Edexcel Functional Skills

Information and Communication Technology
Level 1

14–18 November 2011
Time: 2 hours

You must have:
*   ResponsesNov11L1
*   Sponsorship11L1
*   Information11L1
*   ImagesNov11L1
*   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

1066 Runners is a running club based in Hastings.

They want to raise some money for the local hospice.

They are having a sponsored fun run.

Getting Started

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

These are:

• ResponsesNov11L1

• Sponsorship11L1

• Information11L1

• ImagesNov11L1

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 – Who is the Member of Parliament (MP) for Hastings?

The MP for Hastings has agreed to start the Fun Run.

Open the document **ResponsesNov11L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the MP's name.

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 **ResponsesNov11L1**

•   completing the table in **ResponsesNov11L1**.

Resave the file **ResponsesNov11L1** for use in **Section B**, **Task 3**.

> *Evidence*
>
> *A printout of the document **ResponsesNov11L1**.*

(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 – Sponsorship

The file **Sponsorship11L1** stores the amount of money to be collected after the Fun Run.

(a) Open the file **Sponsorship11L1**

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

   Sponsorship per km for the Seasiders team has been entered incorrectly. It should be £15.10

   Correct this information on the spreadsheet.

   (3)

(b) Use a formula to calculate the **Total sponsorship** to be collected for each team.

   (3)

(c) Use a formula to calculate the **Overall total**.

   (2)

(d) Make sure the spreadsheet is clear and easy to read.

   (i) Format the data in the **Total sponsorship** column to currency with two decimal places.

   (2)

   (ii) Add any other formatting that improves the spreadsheet.

   (3)

   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.

(e) Create a chart to display the total sponsorship for each team.

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

(7)

> **Evidence**
>
> *A printout of your chart.*
>
> **Remember**
>
> *Check that your name, candidate number and centre number are on each printout.*
>
> *Save the chart.*

(Total for Task 2 = 20 marks)

Task 3 – Advertising the Fun Run

In this task, you will be asked to produce an A5 document. This will be printed on an A4 sheet.

(a) The local newspaper has agreed to advertise the Fun Run.

Produce an advert to encourage people to support the Fun Run.

The advert must be:

- no larger than **A5** in size

- clear and easy to read

- suitable for use in a newspaper.

It must include:

- selected information from the text file **Information11L1**

- the name of the MP for Hastings, which you found in **Task 1**

- the *1066 Runners* logo from **ImagesNov11L1**

- at least one other suitable image selected from **ImagesNov11L1**

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

Save the advert using a meaningful file name.

(16)

> *Evidence*
>
> *A printout of your A5 advert on an A4 sheet.*
>
> *Remember*
>
> *Check that your name, candidate number and centre number are on the printout.*

(b) The advert needs to be password protected before it is sent to the newspaper.

Open the document **ResponsesNov11L1**.

You can choose **Tvr89no44** or **SophieDog**.

Identify the strongest password to use.

Give **one** reason for your choice.

Complete the table in **ResponsesNov11L1** with your answers.

(2)

Evidence

A printout of the document ResponsesNov11L1.

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Email your advert

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

Peter White is the Advertising Manager at the Hastings Observer newspaper.

(a) Prepare an email to Peter attaching a copy of your advert.

   Include a message asking Peter to publish the advert in the next three editions of the newspaper.

   Peter's email address is PWhite22@HastingsObserver.org.uk

   Produce a screen shot showing the email you have prepared.

(5)

> *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.*

When Peter opens your email, he sees a message reminding him to update his anti-virus software.

Open the document **ResponsesNov11L1**.

(b) Give **one** reason for regularly updating anti-virus software.

   Complete the table in **ResponsesNov11L1** with your answer.

(1)

> *Evidence*
>
> *A printout of the document **ResponsesNov11L1**.*
>
> *Remember*
>
> *Resave the file.*

(Total for Task 4 = 6 marks)

Task 5 – Save your work

Create a new folder for your work.

Move all the files you have edited or created in this test into the new folder.

Produce a screen shot showing the files in the new folder.

Evidence

A printout of the screen shot. Make sure the name of the folder can be clearly seen in the screen shot.

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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