

Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

Set 19

Time: 2 hours

Paper Reference

ICT02/19

You must have:

- ResponsesSet19L2
- ChannelSet19L2
- SponsorSet19L2
- ImagesSet19L2

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 ►

W48879A

©2015 Pearson Education Ltd.

1/1/1/1



PEARSON

Background

Kester Seagulls is a swimming club.

The members want to raise some money for the local hospital.

Quinton Shrives is organising a sponsored relay swim.

Your task is to help Quinton by:

- gathering information
- calculating swim distances
- producing a sponsor form.

Getting started

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

These are:

- ResponsesSet19L2
- ChannelSet19L2
- SponsorSet19L2
- ImagesSet19L2

Mark allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	18 marks
	Task 3	18 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 – The English Channel

Quinton wants information about swimming the English Channel for the sponsor form.

Open **ResponsesSet19L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find the name of the first woman to swim the English Channel.

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

Paste the screen shot into **ResponsesSet19L2**

Complete the table in **ResponsesSet19L2**

(4)

- (b) Use the internet to find:

- the date Captain Matthew Webb swam the English Channel
- how long it took him to swim from Dover to Calais.

Complete the table in **ResponsesSet19L2**

(2)

Resave **ResponsesSet19L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A completed copy of **ResponsesSet19L2** 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 – Relay swimmers

Quinton wants to calculate the distance for each swimmer in the relay.

ChannelSet19L2 contains details about the swimmers.

Open **ChannelSet19L2**

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

- (a) If their fitness level is less than 4, a swimmer cannot take part in the relay.

Use a spreadsheet function in column **F**, to display **No** if a swimmer cannot take part and **Yes** if they can.

(3)

Evidence

*The completed spreadsheet **ChannelSet19L2** saved in your test folder.*

- (b) Filter the data to show the details of swimmers who can take part.

Save the filtered list as a new spreadsheet with the file name **Swimming**

(2)

- (c) Quinton calculates the maximum swim distance for each swimmer using this formula:

Lung Capacity divided by **Age** and **Fitness Level** added together.

Calculate the Maximum Swim Distance for each swimmer in your filtered list.

(3)

- (d) Calculate the **Total Distance** in column **G** of the **Swimming** spreadsheet.

(2)

(e) Format the **Swimming** spreadsheet.

- Format the data in column **G** to one decimal place.
- Add any other formatting that makes the spreadsheet clear and easy to understand.

(3)

Evidence

*The completed spreadsheet **Swimming** saved in your test folder.*

(f) Using your filtered list, create a chart to show the maximum swim distance for each swimmer.

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

Save the chart as a separate worksheet within the **Swimming** spreadsheet.

(5)

Evidence

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

Remember

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

(Total for Task 2 = 18 marks)

Task 3 – Sponsor form

Quinton wants a sponsor form for the swimmers to use for the relay swim.

Your task is to create the sponsor form.

It must be:

- **one** side of A4, portrait
- clear and easy to use
- fit for purpose and audience.

The sponsor form must include:

- the title from **SponsorSet19L2**
- the text from **SponsorSet19L2**
- the information you found in **Section A, Task 1(a)** and **Task 1(b)**
- the logo from **ImagesSet19L2**
- **one** other suitable image from **ImagesSet19L2**
- a table with **five** columns and at least **ten** rows for sponsor details.

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

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

Evidence

A copy of your sponsor form saved in your test folder.

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Prepare an email

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

Prepare an email to Quinton attaching a copy of your sponsor form.

Include a message asking Quinton to confirm he is happy with the layout of the form.

His email address is: qshrives@kesterseagulls.org.uk

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 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 these questions in the spaces provided in **ResponsesSet19L2**

Open **ResponsesSet19L2**

- (a) Quinton wants to show a video at the next club meeting.

When he tests the video on his computer, he can see the picture but no sound comes out.

Identify **two** ways he could try to solve the problem.

(2)

- (b) Quinton wants to send a copy of the video to the club secretary.

The video is too large to send by email.

Give **two** ways he could send the video.

(2)

Evidence

*A completed copy of **ResponsesSet19L2** 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: Stefan Schurr. Shutterstock

Image 2: Jules Selmes. Pearson Education Ltd

Image 3: Monkey Business Images. Shutterstock

Image 4: Aleksandr Markin. Shutterstock

Image 6: Philip Pilosian. Shutterstock

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.