Write your name here

Surname		Other names

**Pearson Edexcel
Functional Skills**

Centre Number

Candidate Number

Information and Communication Technology
Level 2

COVER SHEET

05 – 09 January 2015

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.
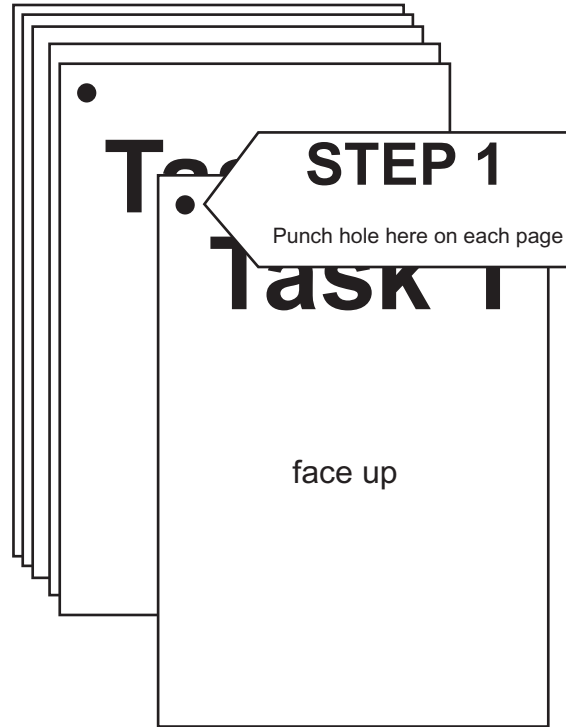
Turn over ▶

P43666A0104

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)

P43666A0204

2a	1	
	2	
	3	
	3	
2b	1	
	2	
	3	
	3	
2c	1	
	2	
	2	
2d	1	
	2	
	3	
	3	
2e	1	
	2	
	2	
2f	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 | |

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Pearson Edexcel Functional Skills

Information and Communication Technology
Level 2

| 05 – 09 January 2015 | Paper Reference |
| **Time: 2 hours** | **FST02/01** |

You must have:
- ResponsesJan15L2
- SalesL2
- ClubTextL2
- ImagesJan15L2
- 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

Northwaite Sports Club provides facilities for a range of sports.

Your task is to:

- gather information about the 2015 British Open Golf Championship

- complete a spreadsheet about club shop sales

- produce an information sheet.

Getting Started

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

These are:

- ResponsesJan15L2

- SalesL2

- ClubTextL2

- ImagesJan15L2

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 – British Open Golf Championship

Open **ResponsesJan15L2**

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find an image of the Old Course, St Andrews.

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 **ResponsesJan15L2**

Complete the table in **ResponsesJan15L2**

(4)

(b) Use the internet to find:

- the dates of the 2015 British Open Golf Championship

- the winner of the 2010 British Open Golf Championship.

(2)

Complete the table in **ResponsesJan15L2** with your answers.

Resave **ResponsesJan15L2** for use in **Section B, Task 3** and **Task 5**.

> *Evidence*
>
> *A printout of **ResponsesJan15L2***
>
> *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 – Sales

The Club Manager, Sarah Foggarty, would like to know the income from the club shop.

SalesL2 contains the sales data.

Open **SalesL2**

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

(a) Value Added Tax (VAT) is added to the cost of some clothing.

The club shop uses the **Rates of VAT** shown in cells **A27** to **B31**.

Use a lookup function and the **Rates of VAT** to complete the **VAT Rate** column.

(3)

(b) The selling price of an item is calculated by adding the VAT payable to the basic price.

(i) Calculate the **VAT Payable** for each item.

(1)

(ii) Calculate the **Selling Price** for each item.

(2)

(c) Calculate:

- the **Income** for each item

- the **Total Income** for all items.

(2)

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 spreadsheet.

(d) Format the spreadsheet so that:

- all data is visible

- all currency values show the currency symbol with two decimal places

- it is clear and 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.

(e) Filter the table to show only the information for training jackets.

(2)

Evidence

A printout of your spreadsheet showing the filtered records in data view.

Remember

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

Save the spreadsheet.

(f) Use your filtered table to create a suitable chart to show the income from training jackets.

Identify each training jacket by the **Item Code**.

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 – Information Sheet

Northwaite Sports Club wants an information sheet to attract new members.

Your task is to produce the information sheet.

It must:

* be on **one side of A4**, portrait

* include the training schedule formatted as a table

* be clear and easy to read.

The information sheet must include:

* the title from **ClubTextL2**

* relevant text selected from **ClubTextL2**

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

* the filtered table you created in **Section B, Task 2(e)**

* the logo from **ImagesJan15L2**

* **one** other suitable image from **ImagesJan15L2**

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

Save the information sheet with a meaningful file name.

Evidence

A printout of your information sheet.

Remember

Make sure your name, candidate number and centre number are in the footer.

(Total for Task 3 = 18 marks)

Task 4 – Prepare an email

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

Sarah wants to check that the times in the training schedule are correct.

Prepare an email to Sarah with a copy to James, the Group Activity Leader.

Their email addresses are:

s.foggarty@northwaite.ac15.uk

j.davidson@northwaite.ac15.uk

Attach a copy of your information sheet.

Include a message asking Sarah to confirm that the times are correct.

Produce a screen shot showing the email that you have prepared.

Evidence

A printout of the screen shot showing your email.

Make sure the screen shot shows clearly the email addresses, 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

Open **ResponsesJan15L2**

Answer these questions in the spaces provided in **ResponsesJan15L2**

(a) Your information sheet contains an image that you downloaded from the internet.

Sarah does not want to break the law when she uses the image.

Identify **two** actions Sarah could take before the information sheet is published.

(2)

(b) Sarah has received an email with an attachment from an unknown sender.

State **one** action Sarah could take with this email.

Give **one** reason why she should do this.

(2)

> *Evidence*
>
> *A printout of **ResponsesJan15L2***
>
> *Remember*
>
> *Resave the file.*

(Total for Task 5 = 4 marks)

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

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