

Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

Set 24
Time: 2 hours

Paper Reference
ICT02/24

You must have:

- ResponsesSet24L2
- SalesSet24L2
- SandwichSet24L2
- ImagesSet24L2

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 ►

W49516A

©2016 Pearson Education Ltd.

1/1/1/1



PEARSON

Background

Teale WorriLOW runs *Teale's Sandwich Company*.

She wants to advertise what the company offers to customers.

Your task is to help Teale by:

- gathering information
- calculating income
- producing a presentation.

Getting started

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

These are:

- ResponsesSet24L2
- SalesSet24L2
- SandwichSet24L2
- ImagesSet24L2

Mark allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	19 marks
	Task 3	17 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 must use the internet for this section only.

Task 1 – Sandwiches

Teale wants some information for a presentation.

Open **ResponsesSet24L2**

Enter your name, candidate number and centre number.

The word 'sandwich' has been linked to a story about the 4th Earl of Sandwich.

- (a) Use an internet search engine to find an image of the 4th Earl of Sandwich.

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

Paste the screen shot into **ResponsesSet24L2**

Complete the table in **ResponsesSet24L2**

(4)

- (b) Use the internet to find:

- the name of the 4th Earl of Sandwich
- the country where the 'banh mi' sandwich was first produced.

Complete the table in **ResponsesSet24L2**

(2)

Resave **ResponsesSet24L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A completed copy of **ResponsesSet24L2** saved in your test folder.*

(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 – Weekly sales

SalesSet24L2 stores details of sales of the top ten sandwich fillings for one week.

Open **SalesSet24L2**

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

- (a) Enter a formula for **Mexican Tuna** to calculate:
- (i) the **Total sold** (1)
 - (ii) the **Average daily sales** (2)
- (b) The price for a sandwich is stored in cell **A17**
Enter a formula to calculate the **Total weekly income** for **Mexican Tuna** (2)
- (c) The target income is stored in cell **A20**
Teale wants to know if the total weekly income was greater than the target income for any filling.
Use a spreadsheet function to display 'Yes' if the **Total weekly income** was greater than the target income and 'No' if it was not. (3)
- (d) Replicate the formulae for each filling. (2)
- (e) Highlight the filling that has the highest **Total weekly income** (1)

(f) Format the spreadsheet:

- format **Average daily sales** to 1 decimal place
- format currency values to show £ and 2 decimal places
- add any other formatting so that it is consistent, clear and easy to understand.

(3)

Evidence

The completed spreadsheet saved in your test folder.

Remember

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

(g) Create a pie chart to show the sales of coronation chicken for each day.

Add data labels to show the number sold for each day.

Format the chart so that it is clear and easy to read.

Save the chart as a separate worksheet within **SalesSet24L2**

(5)

Evidence

*A copy of your **chart** saved as a separate worksheet within **SalesSet24L2** saved in your test folder.*

Remember

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

(Total for Task 2 = 19 marks)

Task 3 – Presentation

Teale wants a presentation to advertise her sandwiches to customers.

The presentation must:

- have a title slide and **three** other slides
- be clear and easy to read
- be fit for purpose and audience.

It must include:

- relevant text selected from **SandwichSet24L2**
- the information you found in **Section A, Task 1(b)**
- the image you found in **Section A, Task 1(a)**
- the chart you created in **Section B, Task 2(g)**
- the logo from **ImagesSet24L2** on all slides
- **one** other suitable image selected from **ImagesSet24L2**

Create the presentation.

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

Save the presentation with a meaningful file name in your test folder.

Evidence

A copy of the presentation saved in your test folder.

Remember

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

(Total for Task 3 = 17 marks)

Task 4 – Prepare an email

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

Prepare an email to Teale attaching a copy of **SalesSet24L2**

Include a message telling Teale the sandwich filling that had the highest total weekly income.

Her email address is teale@2016worrilow.co.eu

Produce a screen shot showing the email you have prepared.

Save the screen shot in your test folder using a meaningful file name.

Evidence

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

Make sure the screen shot 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 = 4 marks)

Task 5 – Using ICT

Answer this question in the space provided in **ResponsesSet24L2**

Open **ResponsesSet24L2**

- (a) Teale has some music on her laptop that she wants to include in the presentation.

When she presses the play button, the music plays but no sound comes out of the speakers.

Give **two** checks she could make to try to resolve the problem.

(2)

Evidence

*A completed copy of **ResponsesSet24L2** saved in your test folder.*

- (b) Teale wants a folder to store her advertisement files.

Create a new folder called **TSC Advertisements**

Move your spreadsheet **and** presentation **only** into the new folder.

(2)

Evidence

*A new folder called **TSC Advertisements**, containing your spreadsheet and presentation, saved in your test folder.*

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

Pearson Education Limited (Edexcel) gratefully acknowledges the following sources used in the preparation of this paper:

Image 1: Pearson Asset Library AL1185430

Credit line: Oleksiy Mark. Shutterstock

Image 2: Pearson Asset Library AL1103191

Credit line: Photographee.eu. Shutterstock

Image 3: Pearson Asset Library AL1134571

Credit line: Dale W. Brown. Shutterstock

Image 4: Chris Hurst

Every effort has been made to contact copyright holders to obtain their permission for the use of copyright material.

Edexcel will, if notified, be happy to rectify any errors or omissions and include any such rectifications in future editions.