

Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 2

Controlled Assessment Material

Valid from September 2010 to August 2011

Turn over ►

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B-Fit gym needs a membership application form.
The design of the form has been started.
You must complete the design.

Your assessor will give you a USB memory stick. The memory stick contains the files for this task.

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 software applications (1)
 - using interface features (1)
 - changing software settings (1)
 - opening and saving files (2)

(Total = 5 marks)

Work out the membership price

You will need the membership price for the form.

The USB memory stick contains a spreadsheet with details of B-Fit gym costs.

- 1** Open the file **MemberPriceEL3** stored on the USB memory stick.

(2)

Enter your name in cell **A1**.

- 2** The annual insurance cost is now £12.

(a) Change the annual insurance cost in the spreadsheet.

(1)

(b) Enter a formula in cell **B8** to calculate the total of the costs in cells **B4** to **B7**.

(1)

Cell **E3** now shows the **Monthly Membership Price**. You will need this later.

- 3** Save the spreadsheet.

Print the spreadsheet.

(1)

(Total = 5 marks)

Design the membership application form

The USB memory stick contains files that you will need to design the form.

1 Open the file **GymPosterEL3** stored on the USB memory stick.

Open the file **MemberFormEL3** stored on the USB memory stick.

(a) Use the information given in **GymPosterEL3** to complete the membership application form.

Find and insert in **MemberFormEL3**:

- the gym logo
- the postcode
- the name of the person to contact for information
- their email address.

Make sure that all this information is in a suitable place on the form.

(6)

(b) Use the internet to find a suitable image of **gym equipment**.

Insert your chosen image in a suitable place on the form.

(4)

2 You worked out the **Monthly Membership Price** in your spreadsheet.

Enter that price in a suitable place in **MemberFormEL3**.

(1)

3 (a) Format the layout of the form so that it looks good.

You could use:

- alignment
- borders
- colours
- fonts
- font styles
- font sizes
- any other formatting

(4)

(b) Check the form for accuracy and meaning.

(1)

(c) Check that the form is suitable for use.

(1)

Enter your name at the bottom of the form.

4 Save the form.

Print the form.

(1)

(Total = 18 marks)

Send a message

The USB memory stick contains a **list of contacts** and a **message text file**.

The list of contacts is password protected.

You have received an email message.

The email message contains a password that will open the list of contacts.

- 1 Open and read the email message. (1)
- 2 Use the password in the email message to open the file **ManagersListEL3**. (1)
- 3 Open the file **EmailTextEL3** stored on the USB memory stick.
 - (a) Copy the information and paste it into a new email.

You worked out the **Monthly Membership Price** in your spreadsheet.

Enter that price in a suitable place in the email.

 (1)
 - (b) Use the list of contacts in the file **ManagersListEL3** to find the email address of the Training Manager. (2)
 - (c) Send the email to the Training Manager. (1)
- 4 You will receive a reply to your email.

Print this reply including your sent message.

 (1)

5 Close all documents and remove the USB memory stick safely.

Use the correct procedures to shut down your computer.

(2)

(Total = 9 marks)

Finishing off

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.