

Write your name here

Surname

Other names

**Pearson Edexcel  
Functional Skills**

Centre Number

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Candidate Number

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# Information and Communication Technology Level 2

**COVER SHEET**

12 – 16 June 2017

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 ►

P54638A

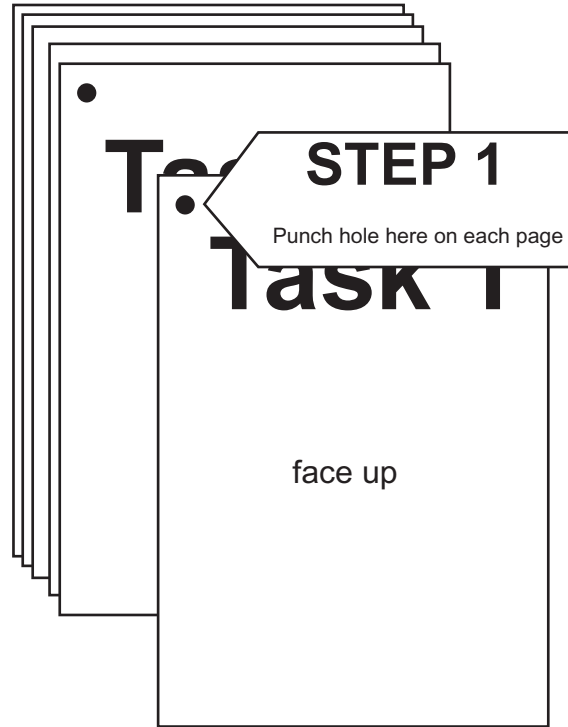
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Put 'treasury tag'  
through this hole



**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)** - - - - -



FOR EXAMINER'S USE ONLY

1a	1	
	2	
1b	3	
	4	
	4	
	2	
2a	1	
	1	
2b	1	
	2	
	3	
	3	
2c	1	
	1	
2d	1	
	2	
	3	
	4	
	4	
2e	1	
	2	
	2	
2fi	1	
	1	
2fii	1	
	1	
2g	1	
	2	
	3	
	4	
	5	
3a	1	
	2	
3b	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	16	
	4	1
2		
5a	1	
	1	
	1	
	1	
5b	2	
	2	
	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

12 – 16 June 2017

**Time: 2 hours**

Paper Reference

**FST02/01**

### You must have:

- ResponsesJun17L2
- CruftsL2
- ShowTextL2
- ImagesJun17L2
- 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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## Background

*Bakerston Training* is a dog training group organised by Jenny Crammer.

Jenny is planning a visit to the 2018 Crufts Dog Show.

Your task is to help Jenny by:

- gathering information
- completing a spreadsheet about payments
- producing an information sheet for the visit.

## Getting Started

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

These are:

- ResponsesJun17L2
- CruftsL2
- ShowTextL2
- ImagesJun17L2

## Mark Allocation

The marks for the test will be allocated as follows:

<b>Section A</b>	<b>Task 1</b>	6 marks
<b>Section B</b>	<b>Task 2</b>	18 marks
	<b>Task 3</b>	18 marks
	<b>Task 4</b>	4 marks
	<b>Task 5</b>	4 marks
<b>Total</b>		<b>50 marks</b>

**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 – Gathering information

Jenny wants some information about the Crufts Dog Show.

Open **ResponsesJun17L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find the dates of the 2018 Crufts Dog Show.

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

Paste the screen shot into **ResponsesJun17L2**

Complete the table in **ResponsesJun17L2**

(4)

- (b) Use the internet to find:

- an image of the dog awarded 'Crufts Best in Show 2016'
- the website address of The Kennel Club.

Complete the table in **ResponsesJun17L2**

(2)

Resave **ResponsesJun17L2** for use in **Section B, Task 3** and **Task 5**.

#### **Evidence**

*A printout of **ResponsesJun17L2***

#### **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 – Payments

Jenny wants to calculate the balance that each member has left to pay for the hotel.

**CruftsL2** stores details of the payments made by each member of the group.

Open **CruftsL2**

It has two worksheets **Payments** and **Room Rate**

Open the **Payments** worksheet.

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

- (a) Enter formulae to calculate the **Total Payments** made by each member. (1)
- (b) Use a spreadsheet function and the **Room Rate** worksheet to display the **Hotel Cost** for each member. (3)
- (c) Enter formulae to calculate the **Balance To Pay** for each member. (1)
- (d) Jenny wants to send a reminder to members who have a balance to pay of £120 or more.  
Use a spreadsheet function to display 'Yes' if the **Balance To Pay** is £120 or more, and 'No' if it is not. (4)

#### **Evidence**

A printout of the **Payments** 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.



(e) Sort the **Payments** worksheet in alphabetical order of **First Name** within alphabetical order of **Last Name** (2)

(f) Format the **Payments** worksheet.  
(i) Format all currency values to £ with 0 decimal places. (1)

(ii) Add any other formatting so that the worksheet is clear and easy to understand. (1)

**Evidence**

*A printout of the **Payments** worksheet showing the **data**.*

**Remember**

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

(g) Create a suitable chart to show the balance to pay for each member of the group.  
Identify each member by their **First Name**  
Format the chart so that it is clear and easy to read.  
Save the chart as a separate worksheet within **CruftsL2** (5)

**Evidence**

*A printout of your **chart**.*

**Remember**

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

*Resave the file.*

**(Total for Task 2 = 18 marks)**

### Task 3 – Information sheet

(a) Jenny wants an information sheet for members visiting the 2018 Crufts Dog Show.

The information sheet must be:

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

It must include:

- relevant text selected from **ShowTextL2**
- the dates you found in **Section A, Task 1(a)**
- the website address you found in **Section A, Task 1(b)**
- the image you found in **Section A, Task 1(b)**
- the logo from **ImagesJun17L2**
- **one** other suitable image from **ImagesJun17L2**

Format the '2016 Best of Breed Winners' as a table.

Create the information sheet.

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

Save the information sheet with a meaningful file name.

(16)

#### **Evidence**

*A printout of your information sheet on one A4 page.*

#### **Remember**

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

(b) Jenny wants a folder to store documents about the visit.

Create a folder called **2018 Crufts Show**

Move **only** the spreadsheet **and** information sheet into the folder.

Produce a screen shot showing the spreadsheet and information sheet in the new folder.

(2)

**Evidence**

*A printout of your screen shot showing the spreadsheet and information sheet in the new folder.*

*Make sure the names of the folder and files are large enough to be read.*

**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.

Tracey Hind has been helping Jenny to organise the visit to the Crufts Dog Show.

Prepare an email to Tracey attaching a copy of your spreadsheet.

Include a message asking Tracey to remind members that the final payment is due at the beginning of October.

Tracey's email address is: thind@bakerstontraining.org.uk

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

Save the screen shot with a meaningful file name.

#### **Evidence**

*A printout of the screen shot showing the email that you have prepared.*

*Make sure the screen shot shows clearly the email address, the subject, message and attachment.*

*Make sure the screen shot is large enough to read.*

#### **Remember**

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

**(Total for Task 4 = 4 marks)**

### Task 5 – Using ICT

Answer these questions in the spaces provided in **ResponsesJun17L2**

#### Open **ResponsesJun17L2**

- (a) Jenny has received a message with an attachment from an unknown sender.  
She has been advised not to open the attachment.
- (i) Identify **one** risk if Jenny does open the attachment. (1)
- (ii) Give **one** action Jenny could take to reduce the risk. (1)
- (b) The information sheet includes an image you found on the internet.  
Jenny does not want to break the law when she sends the information sheet to members.  
Identify **two** actions Jenny could take before she publishes the information sheet. (2)

#### **Evidence**

*A printout of your **ResponsesJun17L2***

#### **Remember**

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

*Resave the file.*

---

**(Total for Task 5 = 4 marks)**

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**TOTAL FOR SECTION B = 44 MARKS**

**TOTAL FOR TEST = 50 MARKS**

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