

Edexcel Functional Skills

Information and Communication Technology Level 1

7–11 January 2013

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJan13L1
- EquipmentJan13L1
- FlyerTextJan13L1
- ImagesJan13L1
- Cover Sheet (enclosed)
- Short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate 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

YKA Computers sell a wide range of computer equipment.

They need a flyer to advertise a sale.

Getting Started

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

These are:

- ResponsesJan13L1
- EquipmentJan13L1
- FlyerTextJan13L1
- ImagesJan13L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	18 marks
	Task 3	18 marks
	Task 4	6 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 – Find the address

YKA Computers will hold their next sale at the Warwickshire Exhibition Centre.

They need to include the full address on the flyer.

Open the file **ResponsesJan13L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the address including postcode of the Warwickshire Exhibition Centre.

Show how you did this by completing **ResponsesJan13L1** with:

- a screen shot of the search engine and keywords you typed in to find the address
- the address including postcode
- the full website address (URL) that you used.

Resave the file **ResponsesJan13L1** for use in **Section B, Task 3** and **Task 5**.

Evidence

A printout of the document **ResponsesJan13L1**

Remember

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

(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 – Income from sale

YKA Computers need to know how much income they will get from the sale.

- (a) Open the file **EquipmentJan13L1**

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

Another item needs to be added to the spreadsheet.

The details are:

Flash drive Kingston 20 £10

Enter this data in row 12 of the spreadsheet.

(4)

Evidence

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

Remember

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

Resave the file.

- (b) Use a formula to calculate the **Sale income** for each equipment type.

(3)

Evidence

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

Remember

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

Resave the file.

(c) Sort the information alphabetically by **Equipment type**.

Make sure the information is clear and easy to read.

(5)

Evidence

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

Remember

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

Resave the file.

(d) Create a chart to display the **Sale income** for each equipment type.

The chart must:

- be easy to understand
- have an appropriate title
- be printed on a separate sheet.

(6)

Evidence

A printout of your chart on an A4 sheet.

Remember

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

Save the chart.

(Total for Task 2 = 18 marks)

Task 3 – Flyer

YKA Computers want a flyer to advertise the sale.

It will include details of equipment on offer.

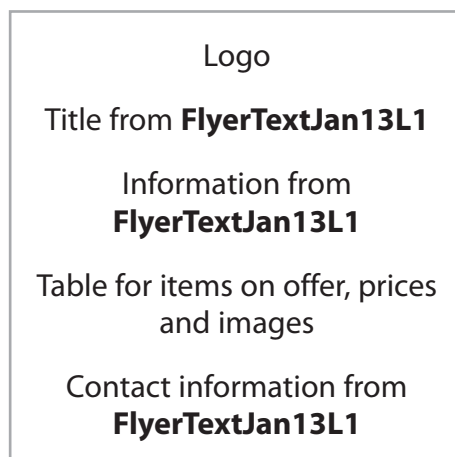
The flyer must:

- fit on **one A4 page**, portrait
- be clear, informative and advertise the bargains on offer

The flyer must include:

- the logo from **ImagesJan13L1**
- selected text from **FlyerTextJan13L1**
- the address and postcode you found in **Section A, Task 1**
- **three** appropriate images selected from **ImagesJan13L1**

Create the flyer using this plan:



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

Save the flyer using a meaningful file name.

Evidence

A printout of your flyer.

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Email your flyer

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

Andy Fleming is the owner of YKA Computers.

Prepare an email to Andy attaching a copy of your flyer.

Include a message asking Andy to check that the information on the flyer is correct.

Andy's email address is: afleming132@ykacomputers.com

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name.

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

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

(Total for Task 4 = 6 marks)

Task 5 – Managing your files

- (a) 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.

(2)

Evidence

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

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

Remember

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

- (b) Andy wants to make sure that no-one can edit his spreadsheet. He can protect it with a password.

He could use **ykacomputers** or **J04nn4**

Open the document **ResponsesJan13L1**

Identify the strongest password to use. Give **one** reason for your choice.

Complete the table in **ResponsesJan13L1**

(2)

Evidence

*A printout of the document **ResponsesJan13L1***

Remember

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

(Total for Task 5 = 4 marks)

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