- ResponsesNovL2
- UsageL2
- PosterL2
- ImagesNovL2

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	6 marks
Section B	Task 2	18 marks
	Task 3	18 marks
	Task 4	4 marks
	Task 5	4 marks
Total		50 marks

Complete ALL tasks.

Section B covers Tasks 2-5 in the test.

Section A

You may use the internet for this section only.

Task 1 – Electricity bill

There is a need to reduce office electricity bills. One way to do this is to install an energy monitor.

Open the document **ResponsesNovL2**.

Enter your name, candidate number and centre number.

Use the internet to find out some information to put in your poster.

Find:

- the cost of an energy monitor from a UK supplier
- two other ways of saving electricity in an office.

Save this information for use in **Section B, Task 3**.

List the website(s) you used to find this information in **ResponsesNovL2**.

Resave the file **ResponsesNovL2**. You will need this file again in **Task 5**.

(6)

Evidence

*A printout of the document **ResponsesNovL2**.*

(Total for Task 1 = 6 marks)

TOTAL FOR SECTION A = 6 MARKS

You must not use the internet for the rest of the test.

Section B

You must not use the internet from this point onwards.

Task 2 – Electricity usage

The cost of using electrical equipment in an office is expensive. Companies want to save money by reducing costs. If they identify which equipment costs the most to run, more money could be saved.

Some companies were asked:

- the average hours per day each piece of equipment is used
- the average days per month each piece of equipment is used.

The file **UsageL2** contains sample data about the electricity used in an office.

(a) Open the file **UsageL2**.

Enter your name, candidate number and centre number in the footer.

Calculate the average number of hours each piece of office equipment is used per month.

(4)

(b) Calculate the total cost of electricity used in an office.

A rating system has been used to classify office equipment.

HIGH = £0.14 per hour

LOW = £0.09 per hour

(4)

(c) Sort the data to show the equipment with the highest monthly costs first.

(2)

(d) Format your work so that it is clear and easy to understand.

(2)

Evidence

*A printout of your spreadsheet showing the **data**.*

*A printout of your spreadsheet showing the **formulae** you used.*

Remember

Insert your name, candidate number and centre number on both printouts.

Resave the file.

- (e) Create a suitable chart showing the monthly cost of each piece of office equipment.
The chart must be clear and easy to read.

(6)

Evidence

A printout of your chart.

Remember

Insert your name, candidate number and centre number on the printout.

Save the chart.

(Total for Task 2 = 18 marks)

Task 3 – Sharing information

Produce an A4 poster to be placed on the wall next to each piece of electrical equipment to encourage people to save electricity.

The poster must include:

- a suitable title
- the text from the file **PosterL2**
- some of the information you found in **Section A, Task 1**
- the chart you created in **Section B, Task 2 (e)**
- a suitable image selected from the file **ImagesNovL2**.

The poster must be:

- clear and easy to read
- fit for purpose
- suitable for office workers.

Enter your name, candidate number and centre number in the footer.

Save the poster using a meaningful file name.

(18)

Evidence

A printout of your poster.

Remember

Insert your name, candidate number and centre number on the printout.

(Total for Task 3 = 18 marks)

Task 4 – Email your poster

John Harris is an Office Manager. He wants to see a copy of your poster.

Prepare a brief email to John, attaching a copy of your poster.

His email address is: jharris@abcoffice.com

Copy Alistair Fleming, his Company Accountant, into the email.

His email address is: afleming@abcoffice.com

Check your email is fit for purpose.

Produce a screen shot showing the email you have prepared.

(4)

Evidence

A printout of your screen shot showing your email. Make sure it shows the email addresses, the message and the attachment.

Remember

Insert your name, candidate number and centre number on the printout.

(Total for Task 4 = 4 marks)

Task 5 – Organise your work

John Harris is happy with your poster. He wants more posters in the future.

- (a) Create a folder to store the posters. (1)
- (b) Move your poster into the new folder. (1)
- (c) Produce a screen shot showing your poster stored in the new folder. (1)

Evidence

A printout of your screen shot showing your poster in the new folder.

Remember

Insert your name, candidate number and centre number on the printout.

Open the file **ResponsesNovL2**.

- (d) Complete **Section B** with **one** reason for using a folder structure. (1)

Evidence

*A printout of the document **ResponsesNovL2**.*

Remember

Resave the file.

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

Write your name here

Surname					Other names									
Edexcel					Centre Number					Candidate Number				
Functional Skills					<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
Information and Communication Technology Level 2														
COVER SHEET														
15–19 November 2010										Paper Reference				
										FST02/01				
												Total Marks		

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to Page 2 of this cover sheet using a treasury tag, as shown.

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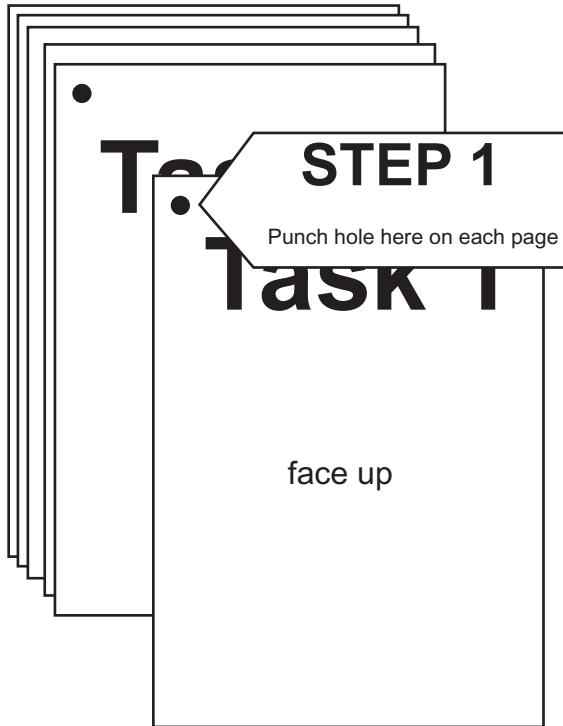
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Turn over ►

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Put 'treasury tag'
through this hole



STEP 2 Arrange your pages in this order, face up.

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

STEP 3 Put a 'treasury tag' through all your pages.

STEP 4 (last)



FOR EXAMINER'S USE ONLY

Script total	AA	TL
	50	

	AA	TL
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	1	
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	1	

1	6	
2	18	
3	18	
4	4	
5	4	



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