Write your name here

Surname	Other names

Pearson Edexcel Functional Skills

Centre Number | Candidate Number

Information and Communication Technology

Level 2

COVER SHEET

17–21 March 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

P43635A

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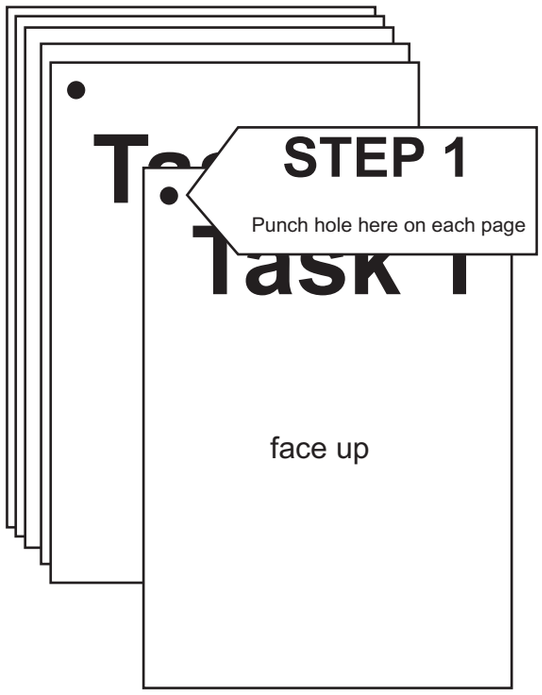
1/1/1

P 4 3 6 3 5 A 0 1 0 4

PEARSON

Put ‘treasury tag’ through this hole



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)

P 4 3 6 3 5 A 0 2 0 4

FOR EXAMINER'S USE ONLY

1a	1	
	2	
	3	
	4	
	4	
1b	1	
	2	
	2	
1	6	

2a	1	
	2	
	3	
	3	
2b	1	
	2	
	3	
	3	
2c	1	
	2	
	3	
	3	
2d	1	
	2	
	3	
	4	
	5	
	5	
2e	1	
	2	
	3	
	4	
	5	
	5	
2	19	

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

4	1	
	2	
	3	
	4	
	4	
4	4	

5a	1	
	2	
	3	
	3	
5b	1	
	2	
	2	
5	5	

P 4 3 6 3 5 A 0 3 0 4

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Pearson Edexcel Functional Skills

Information and Communication Technology

Level 2

17–21 March 2014
Time: 2 hours

Paper Reference
FST02/01

You must have:
- ResponsesMar14L2
- CarHireL2
- DaleNewsL2
- ImagesMar14L2
- 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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P 4 3 6 3 5 A

PEARSON

Background

Annabel Dale is the owner of *Dale Car Hire*.

You have been asked to help Annabel by:

- gathering information about driving in France
- completing a spreadsheet to calculate charges
- producing a newsletter.

Getting started

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

These are:

- ResponsesMar14L2
- CarHireL2
- DaleNewsL2
- ImagesMar14L2

Mark allocation

The marks for the test will be allocated as follows.

Section A	**Task 1**	6 marks
Section B	**Task 2**	19 marks
	Task 3	16 marks
	Task 4	4 marks
	Task 5	5 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 – Driving in France

Open **ResponsesMar14L2**

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find the speed limit for a car on French toll motorways in dry weather.

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

Paste the screen shot into **ResponsesMar14L2**

Complete the table in **ResponsesMar14L2**

(4)

(b) Some people choose to use the Channel Tunnel to travel to France.

Use the internet to find:

- the year when the Channel Tunnel was opened
- the length of the Channel Tunnel.

Complete the table in **ResponsesMar14L2** with your answers.

(2)

Resave **ResponsesMar14L2** for use in **Section B**, **Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesMar14L2***

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 – Charges

Annabel wants to calculate charges for customers who rent cars.

CarHireL2 contains information about the cars for hire, the customers and their rentals.

Open **CarHireL2**

The spreadsheet contains two worksheets **Rentals** and **Cars.**

Open the **Rentals** worksheet.

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

(a) Annabel charges each customer for insurance.

The charge depends on the age of the customer.

If the customer's age is less than 25, the **Daily Insurance** is £4; if not, it is £3.

Use a spreadsheet function to enter the **Daily Insurance** for each customer.

(3)

Evidence

*A printout of the **Rentals** worksheet 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 spreadsheet.

(b) The **Daily Hire Rate** depends on the **CAR_ID**

The **Cars** worksheet stores the **Daily Hire Rate** for each **CAR_ID**

Use a lookup function and the **Cars** worksheet to complete the **Daily Hire Rate** column in the **Rentals** worksheet.

(3)

Evidence

*A printout of your **Rentals** worksheet 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 spreadsheet.

(c) Calculate the **Total Charge** for each customer.

(3)

Evidence

*A printout of your **Rentals** worksheet showing the **formulae** you used.*

Make sure the formulae are not truncated.

Remember

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

Resave the spreadsheet.

(d) 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 currency values show the currency symbol with no decimal places.

(5)

Evidence

*A printout of your **Rentals** worksheet showing the **data**.*

Remember

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

Resave the spreadsheet.

(e) Create a suitable chart to show the total charge for each customer.

Identify each customer by their **Last Name**.

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 = 19 marks)

Task 3 – Newsletter

Annabel sends a newsletter to customers every three months.

Your task is to create the summer issue.

The newsletter must be:

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

It must include:

Item	**Where found**
The title	**DaleNewsL2**
Contact details and information about the company	**DaleNewsL2**
Article 1	**DaleNewsL2**
Article 2	**DaleNewsL2**
Information you found in **Section A**, **Task 1**	**ResponsesMar14L2**
The logo	**ImagesMar14L2**
Two other suitable images	**ImagesMar14L2**

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.

Remember

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

(Total for Task 3 = 16 marks)

Task 4 – Prepare an email

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

Prepare an email to Annabel Dale, attaching a copy of the spreadsheet.

Ask her to confirm that the information is correct.

Her email address is annabel@dalecarhire2009.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 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 called **Dale Car Hire**

Move **only** your spreadsheet and newsletter into the new folder.

Produce a screen shot to show the files in the new folder.

(3)

Evidence

A printout of the screen shot showing the spreadsheet and newsletter 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 **ResponsesMar14L2**

Open **ResponsesMar14L2** and complete **Section B**.

(b) When Annabel tries to print the spreadsheet, no paper comes out of the printer.

There is paper in the printer.

Identify **two other** checks she could make to try to resolve the problem.

(2)

Evidence

*A printout of **ResponsesMar14L2***

Remember

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

Resave the file.

(Total for Task 5 = 5 marks)

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

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