Edexcel Functional Skills

Information and Communication Technology
Level 1

13–17 June 2011 **Time: 2 hours**	Paper Reference **FST01/01**

You must have:
- ResponsesJunL1
- BirdTextL1
- BirdNumbersL1
- ImagesJunL1
- 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.

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Background

Numbers of wild birds seen in gardens have been falling.

Experts want to know if the numbers have changed this year.

They need data to update the information.

Volunteers will count birds in their gardens.

Getting Started

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

These are:

- ResponsesJunL1

- BirdTextL1

- BirdNumbersL1

- ImagesJunL1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	20 marks
	Task 3	18 marks
	Task 4	6 marks
	Task 5	2 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 – What is the length of a chaffinch?

Volunteers need to identify chaffinches for the data collection.

Open the document **ResponsesJunL1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the length of a chaffinch.

Show how you did this by:

- taking a screen shot of the search engine page you used showing the text you typed in

- pasting the screen shot into **ResponsesJunL1**

- completing the table in **ResponsesJunL1**.

Resave the file **ResponsesJunL1** for use in **Section B**, **Task 3**.

(4)

> **Evidence**
>
> *A printout of the document* **ResponsesJunL1**.

(Total for Task 1 = 4 marks)

TOTAL FOR SECTION A = 4 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 – Numbers of birds

The file **BirdNumbersL1** shows the number of wild birds seen in a garden in 1998 and 2008.

(a) Open the file **BirdNumbersL1**.

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

   The number of starlings seen in 1998 was **15** and in 2008, the number was **4**.

   Enter this information on to the spreadsheet.

   (3)

(b) Use a formula to calculate the fall in numbers between 1998 and 2008 for each bird.

   Make sure the information is clear and easy to read.

   (7)

   Evidence

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

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

   Remember

   Check that your name, candidate number and centre number are on each printout.

   Resave the file.

(c) Create a line graph to compare the 1998 and 2008 data for all birds.

   Make sure the graph is clearly labelled and easy to understand.

   (10)

   Evidence

   A printout of your line graph.

   Remember

   Check that your name, candidate number and centre number are on each printout.

   Save the line graph.

(Total for Task 2 = 20 marks)
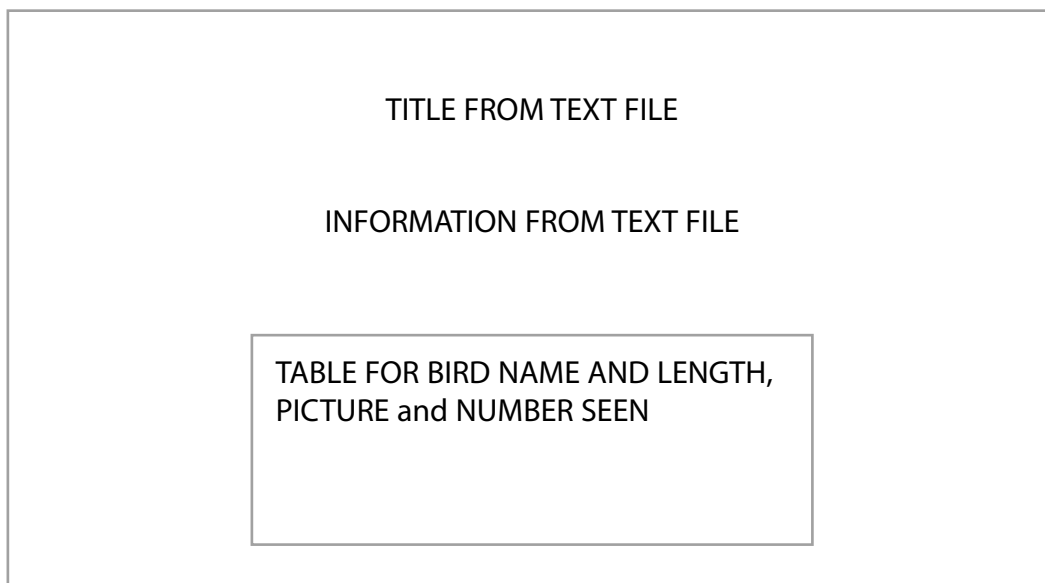
Task 3 – Recording numbers of birds

Volunteers will record the numbers of 5 wild birds they might see in their gardens.

(a) Create a data collection form to record their findings.

The form must include:

- the text from **BirdTextL1**

- the length of a chaffinch, which you found in **Task 1**

- appropriate images selected from **ImagesJunL1**.

Use this plan to help you create your form:

```
┌─────────────────────────────────────────────────────┐
│                                                     │
│                TITLE FROM TEXT FILE                 │
│                                                     │
│                                                     │
│             INFORMATION FROM TEXT FILE              │
│                                                     │
│        ┌───────────────────────────────────┐        │
│        │ TABLE FOR BIRD NAME AND LENGTH,   │        │
│        │ PICTURE and NUMBER SEEN           │        │
│        │                                   │        │
│        │                                   │        │
│        │                                   │        │
│        └───────────────────────────────────┘        │
│                                                     │
└─────────────────────────────────────────────────────┘
```

The data collection form must be clear and suitable for the volunteers to use.

Volunteers need to be able to:

- identify the birds

- enter the number seen.

The form should fit on **one A4 page**.

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

Save the data collection form using a meaningful file name.

(16)

Evidence

A printout of your data collection form.

Remember

Check that your name, candidate number and centre number are on the printout.

(b) Make the data collection form **read only**, so that people can look at it but cannot change it.

Produce a screen shot showing that you have made the file read only.

Save the screen shot using a meaningful file name.

(2)

Evidence

A printout of your screen shot.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 3 = 18 marks)

Task 4 – Email your data collection form

*You must **not** use the internet for this task.*

Your data collection form will be emailed to Kate Hudson, Secretary of The Garden Bird Survey.

Prepare an email to Kate.

Include a message to ask Kate what she thinks of your data collection form.

Attach a copy of your data collection form.

Kate's email address is: kate.hudson1@birdsurvey2011.com

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name.

(6)

Evidence

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

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 4 = 6 marks)

Task 5 – Save your work

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

Produce a screen shot showing the files you have created or edited and where they are stored.

Save the screen shot using a meaningful file name.

(2)

Evidence

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

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS
TOTAL FOR TEST = 50 MARKS

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