

Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

Set 24
Time: 2 hours

Paper Reference
ICT01/24

You must have:

- ResponsesSet24L1
- TorveySet24L1
- MarwellSet24L1
- ImagesSet24L1

Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate number on each page.
- Save **all** tasks in your test folder.

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

Torvey Toddlers is a playgroup.

Aylsha Fredricks is the manager.

She is planning a trip to Marwell Zoo for the parents and children.

Getting Started

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

These are:

- ResponsesSet24L1
- TorveySet24L1
- MarwellSet24L1
- ImagesSet24L1

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 – Marwell Zoo

Aylsha wants information about Marwell Zoo for a presentation.

She wants to know the name of the cafe at Marwell Zoo.

Open **ResponsesSet24L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the name of the cafe at Marwell Zoo.

Show how you did this by:

- taking a screen shot of the search engine page you used showing the text you typed in
- pasting the screen shot into **ResponsesSet24L1**
- completing the table in **ResponsesSet24L1**

Resave **ResponsesSet24L1** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A completed copy of **ResponsesSet24L1** saved in your test folder.*

(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 – Attendance

Aylsha has been checking the attendance at the playgroup.

TorveySet24L1 contains details of the number of sessions each child attended last year.

(a) Open **TorveySet24L1**

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

The information for Tamsin Onukwo is incorrect.

Monday pm should be **15**

Thursday am should be **17**

Edit the spreadsheet to show these changes.

(2)

(b) Use a formula to calculate the **Total sessions** for each **Child**

(3)

(c) Use a formula to calculate the **Average attendance** for each session.

(3)

(d) Sort the spreadsheet in alphabetical order of **Child**

(2)

(e) Format the spreadsheet.

- Format the **Average attendance** as whole numbers.
- Add any other formatting to make sure the information is clear and easy to read.

(3)

Evidence

A copy of your completed spreadsheet saved in your test folder.

Remember

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

(f) Create a suitable chart to show the total number of sessions attended by each child.

The chart must:

- have suitable axis labels
- have an appropriate title
- be easy to understand
- be saved on a separate worksheet within your spreadsheet.

(7)

Evidence

A copy of your **chart** within your spreadsheet saved in your test folder.

Remember

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

(Total for Task 2 = 20 marks)

Task 3 – Presentation

- (a) Aylsha wants a presentation about Marwell Zoo to show to the parents and children.

The presentation must:

- have a title slide and three other slides
- be fit for purpose and audience.

It must include:

- all the text from **MarwellSet24L1**
- the name of the cafe you found in **Section A, Task 1**
- the logo from **ImagesSet24L1** on **each** slide
- **three** other suitable images selected from **ImagesSet24L1**

Add a suitable consistent transition between the slides.

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

Save the presentation using a meaningful file name.

(16)

Evidence

A copy of your presentation saved in your test folder.

Remember

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

- (b) Create a folder called **Torvey Toddlers** in your test folder.

Move **only** the presentation into the new folder.

(2)

Evidence

*A new folder called **Torvey Toddlers** containing the presentation saved in your test folder.*

(Total for Task 3 = 18 marks)

Task 4 – Email your spreadsheet

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

Aylsha needs a copy of the spreadsheet for a meeting next week.

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

Include a message asking her to confirm that the number of sessions attended by Max Leonson is correct.

Her email address is aylsha@torveytoddlers.org.uk

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

Save the screen shot in your test folder.

Evidence

A copy of the screen shot showing the email that you have prepared, saved in your test folder.

Make sure it shows clearly the email address, the subject, the message and the attachment.

Remember

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

(Total for Task 4 = 6 marks)

Task 5 – Using ICT

Answer this question in the space provided in **ResponsesSet24L1**

Open **ResponsesSet24L1**

Aylsha is concerned about viruses when she uses the internet.

She has been advised not to click on pop-ups on websites.

Give **two** others things Aylsha could do to reduce the risk from viruses when she uses the internet.

Evidence

*A completed copy of **ResponsesSet24L1** saved in your test folder.*

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS

TOTAL FOR TEST = 50 MARKS

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