**Pearson Edexcel Functional Skills**

# Information and Communication Technology
## Level 2

| Set 20 | Paper Reference |
| Time: 2 hours | **ICT02/20** |

**You must have:**
- ResponsesSet20L2
- IncomeSet20L2
- SportSet20L2
- ImagesSet20L2

## 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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**PEARSON**

**Background**

Stefan Belrose runs a water sports company called *SB Beach Sports*.

Your task is to help Stefan by:

- gathering information for a presentation

- 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:

- ResponsesSet20L2

- IncomeSet20L2

- SportSet20L2

- ImagesSet20L2


**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 – Windsurfing**

Stefan wants some information about windsurfing for a presentation.

Open **ResponsesSet20L2**

Enter your name, candidate number and centre number.

(a) Use an internet search engine to find an image of a windsurfer.

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

Paste the screen shot into **ResponsesSet20L2**

Complete the table in **ResponsesSet20L2**

**(4)**

(b) Windsurfing became a summer Olympic sport for women in 1992.
Use the internet to find:

- the city where the 1992 Summer Olympics were held

- the name of the woman who won the windsurfing gold medal in the 2012 Olympics.

Complete the table in **ResponsesSet20L2** with your answers.

**(2)**

Resave **ResponsesSet20L2** for use in **Section B**, **Task 3** and **Task 5**.

*Evidence*

*A completed copy of **ResponsesSet20L2** 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 – Income**

**IncomeSet20L2** contains the number of customers booked for each sport throughout the year.

Open **IncomeSet20L2**

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

    (a) Calculate the **Income** for each sport for January.

**(2)**

    (b) Calculate the **Total income** for January.

**(2)**

    (c) The target income per month is stored in cell **B23**

        Stefan wants to know if the target was met each month.

        Use a spreadsheet function to display 'Met' if the **Total income** was equal to or greater than the target and 'Not met' if it was not.

**(3)**

    (d) Replicate the formulae for each sport for each month.

**(2)**

    (e) Format the spreadsheet:

- format all currency values to show £

- add any other formatting so that it is consistent, clear and easy to understand.

**(2)**

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*Evidence*

*The completed spreadsheet saved in your test folder.*

*Remember*

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

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(f) Filter the spreadsheet to show **only** the information for the months when the **Total income** was more than £11000

Save the filtered spreadsheet as **High Income**

(2)

> **Evidence**
>
> A copy of your **filtered** spreadsheet saved as **High Income** in your test folder.
>
> **Remember**
>
> Make sure your name, candidate number and centre number are in the footer.

(g) Use your filtered list to create a suitable chart to show the total income for each month.

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

Save the chart as a separate worksheet within **High Income**

(5)

> **Evidence**
>
> A copy of your **chart** saved as a separate worksheet within **High Income** 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 – Presentation**

Stefan wants a presentation to advertise the beach sports on offer.

The presentation must:

- have a title slide and **three** other slides

- be fit for audience and purpose

- be clear and easy to read.

It must include:

- relevant text selected from **SportSet20L2**

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

- the logo from **ImagesSet20L2** on all slides

- the image you found in **Section A**, **Task 1(a)**

- **two** other suitable images selected from **ImagesSet20L2**

Create the presentation.

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

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

> *Evidence*
>
> *A copy of your presentation 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 Stefan attaching a copy of **IncomeSet20L2**

Include a message asking Stefan if the price for each sport is up to date.

His email address is stefan@sbbs2008.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 these questions in the spaces provided in **ResponsesSet20L2**

Open **ResponsesSet20L2**

    (a)  Your presentation contains an image that you downloaded from the internet.

        Stefan does not want to break the law when he uses the image.

        Identify **two** actions Stefan could take before the presentation is published.

**(2)**

    (b) Stefan tries to print your spreadsheet, but nothing happens.

        He has checked that the printer is switched on.

        Give **two other** checks he could carry out to try to resolve the problem.

**(2)**

> **Evidence**
>
> *A completed copy of **ResponsesSet20L2** saved in your test folder.*

**(Total for Task 5 = 4 marks)**

**TOTAL FOR SECTION B = 44 MARKS**
**TOTAL FOR TEST = 50 MARKS**