

Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 1

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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A new canoe club has opened.

It wants a **poster**.

The poster must tell people how to find out about the canoe club.

You have been given a poster that has been started.

You must finish the poster.

Getting ready

- 1 Make sure you are sitting comfortably.

Make sure you work safely at all times during the task.

(1)

- 2 Start the computer system.

(1)

(Total = 2 marks)

During the task

- 1 You will get a mark for using software applications.

(1)

(Total = 1 mark)

Make a poster

1 You have been sent an email or text message.

It tells you where people can find out more about the canoe club.

Open the email or text message.

(3)

2 Open the poster **CanoeEL1**.

Use the information in the email or text message to:

- add the address to the poster
- correct the phone number on the poster

(2)

3 The poster contains an image.

Label the image so that people know what it is.

(2)

(Total = 7 marks)

Finishing off

Ask your assessor to help you save the poster.

Ask your assessor to help you print the poster.

Make sure your name is on the printout.

Hand in your printout.