Edexcel Functional Skills – Entry 2

ICT
Entry 2
Set 3

Controlled Assessment Material
Valid from September 2010 to August 2011

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A fire station is having an Open Day.

The fire station needs a **poster**.

A poster has been started and you need to finish it.

Getting ready

1 Make sure you are sitting comfortably.

(1)

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

(1)

2 Start the computer system.

(1)

(Total = 3 marks)

During the task

1 You will get marks for:

- using the computer

(1)

- using software applications.

(2)

(Total = 3 marks)

Make a poster

1 You have received an email message.

The message contains information to use in the poster.

Open and read the email message.

(3)

2 Send a reply to the email saying that you have read the message.

(1)

3 Open the file **PosterEL2**.

Use the information in the email message to:

- add the missing information to the poster

- change any information on the poster that is wrong.

(3)

4 The poster needs **two** images.

(a) Use the file **HeadingEL2Set3** to find a suitable heading to put in the poster.

Put your chosen heading in the poster.

(b) Use the file **ImageEL2Set3** to find a suitable image to put in the poster.

Put your chosen image in the poster.

(3)

5 Make the poster look good.

You could use some of the following:

- alignment

- colours

- different fonts

- font styles

- font sizes

- any other formatting.

(4)

(Total = 14 marks)

Finishing off

Ask your assessor to help you to save the poster.

Ask your assessor to help you to print the poster.

Make sure your name is on the printout.

Hand in your printout.