

Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

Set 21

Time: 2 hours

Paper Reference

ICT02/21

You must have:

- ResponsesSet21L2
- OrderSet21L2
- FMTextSet21L2
- ImagesSet21L2

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

Footy Memories is an online business selling football memorabilia, such as old programmes and signed football shirts.

Jo Brannigan owns *Footy Memories*.

Your task is to help Jo by:

- gathering information
- completing a spreadsheet about orders
- producing a newsletter.

Getting Started

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

These are:

- ResponsesSet21L2
- OrderSet21L2
- FMTextSet21L2
- ImagesSet21L2

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 – Newsletter research

Jo needs some information for the newsletter.

Open **ResponsesSet21L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find an image of the old Wembley Stadium.

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

Paste the screen shot into **ResponsesSet21L2**

Complete the table in **ResponsesSet21L2**

(4)

- (b) Use the internet to find:

- the name of the white horse at the 1923 FA Cup Final
- the date of the first Women's FA Cup Final held at Wembley Stadium.

Complete the table in **ResponsesSet21L2**

(2)

Resave **ResponsesSet21L2** for use in **Section B, Task 3** and **5**.

Evidence

*A completed copy of **ResponsesSet21L2** 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 – Orders

OrderSet21L2 contains details of the customer orders for *Footy Memories*.

Open **OrderSet21L2**

It has two worksheets, **Orders** and **Delivery**

Enter your name, candidate number and centre number in the footer of the **Orders** worksheet.

- (a) Value Added Tax (VAT) is added to the **Basic Cost** of an order.

VAT is charged at 20%.

Enter a formula to calculate the **Cost including VAT** for each order.

(2)

- (b) The **Delivery Charge** depends on the **Delivery Code**

The charge for each code is shown in the **Delivery** worksheet.

Enter a formula to calculate the **Delivery Charge** for each order.

(3)

- (c) Enter a formula to calculate the **Total Cost** for each order.

(2)

- (d) Format the **Orders** worksheet so that it is clear and easy to understand.

(3)

Resave the spreadsheet in your test folder.

Evidence

*The spreadsheet **OrderSet21L2** saved in your test folder.*

Remember

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

- (e) Filter the table in the **Orders** worksheet to show only the orders that have a delivery code of **F**

Save the spreadsheet with the file name **Free Delivery**

(2)

Evidence

The spreadsheet **Free Delivery** saved in your test folder.

Remember

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

- (f) Use your filtered list to create a suitable chart to show the total cost of orders that have free delivery.

Identify each order by **Order Number**

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

Save the chart as a separate worksheet within the **Free Delivery** spreadsheet.

(6)

Evidence

A copy of your **chart** saved as a separate worksheet within the **Free Delivery** 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 – Newsletter

Jo wants a newsletter to hand out at football matches.

It must:

- fit to **one** side of A4, portrait
- be formatted in columns
- be fit for purpose.

The newsletter must include:

- the text from **FMTextSet21L2**
- the information you found in **Section A, Task 1(b)**
- the image you found in **Section A, Task 1(a)**
- **one** other suitable image from **ImagesSet21L2**
- the logo from **ImagesSet21L2**

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

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

Evidence

A copy of the newsletter 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.

Jo needs to check the newsletter before it is printed.

Prepare an email to Jo attaching a copy of your newsletter.

Include a message asking Jo if she is happy with the images used.

Her email address is: jbrannigan@fm12345.org.uk

Produce a screen shot showing the email that 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 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

- (a) Jo would like a new folder to store order information.

Create a new folder called **FM Customer Orders**

Move **only** the spreadsheets into the new folder.

(2)

Evidence

*A new folder called **FM Customer Orders**, containing only the spreadsheets, saved in your test folder.*

Answer this question in the space provided in **ResponsesSet21L2**

Open **ResponsesSet21L2**

- (b) Jo has some printed photographs of 1970's football teams she would like to include in the next newsletter.

(i) Identify **one** device Jo could use to input the photographs to her computer.

(1)

(ii) Give **one** action Jo could take before using the photographs in the newsletter so she does not break the law.

(1)

Evidence

*A completed copy of **ResponsesSet21L2** saved in your test folder.*

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

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