Write your name here

Surname	Other names

Pearson Edexcel
Functional Skills

Centre Number

Candidate Number

Information and Communication Technology
Level 2

COVER SHEET

16–20 June 2014

Paper Reference
FST02/01

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.
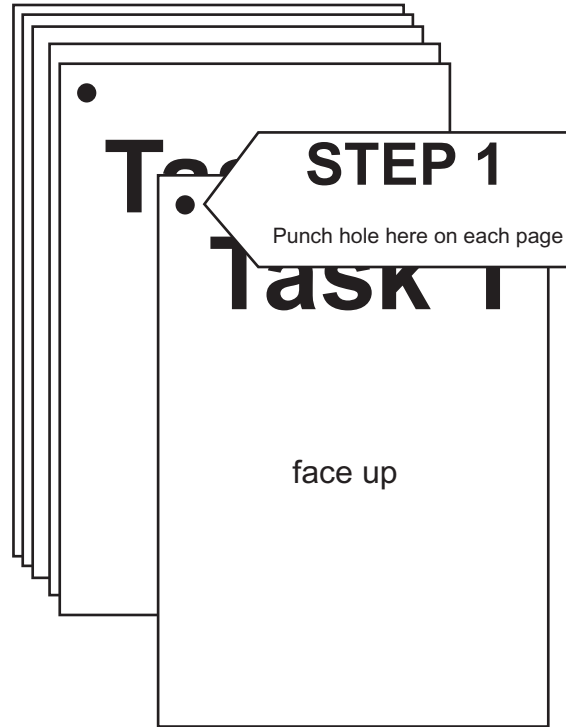
Turn over ▶

P42459A0104

PEARSON

Put 'treasury tag' through this hole

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	
	4	
	4	

2c	1	
	2	
	3	
	3	

2d	1	
	2	
	3	
	4	
	4	

2e	1	
	2	
	3	
	4	
	5	
	5	

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

1a	1	
	2	
	3	
	4	
	4	

1b	1	
	2	
	2	

4	1	
	2	
	3	
	4	
	4	

5a	1	
	2	
	2	

5b	1	
	2	
	2	

1	6	

2	18	

3	18	

4	4	

5	4	

P 4 2 4 5 9 A 0 3 0 4

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Pearson Edexcel Functional Skills

Information and Communication Technology
Level 2

| 16–20 June 2014 | Paper Reference |
| **Time: 2 hours** | **FST02/01** |

You must have:
- ResponsesJune14L2
- IncomeL2
- NewsTextL2
- ImagesJune14L2
- 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 9 A

PEARSON

Background

Nathan Lane owns four hair salons in Surrey.

Your task is to help Nathan by:

* gathering information about London

* calculating income

* preparing a newsletter.

Getting Started

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

These are:

* ResponsesJune14L2

* IncomeL2

* NewsTextL2

* ImagesJune14L2

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 – The Shard

Nathan sends staff a monthly newsletter.

He wants to include information about The Shard in London.

Open **ResponsesJune14L2**

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find an image of The Shard in London.

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

   Paste the screen shot into **ResponsesJune14L2**

   Complete the table in **ResponsesJune14L2**

(4)

(b) (i) Use the internet to find the name of the hotel in The Shard.

(1)

   (ii) Use the internet to find the floors occupied by the hotel.

(1)

   Complete the table in **ResponsesJune14L2** with your answers.

   Resave **ResponsesJune14L2** for use in **Section B, Task 3** and **Task 5**.

> *Evidence*
>
> *A printout of **ResponsesJune14L2***
>
> *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 – Income

IncomeL2 contains details of the income earned by each hair stylist.

Open **IncomeL2**

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

(a) Calculate the **Income** from each hair stylist for January to March.

(2)

> *Evidence*
>
> *A printout of the spreadsheet showing the **formulae** you used.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*
>
> *Resave the file.*

(b) Hair stylists are paid a bonus based on the amount they have earned for their salon.

If the income is £9000 or more the bonus is 7.5%, if not it is 2.5%.

The bonus rates are in cells **J8** and **J9**.

Use a spreadsheet function to calculate the **Bonus** for each hair stylist.

(4)

> *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) Format the spreadsheet so that:

- all data is visible

- all values are formatted as currency with 2 decimal places

- it is clear and easy to understand.

(3)

> **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.*

(d) Nathan wants to know which hair stylist at the Kingston salon earned the highest income.

Use the filter and sort features to show the hair stylists in the Kingston salon in descending order of **Income**.

Highlight the hair stylist who has earned the highest income.

(4)

> **Evidence**
>
> *A printout of your spreadsheet showing the* ***data****.*
>
> **Remember**
>
> *Make sure your name, candidate number and centre number are on the printout.*
>
> *Save the chart.*

(e) Use your filtered list to create a suitable chart to show the income for each hair stylist at the Kingston salon.

Format the chart so that it is clear and easy to read.

Save the chart as a separate worksheet.

(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 – Newsletter

Nathan sends a monthly newsletter to each salon.

Your task is to produce the next newsletter.

The newsletter must be:

- **one** side of A4, portrait
- formatted in columns
- clear and easy to read
- fit for purpose.

It must include:

- the text from **NewsTextL2**
- the hair stylist you identified in **Section B, Task 2(d)**
- the information you found in **Section A, Task 1(b)**
- the logo from **ImagesJune14L2**
- the image you found in **Section A, Task 1(a)**
- **one** other suitable image from **ImagesJune14L2**

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

Save the newsletter with a meaningful file name.

> **Evidence**
>
> *A printout of your newsletter 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 Nathan, attaching a copy of your newsletter.

Ask Nathan if he wants to add any additional information.

His email address is: nathan@lanehair2005.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 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 = 4 marks)

Task 5 – Using ICT

Answer these questions in the spaces provided in **ResponsesJune14L2**

Open **ResponsesJune14L2**

(a) Nathan has received a message with an attachment from an unknown sender.

   State **one** action Nathan could take. Give **one** reason why he should do this.

   (2)

(b) An image found on the internet has been used in Nathan's newsletter.

   Give **two** actions Nathan could take before he sends the newsletter to the salons so that he does not break the law.

   (2)

> ***Evidence***
>
> *A printout of **ResponsesJune14L2***
>
> ***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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