Pearson Edexcel
Functional Skills

Centre Number

Candidate Number

Information and Communication Technology
Level 1

COVER SHEET

11 – 15 January 2016

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.
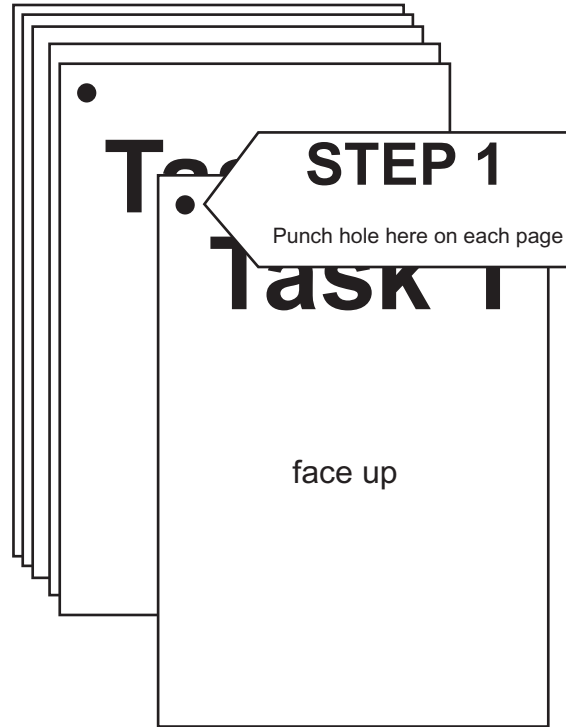
Turn over ▶

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PEARSON

STEP 1

Punch hole here on each page

Task 1

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)

P47049A0204

2a	1	
	2	
	2	

2b	1	
	2	
	3	
	3	

2c	1	
	2	
	3	
	3	

2d	1	
	2	
	3	
	3	

2e	1	
	2	
	2	

2f	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	

1	1	
	2	
	3	
	4	
	4	

4	1	
	2	
	3	
	4	
	5	
	6	
	6	

5	1	
	2	
	2	

1	4	

2	20	

3	18	

4	6	

5	2	

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Pearson Edexcel Functional Skills

Information and Communication Technology
Level 1

11 – 15 January 2016 **Time: 2 hours**	Paper Reference **FST01/01**

You must have:
- ResponsesJan16L1
- TicketsL1
- CDTextL1
- ImagesJan16L1
- 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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PEARSON

Background

LyKaQu are celebrating 25 years as a successful music group.

They are planning a tour of Europe and releasing a CD.

Getting Started

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

These are:

- ResponsesJan16L1

- TicketsL1

- CDTextL1

- ImagesJan16L1

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 must use the internet for this section only.

Task 1 – John Lee Hooker

LyKaQu are fans of John Lee Hooker. They are going to include some of his music on the CD.

Peppe Pollio, their manager, needs some information about John Lee Hooker for the CD cover.

Open **ResponsesJan16L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the date that John Lee Hooker died.

Show how you did this by completing **ResponsesJan16L1** with:

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

- the date that John Lee Hooker died

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

Resave **ResponsesJan16L1** for use in **Task 3**.

Evidence

*A printout of **ResponsesJan16L1***

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 – Ticket sales

Peppe checks the sales of tickets for shows on the tour.

TicketsL1 shows details of the tickets sold so far.

(a) Open **TicketsL1**

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

The number of tickets sold in **De Panne** has not been entered.

This should be **1499**

Enter this information on to the spreadsheet.

(2)

(b) Peppe wants to know the number of tickets unsold at each venue.

Use a formula to calculate the number of tickets **Unsold**

(3)

(c) Use a spreadsheet function to calculate:

- the **Average** tickets **Available**

- the **Average** tickets **Unsold**

(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 all dates to any consistent style.

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

(3)

(e) Sort the information in **Date** order.

(2)

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.

(f) Create a chart to display the number of tickets sold for each venue.

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 – CD cover

The new *LyKaQu* CD is ready to be released. The selling price will be £10.99

Peppe needs a front and back cover for the CD.

(a) The front **and** back must be:

- square and the same size

- **side by side** on one A4 page, landscape

- clear and easy to read.

The cover must include:

- the text from **CDTextL1**

- the barcode from **ImagesJan16L1**

- **two** other appropriate images selected from **ImagesJan16L1**

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

- the selling price.

Create the CD cover.

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

Save the CD cover using a meaningful file name.

(16)

Evidence

A printout of your CD cover on one A4 page, landscape.

Remember

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

(b) Answer this question in the space provided in **ResponsesSet16L1**

Open **ResponsesSet16L1**

Peppe will make the CD cover **read only** to prevent others making changes.

Give **two** other ways Peppe could prevent changes being made to the CD cover.

(2)

> *Evidence*
>
> *A printout of **ResponsesSet16L1***
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*

(Total for Task 3 = 18 marks)

Task 4 – Email your CD cover

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

Peppe needs to check the CD cover before it is printed.

Prepare an email to Peppe attaching a copy of your CD cover.

Include a message asking him to check that the cover is ready for printing.

Peppe's email address is: peppe@lykaqu.org.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 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

Peppe wants a new folder to store documents about the tour.

Create a new folder called **2016 Tour**

Move your spreadsheet **and** CD cover **only** into this folder.

Produce a screen shot showing your spreadsheet and CD cover in the new folder.

Evidence

*A printout of the screen shot showing the **2016 Tour** folder containing **only** your spreadsheet and CD cover.*

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.

Save the document.

(Total for Task 5 = 2 marks)

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

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