

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

| | | | | |
|--|--|--|--|--|
| | | | | |
|--|--|--|--|--|

Candidate Number

| | | | |
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Information and Communication Technology Level 1

COVER SHEET

8 – 12 January 2018

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 ►

P58626A

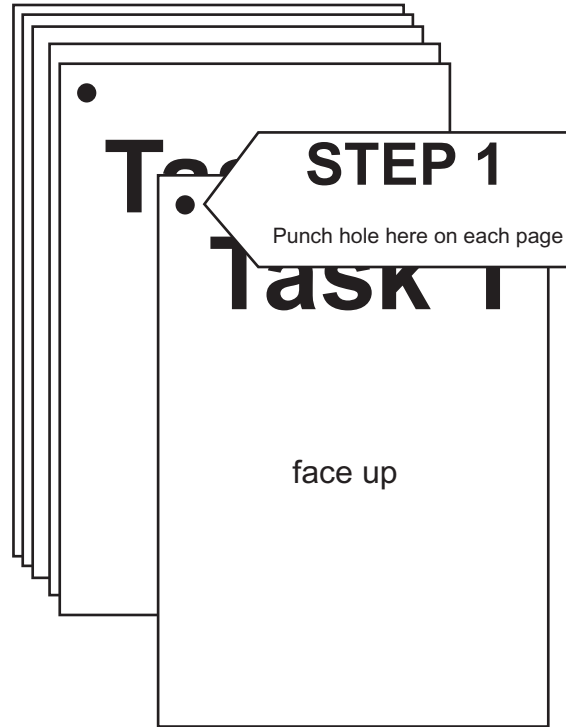
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Put 'treasury tag'
through this hole



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

| | | | |
|----------------|----|--|--|
| 2a | 1 | | |
| | 2 | | |
| | 2 | | |
| 2b(i) | 1 | | |
| | 1 | | |
| 2b(ii) | 1 | | |
| | 1 | | |
| 2b(iii) | 1 | | |
| | 2 | | |
| | 2 | | |
| 2c | 1 | | |
| | 2 | | |
| | 2 | | |
| 2d(i) | 1 | | |
| | 1 | | |
| 2d(ii) | 1 | | |
| | 1 | | |
| 2e(i) | 1 | | |
| | 2 | | |
| | 2 | | |
| 2e(ii) | 1 | | |
| | 1 | | |
| 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(i) | 1 | | |
| | 1 | | |
| 3b(ii) | 1 | | |
| | 1 | | |
| 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

8 – 12 January 2018

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJan18L1
- TheatreL1
- FlyerTextL1
- ImagesJan18L1
- 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

Ranley Youth Theatre is a group of young people who organise musicals to raise money for charity.

They are planning a production of *West Side Story*.

Getting Started

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

These are:

- ResponsesJan18L1
- TheatreL1
- FlyerTextL1
- ImagesJan18L1

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 – West Side Story

Katie Stainsby organises the auditions for the musicals.

She needs some information for a flyer.

Open **ResponsesJan18L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the name of the person who wrote West Side Story.

Show how you did this by completing **ResponsesJan18L1** with:

- a screen shot of the search engine and the keywords you typed in
- the name of the person who wrote West Side Story
- the full website address (URL) that you used.

Resave **ResponsesJan18L1** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesJan18L1***

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 – March payment

Katie has been collecting payments for the annual theatre trip. The final payment is due at the end of March.

TheatreL1 shows details of the families travelling, amount to pay and payments received.

(a) Open **TheatreL1**

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

The number of juniors travelling with the Hussain family is **4**

Enter this information on to the spreadsheet.

(2)

(b) Use a formula to calculate:

(i) **Total adult cost** for each family

(1)

(ii) **Total junior cost** for each family

(1)

(iii) **Total cost per family**

(2)

Katie has used rows 14 to 21 to record the payments received from each family.

(c) Use a formula to calculate the **Amount paid** by each family.

(2)

(d) The **March payment** is **Total cost per family** minus the **Amount paid**

(i) Use a formula in **cell G15** to calculate the **March payment** for the Jones family.

(1)

(ii) Copy this formula for all families.

(1)

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.

(e) Format the spreadsheet.

(i) Format **all** currency values to £ with two decimal places.

(2)

(ii) Add any other formatting to make the spreadsheet clear and easy to understand.

(1)

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 March payment for each family.

The chart must:

- be clearly labelled
- be easy to understand
- have an appropriate title
- be saved on a separate worksheet within your spreadsheet.

(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 – Flyer

(a) Katie wants a flyer to tell young people about the auditions.

The flyer must be:

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

The flyer must include:

- all the text from **FlyerTextL1**
- the information you found in **Section A, Task 1**
- the logo from **ImagesJan18L1**
- **two** other appropriate images selected from **ImagesJan18L1**

Create the flyer.

Add formatting to make sure the important information stands out.

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

Save the flyer as **WSS Auditions** in your user area.

(16)

Evidence

*A printout of your flyer on one **A4** page.*

Remember

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

(b) Answer this question in the space provided in **ResponsesJan18L1**

Open **ResponsesJan18L1**

Katie always uses a strong password to protect her documents.

(i) Give an example of a strong password Katie could use to protect the flyer. (1)

(ii) Give **one** reason why your example is a strong password. (1)

Evidence

A printout of **ResponsesJan18L1**

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Email your flyer

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

Lloyd Davies is the secretary of *Ranley Youth Theatre*.

His email address is sec@ranleyyouth.org.uk

Prepare an email to Lloyd attaching a copy of your flyer.

Include a message asking Lloyd to send the flyer to all local schools and sixth form colleges.

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

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 **ResponsesJan18L1**

Open **ResponsesJan18L1**

Katie has put an icon on her PC desktop so she can access the West Side Story flyer.

When she clicks on the icon it does not respond.

Identify **two** checks she could carry out to try to resolve this problem.

Evidence

*A printout of **ResponsesJan18L1***

Remember

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

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS

TOTAL FOR TEST = 50 MARKS

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