

# Edexcel Functional Skills

## Information and Communication Technology Level 2

14 – 18 May 2012

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesMay12L2
- NovicesL2
- SafetyL2
- ImagesMay12L2
- 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

*Solutions for IT Novices* provides support for people new to computers.

Your task is to help the organisation by:

- gathering information about internet safety
- calculating an invoice
- producing a presentation.

## Getting started

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

These are:

- ResponsesMay12L2
- NovicesL2
- SafetyL2
- ImagesMay12L2

## Mark allocation

The marks for the test will be allocated as follows.

<b>Section A</b>	<b>Task 1</b>	6 marks
<b>Section B</b>	<b>Task 2</b>	18 marks
	<b>Task 3</b>	18 marks
	<b>Task 4</b>	4 marks
	<b>Task 5</b>	4 marks
<b>Total</b>		<b>50 marks</b>

**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 – Internet safety

*Solutions for IT Novices* needs information to include in a presentation about using computers safely.

Open the document **ResponsesMay12L2**.

Enter your name, candidate number and centre number.

Use an internet search engine to find information about internet safety.

- (a) Find a website about internet safety for beginners.

Take a screen shot showing the name of the search engine and the criteria you typed in.

Paste the screen shot in to **ResponsesMay12L2**.

Complete the table in **ResponsesMay12L2** showing the website address.

(3)

- (b) Find **two** images about internet safety.

Paste the images and the website addresses in to **ResponsesMay12L2**.

(3)

Resave the file **ResponsesMay12L2** for use in **Section B, Task 3 and Task 5**.

#### **Evidence**

*A printout of the document **ResponsesMay12L2**.*

*Make sure the screen shot is clear and large enough to be read.*

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(Total for Task 1 = 6 marks)

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**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 – Services

*Solutions for IT Novices* charges its customers for the cost of services provided.

The file **NovicesL2** contains three worksheets.

- (a) Open the worksheet **Invoice** in the file **NovicesL2**.

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

Complete the columns for **Description** and **Rate** by using the vlookup function and the information in the **Services** worksheet.

Enter formulae to calculate the **Total** including VAT.

(7)

#### **Evidence**

*A printout of your **Invoice** worksheet showing the **formulae** you used.*

#### **Remember**

*Make sure your name, candidate number and centre number are on the printout.*

*Make sure the formulae are fully visible.*

*Resave the file.*

- (b) Format the invoice so that it is clear and easy to understand.

(4)

#### **Evidence**

*A printout of your **Invoice** worksheet showing the **data**.*

#### **Remember**

*Make sure your name, candidate number and centre number are on the printout.*

*Resave the file.*

(c) The **Income** worksheet contains details of the income from services for the last four weeks.

Sort the data into **descending** order of **Total**.

(2)

**Evidence**

A printout of the **Income** worksheet showing the **data**.

**Remember**

Make sure your name, candidate number and centre number are on the printout.

Resave the file.

(d) Create a suitable chart to show the income from each service for each of the last four weeks.

Format the chart so that it is clear and easy to read.

Save the chart as a separate sheet.

(5)

**Evidence**

A printout of your **chart**.

**Remember**

Make sure your name, candidate number and centre number are on the printout.

Save the chart.

**(Total for Task 2 = 18 marks)**

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### Task 3 – Presentation

*Solutions for IT Novices* has been asked by a local community group to give a presentation about using a computer safely.

Your task is to create the presentation.

It must have:

- a title slide
- **three** other slides about:
  - backing up files
  - copyright issues
  - internet safety.

The presentation must include:

- relevant information **selected** from **SafetyL2**
- the website address you obtained in **Section A, Task 1 (a)**
- the company logo from **ImagesMay12L2** on each slide
- **one** of the images about internet safety you obtained in **Section A, Task 1 (b)**
- two other images selected from **ImagesMay12L2**.

The presentation must be:

- printed out two slides to a page
- clear and easy to read on a large screen
- fit for purpose and audience.

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

Save the presentation with a meaningful file name.

(18)

#### **Evidence**

*A printout of your presentation.*

#### **Remember**

*Make sure your name, candidate number and centre number are on the printout.*

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**(Total for Task 3 = 18 marks)**

#### Task 4 – Email your presentation

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

Sanjit and David are presenters for *Solutions for IT Novices*.

They need to see a copy of your presentation.

Their contact details are:

Sanjit Singh     sanjit.singh@soln4nov.co.uk

David Brown     david.brown@soln4nov.co.uk

(a) Add these contacts to the address book (contacts list).

Produce a screen shot of the address book (contacts list).

(2)

#### **Evidence**

*A printout of the screen shot showing the address book (contacts list).*

*Make sure it shows the names and email addresses of Sanjit and David.*

*Make sure the screen shot is clear and large enough to be read.*

#### **Remember**

*Make sure your name, candidate number and centre number are on the printout.*

*Save the document.*

(b) Prepare an email to Sanjit and David.

Attach a copy of your presentation.

Add a suitable message.

Produce a screen shot showing the email you have prepared.

(2)

#### **Evidence**

*A printout of the screen shot showing the email.*

*Make sure it shows the email addresses, the message and the attachment.*

*Make sure the screen shot is clear and large enough to be read.*

#### **Remember**

*Make sure your name, candidate number and centre number are on the printout.*

*Save the document.*

**(Total for Task 4 = 4 marks)**

### Task 5 – Using ICT

Open the file **ResponsesMay12L2**, complete **Section B**.

- (a) Create a new folder to store files for *IT Solutions for Novices*.  
Move the spreadsheet and the presentation in to the new folder.  
Produce a screen shot showing these files stored in the new folder.

(2)

#### **Evidence**

*A printout of the screen shot showing the files in the new folder.*

*Make sure the folder and file names can be clearly seen.*

#### **Remember**

*Make sure your name, candidate number and centre number are on the printout.*

*Save your work.*

- (b) After the presentation, Sanjit is asked why people should be careful about giving out personal details on the internet.

Open the file **ResponsesMay12L2**.

Give **two** reasons why people should be careful about giving out personal details on the internet.

(2)

#### **Evidence**

*A printout of **ResponsesMay12L2**.*

#### **Remember**

*Resave the file.*

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**(Total for Task 5 = 4 marks)**

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**TOTAL FOR SECTION B = 44 MARKS**  
**TOTAL FOR TEST = 50 MARKS**