Write your name here

Surname	Other names

Pearson Edexcel
Functional Skills

Centre Number

Candidate Number

Information and Communication Technology
Level 1

COVER SHEET

16–20 June 2014

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.
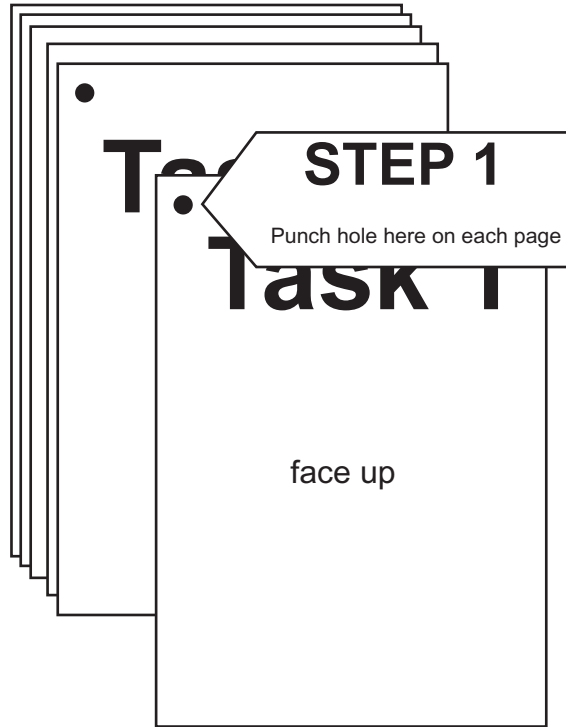
Turn over ▶

P 4 2 4 5 8 A 0 1 0 4

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	
	3	
	3	

2b	1	
	2	
	3	
	3	

2c	1	
	2	
	3	
	3	

2d	1	
	2	
	3	
	4	
	4	

2e	1	
	2	
	3	
	4	
	5	
	6	
	7	
	7	

3a	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	15	

3b	1	
	2	
	2	

1	1	
	2	
	3	
	4	
	4	

4	1	
	2	
	3	
	4	
	5	
	6	
	6	

5	1	
	2	
	3	
	3	

1	4	
2	20	
3	17	
4	6	
5	3	

BLANK PAGE

Pearson Edexcel Functional Skills

Information and Communication Technology
Level 1

| 16–20 June 2014 | Paper Reference |
| Time: 2 hours | **FST01/01** |

You must have:
- ResponsesJun14L1
- Autumn14L1
- LetterTextL1
- ImagesJun14L1
- 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 ▶

P 4 2 4 5 8 A

PEARSON

Background

Rothwell Ramblers is a walking club. Pat Collings organises walks for members.

There is a walk every Wednesday from September to May.

Getting Started

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

These are:

- ResponsesJun14L1

- Autumn14L1

- LetterTextL1

- ImagesJun14L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	20 marks
	Task 3	17 marks
	Task 4	6 marks
	Task 5	3 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 – Ingleton Waterfalls

Pat is organising a walk to Ingleton Waterfalls. She needs information about admission charges.

Open **ResponsesJun14L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the adult admission price to Ingleton Waterfalls.

Show how you did this by completing **ResponsesJun14L1** with:

• a screen shot of the search engine and the keywords you typed in

• the adult admission price

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

Resave **ResponsesJun14L1** for use in **Section B**, **Task 3**.

> *Evidence*
>
> *A printout of the document **ResponsesJun14L1***
>
> *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 – Autumn 2014 walks

Pat records details of all the weekly walks.

Autumn14L1 shows details about the walks planned for September and October 2014.

(a) Open **Autumn14L1**

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

Details of the walk on **8 October 2014** have not been entered.

Enter these details on the spreadsheet:

Walk	Cam Head
Distance	5.5
Difficulty Rating	3

(3)

(b) Pat wants to know the **Walking Time** for each walk. She uses this formula:

Walking Time = **Distance** divided by 2 plus the **Difficulty Rating**.

Use this formula to calculate the **Walking Time** for each walk.

(3)

(c) Use a spreadsheet function to calculate the average **Distance** and average **Walking Time**.

(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 spreadsheet.*

(d) Make sure that the spreadsheet is clear and easy to read:

- format columns C and E with **one** decimal place

- add any other features that make the spreadsheet easy to use.

(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 spreadsheet.

(e) Create a chart to display the **Distance** of each Autumn 2014 walk.

The chart must:

- be clearly labelled

- be easy to understand

- have an appropriate title

- be printed on a separate sheet.

(7)

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 = 20 marks)

Task 3 – Letter

Members of *Rothwell Ramblers* receive a letter inviting them to join each walk.

(a) Pat Collings, Walk Organiser, needs a letter about the walk to Ingleton Waterfalls.

The letter must:

- fit on **one A4 page**, portrait

- be fit for audience and purpose.

The letter must include:

- the text from **LetterTextL1**

- the adult admission price that you found in **Section A, Task 1**

- the logo from **ImagesJun14L1**

- **one** other appropriate image selected from **ImagesJun14L1**

Create the letter.

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

Save the letter using a meaningful file name.

(15)

Evidence

A printout of your letter.

Remember

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

(b) Pat wants the letter to be **read only** to prevent any changes being made.

Make the letter read only.

Produce a screen shot showing that you have done this.

(2)

> *Evidence*
>
> *A printout of your screen shot.*
>
> *Make sure that 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.*

(Total for Task 3 = 17 marks)

Task 4 – Email your letter

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

Andrea Knight is the secretary of *Rothwell Ramblers*.

Her email address is: sec1415@rothwellr.org.uk

Prepare an email to Andrea attaching a copy of your letter.

Include a message asking Andrea to send the letter to members who have email.

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 the email address, the subject, the message and the attachment are clear enough to be read.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*
>
> *Save the document.*

(Total for Task 4 = 6 marks)

Task 5 – Using ICT

Pat wants a new folder to store your work.

Create a new folder called **RR Autumn Walks**

Move your letter into this folder.

Produce a screen shot showing your letter in the new folder.

Evidence

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

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

Remember

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

(Total for Task 5 = 3 marks)

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