

Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

Set 20
Time: 2 hours

Paper Reference
ICT01/20

You must have:

- ResponsesSet20L1
- CharitySet20L1
- InformationSet20L1
- ImagesSet20L1

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

Staff from *TenTrees College* support a different charity each year.

This year they will raise money for Guide Dogs.

Holly Mills organises the fundraising events.

Getting started

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

These are:

- ResponsesSet20L1
- CharitySet20L1
- InformationSet20L1
- ImagesSet20L1

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 – Guide Dogs

Holly wants an information sheet for staff.

She needs the telephone number for General Enquiries for the Guide Dogs charity.

Open **ResponsesSet20L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the telephone number for General Enquiries for the Guide Dogs charity.

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 **ResponsesSet20L1**
- completing the table in **ResponsesSet20L1**

Resave **ResponsesSet20L1** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A completed copy of **ResponsesSet20L1** 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 – Charity Donations

Holly wants to know how much *TenTrees College* has donated to charity.

CharitySet20L1 shows the income and costs for the past four years.

- (a) Open **CharitySet20L1**

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

The information for the **Sponsored Walk** in **2015** has not been entered.

Event Income **2002.45**

Event Costs **750**

Enter this information onto the spreadsheet.

(2)

- (b) Use a formula to calculate the **Total Income** for each year.

(2)

- (c) Use a formula to calculate the **Total Cost** for each year.

(2)

- (d) Use a formula to calculate the **Charity Donation** for each year.

HINT: The charity donation is the total income minus the total cost.

(2)

- (e) Use a formula in cell **B22** to calculate the **Average Charity Donation**

(3)

- (f) Format the spreadsheet.

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

(1)

(ii) Add any other formatting that makes the spreadsheet easy to understand.

(1)

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.

(g) Create a chart to display the charity donation for each year.

The chart must:

- be clearly labelled
- be easy to understand
- have an appropriate title
- be saved on a separate sheet 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 – Information sheet

Holly wants an information sheet to tell staff about the charity fundraising.

Your task is to produce the information sheet.

(a) It must be:

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

The information sheet must include:

- the text from **InformationSet20L1**
- the telephone number you found in **Section A, Task 1**
- the **Average Charity Donation** you calculated in **Section B, Task 2(e)**
- the logo from **ImagesSet20L1**
- **two** other appropriate images selected from **ImagesSet20L1**

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

Save the information sheet in your test folder using a meaningful name.

(16)

Evidence

A copy of your information sheet saved in your test folder.

Remember

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

(b) Create a new folder called **TenTrees Charity** in your test folder.

Move **only** your information sheet into the new folder.

(2)

Evidence

*A new folder called **TenTrees Charity**, containing your information sheet, saved in your test folder.*

(Total for Task 3 = 18 marks)

Task 4 – Email your information sheet

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

Holly wants to check the information sheet before it is given to staff.

Holly's email address is: hollymills@tentreescollege.org.uk

Prepare an email to Holly attaching a copy of your information sheet.

Include a message asking Holly if the details about the parachute jump are correct.

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name 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 **ResponsesSet20L1**

Open **ResponsesSet20L1**

Holly tells you her logon password is **abigail**

This is the name of her daughter.

Give **two** ways Holly could make her password stronger.

Evidence

*A completed copy of **ResponsesSet20L1** 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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