Write your name here

Surname		Other names

Pearson Edexcel Functional Skills

Centre Number

Candidate Number

Information and Communication Technology
Level 1

COVER SHEET

04–08 November 2013

Paper Reference
FST01/01

Total Marks

My signature confirms that I will not discuss the content of the test with anyone until the end of the 5 day test window.

Signature: _____

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Sign the declaration.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to Page 2 of this cover sheet using a treasury tag, as shown.
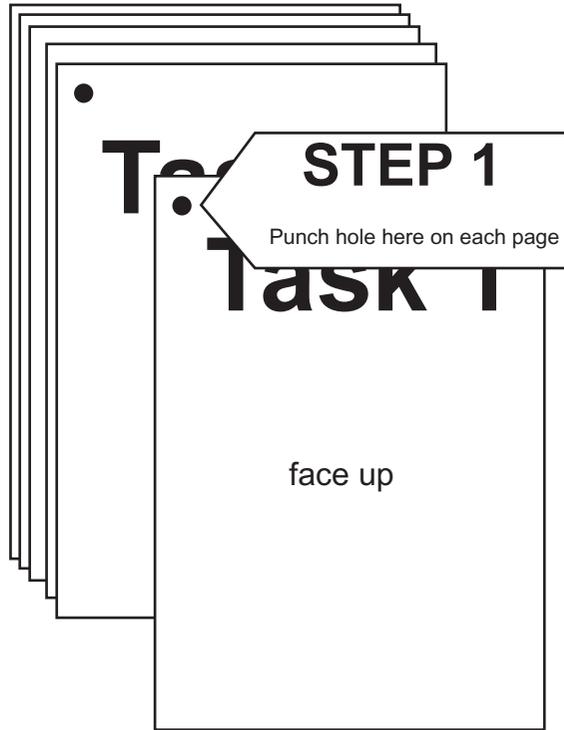
Turn over ▶

PEARSON

STEP 1

Punch hole here on each page

Task 1

face up

STEP 2 **Arrange your pages in this order, face up.**

Task 1
Task 2
Task 3
Task 4
Task 5

STEP 3 **Put a 'treasury tag' through all your pages.**

STEP 4 (last)

2a	1	
	2	
	2	

2b	1	
	2	
	3	
	3	

2c	1	
	2	
	2	

2d	1	
	2	
	2	

2e	1	
	2	
	3	
	3	

2f	1	
	2	
	3	
	4	
	5	
	6	
	6	

3	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
	18	

1	1	
	2	
	3	
	4	
	4	

4	1	
	2	
	3	
	4	
	5	
	6	
	6	

5a	1	
	2	
	2	

5b	1	
	2	
	2	

1	4	

2	18	

3	18	

4	6	

5	4	

BLANK PAGE

Pearson Edexcel Functional Skills

Information and Communication Technology
Level 1

| 04–08 November 2013 | Paper Reference |
| **Time: 2 hours** | **FST01/01** |

You must have:
- ResponsesNov13L1
- ElectricL1
- EnergyTextL1
- ImagesNov13L1
- 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 ▶

PEARSON

Background

Enwatch2013 is a charity that advises people how to save energy in the home.

They are holding a meeting in the local area.

Getting Started

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

These are:

- ResponsesNov13L1

- ElectricL1

- EnergyTextL1

- ImagesNov13L1

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 – Saving Energy

Enwatch2013 wants to make people aware of the Energy Saving Trust.

The charity needs some information for a letter.

Open **ResponsesNov13L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the Monday to Friday opening hours and telephone number for the Energy Saving Trust helpline.

Show how you did this by completing **ResponsesNov13L1** with:

- a screen shot of the search engine and the keywords you typed in to find the website

- the Monday to Friday opening hours of the Energy Saving Trust helpline

- the telephone number for the Energy Saving Trust helpline

- the full website address (URL) that you used.

Resave **ResponsesNov13L1** for use in **Section B**, **Task 3** and **Task 5**.

> *Evidence*
>
> *A printout of the document **ResponsesNov13L1***
>
> *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 – Electricity usage

Enwatch2013 wants to calculate the weekly cost of electricity in a home.

(a) Open the file **ElectricL1**

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

The data for the cooker has changed:

Weekly hours should be 10

Cost per hour should be 0.62

Change this information on the spreadsheet.

(2)

(b) Use a formula to calculate the **Weekly Cost** for each item.

(3)

(c) Use a formula to calculate the **Weekly Total**.

(2)

> *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.*

(d) Sort the table into descending order of **Weekly Cost**.

(2)

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

- format currency values to £ and two decimal places

- add any other feature that makes the spreadsheet easy to use.

(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.

(f) Create a chart to display the **Weekly Cost** for each item.

The chart must:

- be clearly labelled

- 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 – Letter

Enwatch2013 is holding a meeting in the local area.

They need a letter to invite people to the meeting.

The letter must:

- fit on one A4 page, portrait

- encourage people to come to the meeting.

The letter must include:

- the logo from **ImagesNov13L1**

- the text from **EnergyTextL1**

- the chart you created in **Section B, Task 2 (f)**

- the opening hours and telephone number that you found in **Section A, Task 1**

- **one** other suitable image selected from **ImagesNov13L1**

Create the letter.

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

Save the letter using a meaningful file name.

Evidence

A printout of your letter.

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Email your letter

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

Rupert Taylor is the coordinator for *Enwatch2013*.

He needs a copy of the letter to sign.

Prepare an email to Rupert, attaching a copy of your letter.

Include a message asking Rupert if the letter is suitable.

Rupert's email address is: rtaylor@enwatch2013.org.uk

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 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)

Task 5 – Using ICT

(a) Create a new folder called Enwatch2013

Move the letter and spreadsheet into the new folder.

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

(2)

(b) Open **ResponsesNov13L1**

Answer this question in the space provided in **ResponsesNov13L1**

Rupert wants to password protect the letter.

He could use **meeting** or **EnW111213meet**

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

(2)

(Total for Task 5 = 4 marks)

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