

# Edexcel Functional Skills

## Information and Communication Technology Level 1

6–10 February 2012

**Time: 2 hours**

Paper Reference

**FST01/01**

### You must have:

- ResponsesFeb12L1
- SitesL1
- RepairsL1
- ImagesFeb12L1
- 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 each task.
- Check your work.

Turn over ►

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## Background

'Chip Fixit' is a car windscreen repair company.

They want to know how well their business is doing.

They need to advertise their service.

## Getting started

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

These are:

- ResponsesFeb12L1
- SitesL1
- RepairsL1
- ImagesFeb12L1

## Mark allocation

The marks for the test are allocated as follows:

<b>Section A</b>	<b>Task 1</b>	4 marks
<b>Section B</b>	<b>Task 2</b>	19 marks
	<b>Task 3</b>	19 marks
	<b>Task 4</b>	6 marks
	<b>Task 5</b>	2 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 – Windscreen repair companies

'Chip Fixit' needs to find out about other companies that repair windscreens.

Open the document **ResponsesFeb12L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find a company that offers car windscreen repairs.

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 **ResponsesFeb12L1**
- completing the table in **ResponsesFeb12L1**.

Resave the file **ResponsesFeb12L1** for use in **Section B, Task 3**.

#### **Evidence**

*A printout of the document **ResponsesFeb12L1**.*

(Total for Task 1 = 4 marks)

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**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 – How well is ‘Chip Fixit’ doing?

The file **SitesL1** shows the weekly data for ‘Chip Fixit’ car windscreen repair sites.

- (a) Open the file **SitesL1**

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

The data for **Exeter** has not yet been entered.

The data is:

Number of customers 20

Repair charge £25

Site rent £23

Enter this data into the spreadsheet.

(3)

- (b) Label the next column in the spreadsheet ‘Profit’.

Use a formula to calculate the profit for each **Site**.

Profit = (Number of customers x Repair charge) – Site rent.

Make sure the spreadsheet is clear and easy to read.

(7)

#### **Evidence**

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

#### **Remember**

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

*Resave the file.*

- (c) Sort the data to show the site with the highest profit first.

(2)

#### **Evidence**

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

#### **Remember**

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

*Resave the file.*

(d) Create a chart to display the profit for each 'Chip Fixit' repair site.

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

(7)

**Evidence**

*A printout of your chart, on an A4 sheet.*

**Remember**

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

*Save the chart.*

**(Total for Task 2 = 19 marks)**

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### Task 3 – Advertising ‘Chip Fixit’

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

(a) ‘Chip Fixit’ wants to increase its customer numbers.

Produce a flyer that persuades people to use ‘Chip Fixit’ to repair their car windscreen.

The flyer must be:

- no larger than **A5** in size, portrait
- clear and easy to read
- suitable for adults.

It must include:

- the logo from **ImagesFeb12L1**
- the name of the company
- relevant information **selected** from the file **RepairsL1**
- **one** suitable image selected from **ImagesFeb12L1**
- the URL you found in **Section A, Task 1**.

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

Save the flyer using a meaningful file name.

(17)

#### **Evidence**

*A printout of your A5 flyer on an A4 sheet, portrait.*

#### **Remember**

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

(b) The flyer needs to be ‘password protected’ before it is sent to the printer.

Protect the flyer with a password.

Produce a screen shot showing that you have ‘password protected’ the file.

(2)

**Evidence**

*A printout of your screen shot showing that the flyer is 'password protected'.*

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

**Remember**

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

**(Total for Task 3 = 19 marks)**

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#### **Task 4 – Email your flyer**

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

'Chip Fixit' needs to find out how much 1000 copies of the flyer will cost.

Sharon Tredwell at 'ABC' printing needs to see a copy of the flyer to work out the cost.

Prepare an email to Sharon and include a copy of the flyer.

Sharon's email address is `stredwell23@abcprinters.co.uk`

Include a message asking Sharon for the price of 1000 copies.

Produce a screen shot showing the email you have prepared.

#### **Evidence**

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

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

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

#### **Remember**

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

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**(Total for Task 4 = 6 marks)**



### **Task 5 – Store the flyer**

'Chip Fixit' needs to keep a copy of the flyer.

Create a folder to store the flyer.

Give the folder a meaningful name.

Move your flyer into the new folder.

Produce a screen shot showing the folder you have created with the flyer stored in it.

#### **Evidence**

*A printout of your screen shot showing the folder and your flyer.*

*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.*

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**(Total for Task 5 = 2 marks)**

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

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