

Edexcel Functional Skills

Information and Communication Technology Level 2

10–14 January 2011

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJanL2
- CostsL2
- TicketPriceL2
- ImagesJanL2
- YFLeeds2011L2
- 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

YouthFest is a charity event held every two years at Leeds Castle in Kent.

YouthFest events provide an opportunity for young people to demonstrate their skills, abilities and talents in performing arts.

Acts, chosen from auditions, will be invited to appear at the YouthFest 2011 event in September.

Your task is to:

- find information about how to get to Leeds Castle
- calculate expenses and suggest a ticket price
- produce a poster to advertise the YouthFest event to be held at Leeds Castle on Saturday and Sunday, 17th and 18th September 2011

Getting started

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

These files are:

- ResponsesJanL2
- CostsL2
- TicketPriceL2
- ImagesJanL2
- YFLeeds2011L2

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	6 marks
Section B	Task 2	20 marks
	Task 3	15 marks
	Task 4	5 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 – Getting there

Those attending YouthFest 2011 will travel from all over the country.
The organisers want to encourage the use of public transport.

Open the document **ResponsesJanL2**.

Enter your name, candidate number and centre number.

Use the internet to find out travel information for your poster.

Find:

- the closest railway station to Leeds Castle
- the motorway and exit number for accessing Leeds Castle
- details of any suitable bus and/or coach services.

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

List the website(s) you used to find this information in **ResponsesJanL2**.

Resave the file **ResponsesJanL2**.

(6)

Evidence

*A printout of the document **ResponsesJanL2**.*

(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 – Calculating costs and ticket price

There are costs involved in holding the auditions in six cities and the YouthFest event.

The **CostsL2** file contains information about the main costs of the auditions at each venue.

(a) Open the file **CostsL2**.

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

Calculate:

- the total cost for each venue
- the total cost for each item
- the overall total cost.

(6)

(b) The number of acts applying to take part in the auditions is given in the table.

Enter this data on the spreadsheet.

Edinburgh	Birmingham	Manchester	Plymouth	Cambridge	London
94	122	87	47	75	254

(1)

(c) Calculate the average cost per act at each venue.

(2)

(d) Format the spreadsheet so that it is clear and easy to read.

(2)

Evidence

A printout of your spreadsheet showing the data.

A printout of the spreadsheet showing the formulae you used.

Remember

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

Resave the file.

(e) Produce a suitable chart to show the average cost per act at each venue.
The chart must be clear and easy to read.

(5)

Evidence

A printout of your chart.

Remember

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

Resave the file.

The cost of the Leeds Castle event is expected to be approximately £181,250.

The organisers need to agree a ticket price. Ticket sales must cover the costs of auditions, the event and give a profit of at least 10%.

(f) Open the file **TicketPriceL2**.

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

Enter the data needed to calculate:

- the total costs
- a ticket price based on ticket sales of 28,000

Enter your suggested ticket price in the appropriate cell.

(4)

Evidence

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

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

Remember

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

Resave the file.

(Total for Task 2 = 20 marks)

Task 3 – Advertising YouthFest 2011

The organisers want to attract as many people as possible to the Leeds Castle event. Produce a poster to advertise this event.

The poster must include:

- selected information about the event from the file **YFLeeds2011L2**
- travel Information you found on the internet in **Section A, Task 1**
- your suggested ticket price (calculated in **Section B, Task 2 (f)**)
- appropriate image(s) (selected from the folder **ImagesJanL2**).

The poster must:

- be one side of A4
- be clear and easy to read
- be fit for purpose and attract a wide audience.

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

Save the poster using a meaningful file name.

Evidence

A printout of your poster.

Remember

Insert your name, candidate number and centre number in the footer of the printout.

(Total for Task 3 = 15 marks)

Task 4 – Email your ticket price calculations

Sarah Hudson works for YouthFest 2011. She prepares the paperwork for the committee meetings.

The committee will discuss the ticket price for YouthFest 2011 at their next meeting.

(a) Prepare a brief email to Sarah, attaching a copy of your **TicketPriceL2** spreadsheet.

Her email address is: SHudson@YouthFest2011.org.uk.

Copy Ben White, chairman of the committee, into the email.

His email address is: BWhite@YouthFest2011.org.uk.

Produce a screen shot showing the email you have prepared.

(3)

Evidence

A printout of the 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 all printouts.

Save your work.

Open the file **ResponsesJanL2**.

(b) Sarah receives lots of emails in connection with YouthFest 2011 with attachments of photographs, music, videos, etc.

Complete the table in **ResponsesJanL2** with a description of one of the dangers of opening these email attachments.

(2)

Resave the file **ResponsesJanL2**.

Evidence

*A printout of the document **ResponsesJanL2**.*

(Total for Task 4 = 5 marks)

Task 5 – Organise your work

Make sure that you have saved all the files that you have created.

- (a) Produce a screen shot showing the way you have saved and stored your files using meaningful file names.

(1)

Evidence

A printout of the screen shot showing the files you have created and where they are stored.

Remember

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

Open the file **ResponsesJanL2**.

- (b) Give **one** reason for always using meaningful file names.

(1)

- (c) Sometimes cells in a spreadsheet are locked.

Give **two** reasons why.

Resave the file **ResponsesJanL2**.

Evidence

A printout of the document **ResponsesJanL2**.

(2)

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS