

# Edexcel Functional Skills

## Information and Communication Technology Level 1

17–21 June 2013

**Time: 2 hours**

Paper Reference

**FST01/01**

### You must have:

- ResponsesJun13L1
- CakeSalesL1
- RecipeTextL1
- ImagesJun13L1
- 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

Paul Jones is the owner of *Celebrate*, a company which bakes cakes for special occasions. He wants a recipe card to give to customers.

## Getting Started

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

These are:

- ResponsesJun13L1
- CakeSalesL1
- RecipeTextL1
- ImagesJun13L1

## Mark Allocation

The marks for the test will be allocated as follows:

<b>Section A</b>	<b>Task 1</b>	4 marks
<b>Section B</b>	<b>Task 2</b>	20 marks
	<b>Task 3</b>	16 marks
	<b>Task 4</b>	6 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 – Ingredients

'Celebrate' are planning a new range of cakes.

Paul needs a recipe for buttercream filling.

Open the file **ResponsesJun13L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find a recipe for buttercream filling.

Show how you did this by completing **ResponsesJun13L1** with:

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

Resave the file **ResponsesJun13L1** for use in **Section B, Task 3** and **Task 5**.

#### **Evidence**

*A printout of the document **ResponsesJun13L1**.*

#### **Remember**

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

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(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 – Best sellers

*Celebrate* needs to know how many cakes have been sold.

- (a) Open the file **CakeSalesL1**

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

The price of the Victoria sponge is incorrect. It should be £7.95

Change this information on the spreadsheet.

(2)

- (b) Use a formula to calculate the **Average sales** for each cake.

(3)

- (c) Use a formula to calculate the **Total sold** for each month.

(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.*

Celebrate wants to know which cake was the most popular.

(d) Sort the information in descending order of **Average sales**. (2)

(e) Make sure the information is clear and easy to read. (2)

**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.*

(f) Create a chart to display the **Average sales** for each cake.

The chart must:

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

(8)

**Evidence**

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

**Remember**

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

*Resave the file.*

**(Total for Task 2 = 20 marks)**

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### Task 3 – Recipe card

*Celebrate* is producing a range of recipe cards for customers.

Paul wants a recipe card for a Victoria sponge.

The recipe card must:

- fit on one **A4 page**, portrait
- be fit for purpose.

It must include:

- the text from **RecipeTextL1**
- the recipe you found in **Section A, Task 1**
- one appropriate image from **ImagesJun13L1**
- the logo from **ImagesJun13L1**

Create the recipe card.

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

Save the recipe card using a meaningful file name.

#### **Evidence**

*A printout of your recipe card.*

#### **Remember**

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

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**(Total for Task 3 = 16 marks)**

#### **Task 4 – Email your recipe card**

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

Paul wants to check the recipe card.

Prepare an email to Paul and attach your recipe card.

Include a message asking him for his feedback.

Paul's email address is pj546@celebrate.co.uk

Produce a screenshot showing the email that you have prepared.

Save the screenshot using a meaningful filename.

#### **Evidence**

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

*Make sure it 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.*

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

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## Task 5 – Using ICT

- (a) Make sure that you have saved all the files that 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 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.*

There are many dangers to data stored on a computer.

Open the file **ResponsesJun13L1**

Answer this question in the space provided.

- (b) Viruses can be a problem when using the internet.

Give **two** ways to reduce the risk of computer viruses.

(2)

### **Evidence**

*A printout of the document **ResponsesJun13L1**.*

### **Remember**

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

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

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