

ICT Level 1

Practice Assessment

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Time: 2 hours

Materials required

Camdale Graphics
Camdale Data L1
Camdale PPT L1

Information for learners

There are three tasks in this paper totalling 90 marks.
The time stated above includes time for printing and collating your work.

Advice to learners

Read the scenario and all the tasks carefully.
Work through all the tasks.
Attempt all the tasks.
Take breaks away from the computer from time to time.
Label your printouts clearly as instructed.

The practice assessment consists of three tasks:

	Marks	Recommended time allowed – up to
Task 1: Price list for the Tea Room Poster for Nature Trail Event	30	40 minutes
Task 2: Spreadsheet – data view Spreadsheet – formula view Pie Chart	35	50 minutes
Task 3: Presentation to advertise the Park details	25	30 minutes
Total Marks	90	120 minutes

Labelling and printing:

In a test situation, you **MUST** enter your name, candidate number and centre number **BEFORE PRINTING**, in addition to any other information required in the task. Printouts with handwritten names will not be marked.

Print directly from the software you use for the task.

Scenario:

Camdale Country Park has just re-opened after refurbishment.

- The new Park Manager is Tim Watson. He wants to promote the use of the Park as part of a programme focused on healthy living and to encourage people to learn more about the woodland environment.
- The new Tea Room is managed by Sally Kent. It sells a small range of cakes, sandwiches and drinks.
- James Marshall, the Event Organiser, has planned a Nature Trail Event.

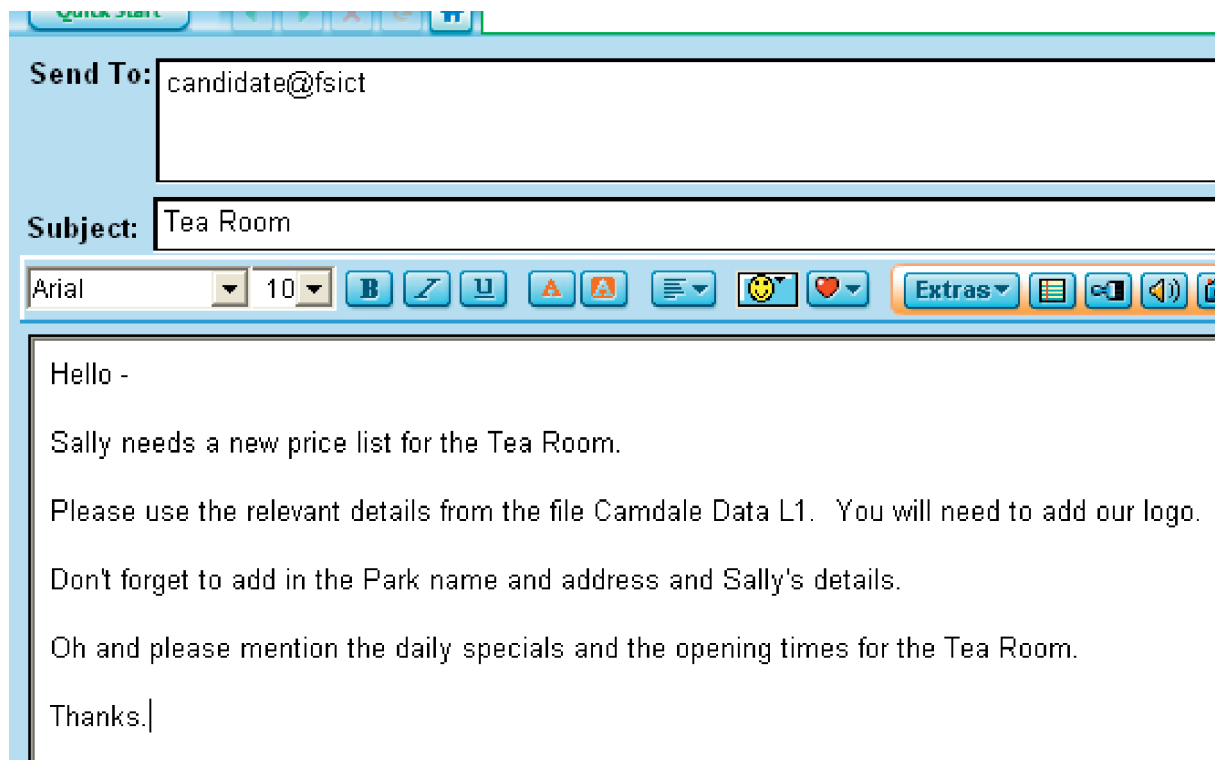
You work for Tim Watson and will carry out three tasks:

- Create a price list for the Tea Room and produce a poster to advertise the Nature Trail Event
- Create a spreadsheet to keep track of Tea Room sales
- Produce a presentation to advertise the Park details

TASK 1: PRICE LIST FOR TEA ROOM AND POSTER FOR NATURE TRAIL EVENT

Activity 1

You have received this email:



	tick when completed	
1	OPEN the files Camdale Data L1 and Camdale Graphics.	
2	OPEN a new word processing document and save it as Price List.	
3	COPY AND PASTE the relevant data from Camdale Data L1.	
4	ADD in a comment about the daily specials on offer.	
5	INSERT the logo.	
6	FORMAT the price list to fit on one side of A4.	
7	INSERT your name, candidate number and centre number in the footer.	
8	SAVE the Price List.	
9	PRINT a copy of the Price List.	

Reminder:

- Check your spelling
- Use a suitable layout
- Use a suitable font
- Use correct capitalisation

Activity 2

James has sent you a note about the poster he wants to advertise the Nature Trail Event:

Hí,

Here are some notes about the Nature Trail Event planned for the second Saturday in March. Please can you produce a poster for me.

Saturday 14 March 2009 from 10.00 a.m. to 2.00 p.m.
(only £5.00 including lunch and insurance)

For children aged 8-14 years, then come along and discover what's in your country park!

"See how many woodland animals and insects you can see on your walk with one of our Woodland Guides!

Enter our competition to see who can record the most sightings. Bring your camera and take photographs!"

Registration forms, in person, from the Tea Rooms and Park Office (or you can apply by post, telephone or e-mail to the address above).
Contact: James Marshall, 05987 908908, extension 121, for more details.

Closing date: Saturday 7 March 2009

You will find some images in the file Camdale Graphics.

Oh - and please can you remember to include the Park logo, name and address.

Thank you!

	tick when completed	
1	OPEN a new file using suitable software (word processing or desktop publishing).	
2	SAVE the file with the name Poster.	
3	CREATE the poster to advertise the event: <ul style="list-style-type: none"> • Insert the logo and park details • Insert the details of the event, using the notes from James • Insert a suitable image 	
4	INSERT your name, candidate number and centre number in the footer.	
5	SAVE the poster.	
6	PRINT a copy of the poster.	

Reminder:

- Check your spelling
- Use a suitable layout
- Use a suitable font
- Use correct capitalisation

TOTAL FOR TASK 1: 30 MARKS

TASK 2: SPREADSHEET TO KEEP TRACK OF TEA ROOM SALES

Tim wants to track sales in the Tea Rooms. You need to create a spreadsheet to calculate the sales of the different types of item available.

	tick when completed																																				
1	OPEN a blank spreadsheet.																																				
2	ENTER the title: Tea Room Sales for October.																																				
3	USE these column headings: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Item</th> <th style="width: 15%;">Week 1</th> <th style="width: 15%;">Week 2</th> <th style="width: 15%;">Week 3</th> <th style="width: 15%;">Week 4</th> <th style="width: 15%;">Week 5</th> <th style="width: 15%;">Total Sold</th> </tr> </thead> </table>	Item	Week 1	Week 2	Week 3	Week 4	Week 5	Total Sold																													
Item	Week 1	Week 2	Week 3	Week 4	Week 5	Total Sold																															
4	ENTER this information: <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 25%;">Sandwiches</td> <td style="width: 12.5%;">150</td> <td style="width: 12.5%;">200</td> <td style="width: 12.5%;">175</td> <td style="width: 12.5%;">147</td> <td style="width: 12.5%;">205</td> </tr> <tr> <td>Cakes</td> <td>100</td> <td>75</td> <td>146</td> <td>155</td> <td>187</td> </tr> <tr> <td>Tea</td> <td>200</td> <td>206</td> <td>195</td> <td>160</td> <td>182</td> </tr> <tr> <td>Coffee</td> <td>100</td> <td>150</td> <td>165</td> <td>120</td> <td>138</td> </tr> <tr> <td>Soft Drinks</td> <td>200</td> <td>144</td> <td>156</td> <td>170</td> <td>190</td> </tr> <tr> <td>Crisps and Sweets</td> <td>157</td> <td>176</td> <td>134</td> <td>178</td> <td>154</td> </tr> </tbody> </table>	Sandwiches	150	200	175	147	205	Cakes	100	75	146	155	187	Tea	200	206	195	160	182	Coffee	100	150	165	120	138	Soft Drinks	200	144	156	170	190	Crisps and Sweets	157	176	134	178	154
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Crisps and Sweets	157	176	134	178	154																																
5	ENTER a formula in the Total Sold column to calculate the total cost for each item. (The Total Sold is the sum of the sales for each week.)																																				
6	COPY this formula down for all the other items.																																				
7	FORMAT the cells to 0dp.																																				
8	ENTER, in the next column, a formula which uses a function to calculate the average number of sandwiches sold in October.																																				
9	COPY this formula down to calculate the average number sold for all the other items.																																				
10	LABEL this column Average Number Sold .																																				
11	SORT the data on Average Number sold in descending order of popularity.																																				
12	INSERT your name, candidate number, centre number and today's date in the footer.																																				
13	SAVE the spreadsheet as Tea Room Sales.																																				
14	PRINT the spreadsheet in data view. Make sure it fits on one A4 page.																																				
15	DISPLAY the spreadsheet in formula view.																																				
16	PRINT the spreadsheet in formula view. Use landscape orientation and show the gridlines and row and column headers. Make sure it fits on one A4 page.																																				

		tick when completed
17	CREATE a pie chart that shows the average number of each item sold in October.	
18	SAVE the pie chart.	
19	INSERT your name, candidate number and centre number in the footer.	
20	PRINT the pie chart.	

Reminder:

- Check that all the data has been entered accurately
- Check that the printouts display all the information in full
- Make sure the spreadsheet is easy to read and looks 'professional'
- Use a suitable layout
- Use a suitable font
- Use a suitable chart title, label and/or legend
- Use correct capitalisation
- Use the correct column width or wrap the text appropriately

TOTAL FOR TASK 2: 35 MARKS

TASK 3: PRESENTATION TO ADVERTISE THE PARK DETAILS

You have received this request from Tim:

I would like you to produce a scrolling presentation, which can be set up in the Visitor Area to advertise the Park facilities.

I would like the following to appear in the same position on each slide:

- The Park logo in the top left hand corner
- One suitable graphic chosen from the Camdale Graphics file

Please include the following slides:

Slide 1 – Our Park name, a welcome and an image of the Park.

Slide 2 – Park opening times.

Slide 3 – The Tea Rooms opening times, an idea of what they sell and a comment that will encourage visitors to stay for refreshments.

Slide 4 – Staff names.

		tick when completed
1	USE a suitable application to produce the presentation. It must: <ul style="list-style-type: none"> • Consist of 4 slides • Have the Park logo in the same position on each slide • Have the slide number at the bottom of each slide There is no need to include transitions or animations in your presentation.	
2	OPEN the files Camdale PPT L1 and Camdale Graphics.	
3	SELECT relevant information and suitable images from these files to use in your presentation.	
4	SAVE your presentation as Camdale Park.	
5	PRINT the presentation as a handout with two slides per A4 page.	
6	MAKE SURE your name, candidate number and centre number are inserted in the footer of each page.	
7	You do not have to print it in colour.	

Reminder:

- Check your spelling
- Choose a suitable image for each slide and make sure it is a sensible size and in the correct position
- Make sure the text is easy to read at a distance – use a sensible layout
- Make sure the slides are consistent
- Remember who will see the presentation
- Use a suitable font
- Use correct capitalisation

TOTAL FOR TASK 3: 35 MARKS

You have reached the end of the practice assessment. Ensure you have the following printouts:

Task 1:

- Price List
- Poster

Task 2:

- Spreadsheet in data view
- Spreadsheet in formula view
- Pie Chart

Task 3:

- Presentation

Remember – in a test situation, your name, candidate number and centre number must be printed in the footer. Printouts with handwritten names will NOT be marked.

TOTAL FOR PAPER: 90 MARKS

Functional skills pilot ICT

L1 mark scheme

Task 1

Activity 1

Marking point	Task	Mark
Camdale Country Park Tea Room Price List		
1	Suitable logo	1
2	Image in proportion when resized and in an appropriate location (top of page left, right or centre)	1
3	The address of the Park – accurate spelling and capitalisation	1
4	The name of the Tea Room Manager – accurate spelling and capitalisation	1
5	The details of the items on sale – at least two from each category – ignore spelling and capitalisation	1
6	Price list includes all the items in the data file – accurate spelling and capitalization	1
7	Comment about 'daily specials'	1
8	Opening times of the Tea Room – check accuracy for a.m. and p.m.	1
9	Page orientation – portrait	1
10	Check the price list for fitness for purpose. The logo, name and address should not take up more than the top 10–15% of the page. Suitability of font. Use of white space and layout.	1
Total marks for Activity: 10		

Activity 2:

Marking point	Task	Mark
Create a poster to advertise the Nature Trail Event.		
1	Poster advertises Nature Trail Event	1
2	The date – check accuracy, must include day	1
3	The time – check accuracy, must include a.m. and p.m.	1
4	The cost – check accuracy must include £	1
5–7	Details of how to register : – Must mention Registration Forms – Details of where to get the forms – James Marshall and telephone number	1 1 1
8	The age range	1

Marking point	Task	Mark
9	The closing date	1
10	Suitable graphic	1
11	Graphic suitable size and proportions retained	1
12–14	Further information that might encourage young people to come along: <ul style="list-style-type: none"> – comment on woodland animals and insects – comment on competition – comment on camera/photographs 	1 1 1
15–16	Font <ul style="list-style-type: none"> – Nature Trail Event stands out as is bigger than other text on poster – Other text is consistent and a suitable size and type (according to importance of information). 	1 1
17	Appropriate layout and use of white space.	1
18–19	Spelling and grammar: <ul style="list-style-type: none"> – No errors – Up to 3 errors 	2 or 1
20	Check the poster for a sense of audience and purpose.	1
Total marks for Activity: 20		

Total Marks for Task: 30

Task 2

Marking point	Task	Mark
Create a spreadsheet for Tim Watson to record Tea Room sales data		
1	Layout matches given design/outline	1
2	Headings are bold	1
3	Text used for the data labels is wrapped if necessary, e.g. Crisps and Sweets	1
4	Heading labels centred	1
5–6	Test data entered: – no errors – up to 2 errors	2 or 1
7	Data in correct cells	1
8	Data formatted to 0dp	1
9–10	Function (=SUM), to calculate the total of each item that was sold in the column: Total Sold – Formula uses =SUM(RANGE) – Formula entered e.g. = A1+B1+C1/or anything else that works	2 or 1
11	Formula copied down to all items	1
12–13	Function (=AVERAGE), to calculate the average number of each item sold in the next available column: – Formula uses =AVERAGE(RANGE) – Formula entered e.g. =A1/5 or anything else that works	2 or 1
14–16	Column label correctly entered as given Average Number Sold (check spelling) – Make the text bold – Wrap the text	1 1 1
17	Spreadsheet print in data view (Print 1) Data sorted on Average Number Sold in descending order of popularity (showing values)	1
18	Print shows gridlines only	1
19	In formula view (Print 2) and fits to one page of A4	1
20	Page orientation is landscape	1
21	Shows the gridlines and row and column headers	1
22	Title entered as given in cell A1: Tea Room Items Sold (check spelling and caps)	1
23	Title bold and underlined	1
24	Title Arial Size 14 (or larger than rest of data/text)	1
25	All the data can be seen/no truncation	1

Marking point	Task	Mark
Pie Chart		
26–27	Correct Pie Chart Or any chart or graph	2 or 1
28	Graph shows only Item and Average Number Sold	1
29–30	Chart has suitable title – must include Average and October – Title present/suitable/accurate spelling and caps – Attempt at title	2 or 1
31	Shows the data levels	1
32	Shows percentages	1
33	Make sure the chart has no unnecessary data	1
34	Make sure that all the data can be seen/no overlap or truncation	1
35	Fit for purpose for display – no errors or amendments required	1
Total marks for Task: 35		

Task 3

Marking point	Task	Mark
Create a suitable multimedia presentation advertising the Park facilities and details, which can be set to scroll continuously in the Visitor Area		
1	Evidence that Master Slide used – logo exactly same size and location on all slides.	1
2	Same logo used as in word processing files	1
3	Logo in top left hand corner	1
4	Logo proportions retained	1
5	Page orientation is landscape	1
6–8	Slide 1: – Camdale Country Park (in full, spelling and caps correct) – Some indication of ‘welcome’ – Image of Park (proportions retained)	1 1 1
9–10	Slide 2: – Park opening times – summer and winter – Only summer or winter or no indication of which one	2 or 1
11–14	Slide 3: – Tea Rooms opening times – Indication of items sold – Mention of daily specials – Persuasive comment about the Tea Rooms	1 1 1 1
15–18	Slide 4: – Details of staff – 1 mark for each member included – Job title included (any)	Max 3 1
19	Good use of layout and white space, e.g. information not all squashed together; can be read easily – across all 4 slides	1
20	The logo is consistent across all 4 slides	1
21	Font for size, style is consistent across all 4 slides	1
22	Information has been spell checked and grammar checked	1
23	Print – 2 slides to a page	1
24–25	Check the presentation for fitness for purpose – all of the above No more than 3 errors (e.g. spelling or grammar mistakes)	3 or 2
Total marks for Task: 25		

Total Marks for Assignment: 90