

Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 3

Controlled Assessment Material

Valid from September 2011 to August 2012

Turn over ►

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Tours-R-Us need a **booking form**.

The design of the booking 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)
 - opening and saving files. (2)

(Total = 4 marks)

Work out the booking fee for a coach trip

People pay a booking fee when they order tickets.

You will need the booking fee for the form.

The USB memory stick contains a spreadsheet with details of the coach trip costs.

- 1** Open the file **TripCosts12E3** stored on the USB memory stick.

(2)

Enter your name in cell **A1**.

- 2** The cost of the coach should be £25

(a) Change the cost of the coach in the spreadsheet.

(1)

(b) Enter a formula in cell **B9** to calculate the total of the costs in cells **B4** to **B8**

(1)

Cell **B12** now shows the **Booking Fee**. You will need this later.

- 3** Save the spreadsheet.

Print the spreadsheet in landscape format.

(2)

(Total = 6 marks)

Design the booking form

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

1 Open the file **AngelFlyer12E3** stored on the USB memory stick.

Open the file **BookingForm12E3** stored on the USB memory stick.

(a) Use the information given in **AngelFlyer12E3** to complete the booking form.

Find and insert in **BookingForm12E3**:

- the postcode of Tours-R-Us
- the name of the person to contact for information
- the contact phone number.

Make sure that all this information is in a suitable place on the booking form. (4)

(b) Find the company logo in **AngelFlyer12E3**

Insert this logo in a suitable place on the booking form. (2)

(c) Use the internet to find an image of the **Angel of the North**.

Insert your chosen image in a suitable place on the booking form. (4)

2 Find the **Booking Fee** in your spreadsheet.

Enter the **Booking Fee** in a suitable place on the booking form. (1)

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

You could use:

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

(4)

(b) Check the booking form for accuracy and meaning.

(1)

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

(1)

Enter your name at the bottom of the booking form.

4 Save the booking form.

Print the booking 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 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 message to open the file **Contacts12E3Set3** stored on the USB memory stick. (1)
- 3 Open the file **Email12E3Set3** stored on the USB memory stick.
 - (a) Copy the information and paste it into a new email.

You worked out the **Booking Fee** in your spreadsheet.

Enter the **Booking Fee** in a suitable place in the email. (1)
 - (b) Use the list of contacts in the file **Contacts12E3Set3** to find the email address of the Manager. (2)
 - (c) Send the email to the Manager. (1)
- 4 You will receive a reply to your email.

Print your sent message and the reply. (1)

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

Use the correct procedures to shut down your computer.

(2)

(Total = 9 marks)

Finishing off

Check that you have printed:

- the spreadsheet
- the booking form
- your sent email message and the reply.

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.