Pearson Edexcel Functional Skills

Information and Communication Technology
Level 1

Set 19 **Time: 2 hours**	Paper Reference **ICT01/19**

You must have:
- ResponsesSet19L1
- IncomeSet19L1
- MenuSet19L1
- ImagesSet19L1

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

Ricardo Rovello owns the *Rovello Restaurant.*

Ricardo wants a new menu.

Getting Started

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

These are:

- ResponsesSet19L1

- IncomeSet19L1

- MenuSet19L1

- ImagesSet19L1

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 – Strawberries

Ricardo wants to know the number of calories in 100 grams of strawberries.

Open **ResponsesSet19L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the number of calories in 100 grams of strawberries.

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 **ResponsesSet19L1**

- completing the table in **ResponsesSet19L1**

Resave **ResponsesSet19L1** for use in **Section B, Task 3** and **Task 5**.

> **Evidence**
>
> *A completed copy of **ResponsesSet19L1** 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 – Income

IncomeSet19L1 shows how many of each menu item was sold last week.

The restaurant is closed on Sunday and Monday.

Open **IncomeSet19L1**

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

(a) Some **Sales** for **Saturday** have not been entered:

Strawberry cheesecake **14**

Apple crumble **13**

Chocolate profiteroles **2**

Enter this information on to the spreadsheet.

(3)

(b) Use a formula to calculate the **Total sales** for each menu item.

(2)

(c) Use a formula to calculate the **Income** for each menu item.

(2)

(d) Use a formula to calculate the **Total income** for last week.

(2)

(e) Format the spreadsheet.

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

(1)

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

(2)

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 chart to display the income for each menu item.

The chart must:

- be easy to understand

- be clearly labelled

- have an appropriate title

- be saved on a separate worksheet within your spreadsheet.

(8)

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 – Menu

(a) Ricardo wants a new menu for the restaurant.

It must be:

- **one** A4 page, portrait

- clear and easy to read

- fit for purpose.

The menu must include:

- all text from **MenuSet19L1**

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

- the logo from **ImagesSet19L1**

- **three** other appropriate images selected from **ImagesSet19L1**

Create the menu.

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

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

(16)

Evidence

A copy of your menu saved in your test folder.

Remember

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

(b) Answer this question in the space provided in **ResponsesSet19L1**

Ricardo makes the menu 'read only' to reduce the risk of other people changing it accidentally or on purpose.

Give **two other** ways Ricardo could reduce this risk.

(2)

Evidence

*A completed copy of **ResponsesSet19L1** saved in your test folder.*

(Total for Task 3 = 18 marks)

Task 4 – Email your menu

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

Ricardo wants to check the menu before he gives it to customers.

Prepare an email to Ricardo attaching a copy of your menu.

Include a message asking Ricardo to check that he is happy with the layout of the menu.

Ricardo's email address is ricardor@rovello.co.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 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 **ResponsesSet19L1**

Open **ResponsesSet19L1**

Ricardo wants to use a laptop to play music in his restaurant.

When he clicks on the play button, he can see the music is playing but no sound can be heard.

Identify **two** checks he could carry out.

(2)

> **Evidence**
>
> A completed copy of **ResponsesSet19L1** saved in your test folder.

(Total for Task 5 = 2 marks)

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