

Pearson Edexcel Functional Skills – Entry 2

ICT

Entry 2

Set 1

Controlled Assessment Material

Valid from September 2014 to August 2015

Learner name

Learner signature and date

Instructions

- Enter your name, candidate number and centre number on each page before printing.
- Complete all tasks.

Information

- You will be allowed up to 2 hours to complete the task.
- The total mark is 20.

Data Files required for the task

- Concert15E2Set1
- Heading15E2Set1
- Image15E2Set1

Advice

- Read each task carefully before you start to complete it.
- Keep an eye on the time.
- Try to complete each task.
- Check your work.

Turn over ►

W46265A

©2014 Pearson Education Ltd.

1/1/1



PEARSON

A friend has asked for help with an **advert**.

They want musicians to play in a concert.

An advert has been started. 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)

Finish the advert

- 1** You have received an email or text message.

The message contains information to use in the advert.

Open and read the message.

(3)

- 2** Send a reply saying that you have read the message.

(1)

- 3** Open the file **Concert15E2Set1**

Use the information in the message to:

- change any information on the advert that is different
- add the missing information to the advert.

(3)

- 4** The advert needs **two** images.

- (a) Find a suitable heading from the file **Heading15E2Set1**

Put your chosen heading on the advert.

- (b) Find a suitable image from the file **Image15E2Set1**

Put your chosen image on the advert.

(3)

5 Make the advert 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

(You may ask for help if you need it.)

Save the advert.

Print the advert.

Make sure your name is on the printout.

Hand in your printout.