

Edexcel Functional Skills

Information and Communication Technology Level 2

18–22 March 2013

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesMar13L2
- PaymentsL2
- TripTextL2
- ImagesMar13L2
- 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

Jayne Andrews is a lecturer at Bellshill Art College.

She is planning a trip to Italy for her students.

You have been asked to help Jayne by:

- gathering information about Michelangelo
- completing a spreadsheet of payments
- producing a presentation about the trip.

Getting started

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

These are:

- ResponsesMar13L2
- PaymentsL2
- TripTextL2
- ImagesMar13L2

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 – Michelangelo

Open **ResponsesMar13L2**.

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find an image of Michelangelo.

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

Paste the screen shot into **ResponsesMar13L2**.

Complete the table in **ResponsesMar13L2** with a copy of the image and the website address.

(4)

- (b) Use the internet to find:

- the name of the building where the statue called 'La Pieta' is displayed
- the year that Michelangelo completed painting the ceiling of the Sistine Chapel.

Complete the table in **ResponsesMar13L2** with your answers.

Resave **ResponsesMar13L2** for use in **Section B, Task 3** and **Task 5**.

(2)

Evidence

A printout of the document **ResponsesMar13L2**.

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 – Payments

The file **PaymentsL2** has details of payments made by each student for the trip.

(a) Open **PaymentsL2**.

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

Sort the data in ascending order of **First Name** within ascending order of **Last Name**.

Format the spreadsheet so that:

- all data is visible
- all payments are formatted as currency with no decimal places.

(5)

Evidence

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

Remember

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

Resave the file.

(b) Enter formulae to calculate the **Payments Received** from each student and the **Overall Total**.

(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.

The **Total Charge** for the trip is stored in cell **B30**.

(c) Jayne, the trip organiser, wants to know the **Balance Due** from each student.

Enter a formula to calculate the **Balance Due** from each student.

(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.

(d) Jayne wants to send a reminder to students if they have a **Balance Due** of £100 or more.

Use the functions of the spreadsheet to automatically enter "Reminder" or "Not needed" for each student in the column labelled **Reminder**.

(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.

(e) Create a suitable chart to show the **Balance Due** from each student.

Identify each student by their **First Name**.

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.

Resave the file.

(Total for Task 2 = 18 marks)

Task 3 – Presentation

Jayne wants a slide presentation to encourage more students to sign up for the trip.

It will be shown on a large screen in the reception area.

Your task is to create the presentation.

It must have a title slide and **three** other slides.

The presentation must include:

- the college logo from **ImagesMar13L2** on each slide
- the text from **TripTextL2**
- the information you found in **Section A, Task 1(b)**
- the **Total Charge** for the trip from **PaymentsL2**
- the image you found in **Section A, Task 1(a)**
- **three** other suitable images from **ImagesMar13L2**.

Add your own text to encourage more students to sign up for the trip.

The presentation must be:

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

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

Save the presentation with a meaningful file name.

Evidence

A printout of your presentation with two slides per page.

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 Jayne, attaching a copy of your presentation.

Ask Jayne for her comments.

Her email address is jandrews@bellshill1872.ac.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

(a) Create a new folder to store files for the trip to Italy.

Move **only** the spreadsheet and the presentation into the new folder.

Produce a screen shot showing these files stored in the new folder.

(2)

Evidence

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

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

Remember

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

Save the document.

Answer this question in the space provided in **ResponsesMar13L2**.

Open **ResponsesMar13L2**, complete **Section B**.

(b) When Jayne tries to print your presentation, no paper comes out of the printer.

Identify **two** steps she could take to try to resolve the problem.

(2)

Evidence

*A printout of the document **ResponsesMar13L2**.*

Remember

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

Resave the file.

(Total for Task 5 = 4 marks)

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

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