

Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

Set 21

Time: 2 hours

Paper Reference

ICT01/21

You must have:

- ResponsesSet21L1
- CDcostSet21L1
- FlyerSet21L1
- ImagesSet21L1

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

Westborne History Society was founded in 1967.

They plan to release a CD of sounds of the town to celebrate their golden anniversary.

Nadia Hughes is organising the CD.

Getting Started

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

These are:

- ResponsesSet21L1
- CDcostSet21L1
- FlyerSet21L1
- ImagesSet21L1

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	16 marks
	Task 4	6 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 – Town crier

Nadia needs an image of a town crier for a flyer.

Open **ResponsesSet21L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find an image of a town crier.

Show how you did this by completing **ResponsesSet21L1** with:

- a screen shot of the search engine page and key words you typed in
- an image of a town crier
- the full website address (URL) that you used.

Resave the file **ResponsesSet21L1** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A completed copy of **ResponsesSet21L1** 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 – CD costs

The cost of producing the CD depends on how many are ordered.

CDcostSet21L1 gives the costs based on orders for 1500, 2000 and 3000 CDs.

(a) Open **CDcostSet21L1**

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

The motoring cost is £432 for any number of CDs ordered.

Enter:

- **Motoring** in cell **A14**
- **432** in cells **B14:D14**

(3)

(b) For each number of CDs ordered, calculate:

(i) the **Total Income**

(2)

(ii) the **Total Cost**

(2)

(iii) the **Profit**

HINT: The profit is the total income minus the total cost.

(2)

(c) Make sure the spreadsheet is clear and easy to understand.

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

(1)

(ii) Use any other formatting features to improve the presentation of the spreadsheet.

(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.

(d) Create a chart to display the six costs for each number of CDs ordered.

The chart must:

- be easy to understand
- have an appropriate title
- be saved on a separate sheet 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 – Advertising the CD

Nadia wants a flyer to tell people about the CD.

The flyer must be:

- **A5** portrait
- clear and easy to read
- fit for purpose and audience.

The flyer must include:

- the text from **FlyerSet21L1**
- the selling price of the CD from **CDcostSet21L1**
- the logo from **ImagesSet21L1**
- the image you found in **Section A, Task 1**
- **one** other appropriate image selected from **ImagesSet21L1**

Create the flyer.

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

Save the flyer with a meaningful file name.

Evidence

A copy of your flyer saved in your test folder.

Remember

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

(Total for Task 3 = 16 marks)

Task 4 – Email your flyer

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

Brione Woods is the secretary of *Westborne History Society*.

Her email address is `brione.woods@westbornehs.org.uk`

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

Include a message asking Brione to send the flyer to all past and present members of Westborne History Society.

Produce a screen shot showing the email that 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 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

(a) Create a new folder called **Sounds CD** in your test folder.

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

(2)

Evidence

*A new folder called **Sounds CD** containing only your spreadsheet and flyer, saved in your test folder.*

Open **ResponsesSet21L1**

Answer this question in the space provided in **ResponsesSet21L1**

(b) Nadia is concerned that the data on her computer may be at risk from viruses.

Give **two** ways she could minimise the risk to her data.

(2)

Evidence

*A completed copy of **ResponsesSet21L1** saved in your test folder.*

(Total for Task 5 = 4 marks)

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

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