Write your name here

Surname	Other names

Pearson Edexcel Functional Skills

Centre Number

Candidate Number

Information and Communication Technology
Level 1

COVER SHEET

05 – 09 January 2015

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.
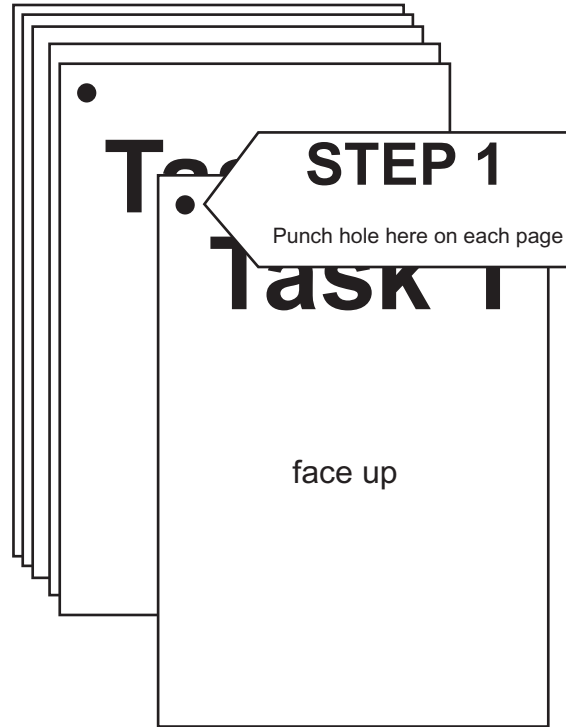
Turn over ▶

P43665A0104

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)

P43665A0204

2a	1	
	2	
	2	
2b	1	
	1	
2c	1	
	2	
	3	
	3	
2d	1	
	2	
	2	
2e	1	
	2	
	2	
2f	1	
	2	
	3	
	3	
2g	1	
	2	
	3	
	4	
	5	
	6	
	7	
	7	

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

4	1	
	2	
	3	
	4	
	5	
	6	
	6	

5	1	
	2	
	2	

1	1	
	2	
	3	
	4	
	4	

1	4	
2	20	
3	18	
4	6	
5	2	

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Pearson Edexcel Functional Skills

Information and Communication Technology
Level 1

05 – 09 January 2015 **Time: 2 hours**	Paper Reference **FST01/01**

You must have:
- ResponsesJan15L1
- BookSalesL1
- NewsTextL1
- ImagesJan15L1
- 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 ▶

P43665A

PEARSON

Background

Keith Barnham is the owner of *Barnham Books*.

He wants a newsletter to tell customers about a monthly book club.

Getting Started

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

These are:

* ResponsesJan15L1

* BookSalesL1

* NewsTextL1

* ImagesJan15L1

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	18 marks
	Task 4	6 marks
	Task 5	2 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 – Catherine Howard

Keith needs some information about Catherine Howard for the newsletter.

Open **ResponsesJan15L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the date, including the year, when Catherine Howard married Henry VIII.

Show how you did this by completing **ResponsesJan15L1** with:

· a screen shot of the search engine you used showing the text you typed in

· the date, including the year, when Catherine Howard married Henry VIII

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

Resave **ResponsesJan15L1** for use in **Section B**, **Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesJan15L1***

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 – Book Sale

Keith wants to know the income from the sale of books for children.

BookSalesL1 has information about the books sold.

(a) Open **BookSalesL1**

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

The **Author** of Paper Towns is John Green.

Enter this information on the spreadsheet.

(2)

(b) Use a formula to calculate the **Remaining Stock** for each book.

(1)

(c) Use a formula to calculate the **Income** for each book.

(3)

(d) Use a formula to calculate the **Total Income**.

(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 spreadsheet.*

(e) Sort the information in descending order of **Income**.

(2)

(f) Make sure the information is clear and easy to read.

- Format currency to £ and 2 decimal places.

- Add any other formatting that makes the spreadsheet easy to understand.

(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 spreadsheet.

(g) Create a chart to display the **Number Sold** for each book title.

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 – Newsletter

Keith needs a newsletter to tell customers about the March book club meeting.

It will include information about the book to be discussed and a visit from Helen Jones, a local author.

(a) The newsletter must:

- fit on **one side of A4**, portrait

- be clear and easy to read.

The newsletter must include:

- the text from **NewsTextL1**

- the information you found in **Section A, Task 1**

- the logo from **ImagesJan15L1**

- **two** suitable images selected from **ImagesJan15L1**

Create the newsletter.

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

Save the newsletter using a meaningful file name.

(16)

Evidence

A printout of your newsletter.

Remember

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

(b) Answer this question in the space provided in **ResponsesJan15L1**

Open **ResponsesJan15L1**

Keith wants to stop other people changing the newsletter.

Identify **two** ways he could do this.

(2)

Evidence

A printout of **ResponsesJan15L1**

Remember

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

Resave **ResponsesJan15L1**

(Total for Task 3 = 18 marks)

Task 4 – Email your newsletter

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

Keith wants to send a copy of the newsletter to Helen Jones.

Prepare an email to Helen attaching a copy of your newsletter.

Include a message telling her that everyone is looking forward to her visit.

Helen's email address is: jones.h24@freemail.co.uk

Produce a screen shot showing the email that 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.*
>
> *Make sure 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 4 = 6 marks)

Task 5 – Using ICT

Answer this question in the space provided in **ResponsesJan15L1**

Open **ResponsesJan15L1**

Keith wants to show a film clip at the March meeting.

When he tests the film clip on his computer, he can see the picture but cannot hear the sound.

Identify **two** things he could check to try to solve the problem.

Evidence

*A printout of **ResponsesJan15L1***

Remember

*Resave **ResponsesJan15L1***

(Total for Task 5 = 2 marks)

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

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