

Edexcel Functional Skills

Information and Communication Technology Level 2

7–11 January 2013

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJan13L2
- VisitsL2
- AttractionsL2
- ImagesJan13L2
- 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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PEARSON

Background

Ballachulish Croft is a hotel in the Scottish Highlands.

Your task is to help the hotel by:

- gathering information about a local attraction
- calculating profits for minibus visits
- producing a leaflet for guests.

Getting started

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

These are:

- ResponsesJan13L2
- VisitsL2
- AttractionsL2
- ImagesJan13L2

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	6 marks
Section B	Task 2	18 marks
	Task 3	18 marks
	Task 4	4 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 – Glenfinnan Monument

Open the file **ResponsesJan13L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find a website which gives the history of the Glenfinnan Monument.

Take a screen shot of the search engine showing the criteria you used and the results of the search.

Paste the screen shot into **ResponsesJan13L2**

Complete the table in **ResponsesJan13L2** showing the website address (URL). (3)

- (b) Use the results of your search in Task 1 (a) to find:

- the year that the monument was built
- what the monument commemorates
- the engineer who constructed the original (1812) road from Arisaig to Fort William.

Complete the table in **ResponsesJan13L2** with your answers. (3)

Resave the file **ResponsesJan13L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

A printout of the document **ResponsesJan13L2**

Remember

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

(Total for Task 1 = 6 marks)

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 – Minibus visits

The hotel organises minibus visits to local attractions.

The file **VisitsL2** shows:

- the return distance to each attraction
- the number of guests using the minibus in the last week
- the cost of fuel
- the average number of miles per litre for the minibus.

Open **VisitsL2**

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

- (a) Calculate the **Fuel Cost** for each attraction.

HINT: **Fuel Cost = Return Distance x Price per Litre / Miles per Litre**

(2)

Evidence

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

Make sure the formulae are not truncated.

Remember

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

Resave the file.

(b) The minibus charge for each attraction depends on the return distance.

If the **Return Distance** to the attraction is 30 miles or more the **Charge** is £20; if not, it is £10.

Use a spreadsheet function to calculate the **Charge** for each **Attraction**.

(3)

Evidence

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

Make sure the formulae are not truncated.

Remember

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

Resave the file.

(c) Enter formulae to calculate the **Total Profit**.

(5)

Evidence

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

Make sure the formulae are not truncated.

Remember

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

Resave the file.

(d) Format the spreadsheet so that the data is clear and easy to understand.

Indicate on the spreadsheet the **three** attractions that produced the most profit.

(3)

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.

(e) Create a suitable chart to show the fuel cost for each attraction.

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)

Task 3 – Leaflet

Jarvis McTaggart, Hotel Manager, wants a leaflet about some local attractions.

The front and back page have already been produced on one A4 sheet.

Your task is to produce the **inside** of the leaflet.

The inside must:

- fill one side of A4, landscape
- be formatted in columns
- be clear and easy to read
- be accurate and fit for purpose.

The inside of the leaflet must inform guests about:

- the Glenfinnan Monument
- the **three** attractions that you identified in **Section B, Task 2(d)**.

You must include:

Item	Where found
The title	AttractionsL2
The text about the Glenfinnan Monument	Selected from AttractionsL2 including your answers from Section A, Task 1 (b)
The text about the three attractions you identified in Section B, Task 2 (d)	Selected from AttractionsL2
One image relevant to each of the four attractions in the leaflet	Selected from ImagesJan13L2

Add your own text to encourage guests to use the minibus to visit these attractions.

Save the leaflet with a meaningful file name.

(18)

Evidence

A printout of the inside of the leaflet, on one A4 sheet.

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Prepare an email

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

Prepare an email to Jarvis attaching a copy of your leaflet.

Ask Jarvis for his comments.

His email address is Jarvis.McTaggart@ballachulishcroft2013.co.uk

Produce a screen shot showing the email you have prepared.

Evidence

A printout of the screen shot showing your email.

Make sure the screen shot shows clearly the email address, the subject, the message and the attachment.

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

Answer these questions in the space provided in the file **ResponsesJan13L2**

Open the file **ResponsesJan13L2**, complete **Section B**.

- (a) Jarvis wants to make sure he has a backup copy of the leaflet file.
- Identify a suitable storage medium for a backup file.
 - Give **one** reason why this medium would be suitable. (2)
- (b) One of the hotel staff, Jane, has a visual impairment.
- Identify **one** system setting that Jane could change to make it easier for her to use the computer.
 - Give **one** reason why this change would make it easier for Jane. (2)

Evidence

A printout of **ResponsesJan13L2**

Remember

Resave the file.

(Total for Task 5 = 4 marks)

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

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