

# Pearson Edexcel Functional Skills – Entry 3

## ICT

### Entry 3

### Set 2

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 40.

### Data Files required for the task

- Contacts15E3Set2
- Costs15E3Set2
- Email15E3Set2
- Factsheet15E3Set2
- Recipe15E3Set2

### 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* ►

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**PEARSON**

A college needs a **fact sheet** for a cooking class.

The design of the fact sheet 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 cost of making one pizza

You will need the cost of making one pizza for the fact sheet.

The USB memory stick contains a spreadsheet showing the cost of the ingredients used.

- 1** Open the file **Costs15E3Set2** stored on the USB memory stick.

Enter your name in cell **A1**

(2)

- 2** The cost of the olive oil is 10 pence.

(a) Change the cost of **Olive oil** in the spreadsheet.

(1)

(b) Enter a formula in cell **B12** to calculate the total of the costs in cells **B6** to **B11**

(1)

Cell **B12** now shows the **Cost of making one pizza**. You will need this later.

- 3** Save the spreadsheet.

Print the spreadsheet showing gridlines.

(2)

**(Total = 6 marks)**

## Design the fact sheet

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

- 1 Open the file **Recipe15E3Set2** stored on the USB memory stick. This file contains information for the fact sheet.

Open the file **Factsheet15E3Set2** stored on the USB memory stick.

- (a) Use the information given in **Recipe15E3Set2** to complete the fact sheet.

Find and insert in **Factsheet15E3Set2**:

- the cooking time
- the type of flour needed
- the amount of cheddar cheese.

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

(4)

- (b) Find the college logo in **Recipe15E3Set2**

Insert this logo in a suitable place on the fact sheet.

(2)

- (c) Use the internet to find an image of a **pizza**.

Insert the image in a suitable place on the fact sheet.

(4)

**2** You worked out the **Cost of making one pizza** in your spreadsheet.

Enter this in a suitable place on the fact sheet.

(1)

**3** (a) Format the layout of the fact sheet so that it looks good.

You could use:

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

(4)

(b) Check the fact sheet for accuracy and meaning.

(1)

(c) Check that the fact sheet is suitable for use.

Enter your name at the bottom of the fact sheet.

(1)

**4** Save the fact sheet.

Print the fact sheet.

(1)

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**(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 **Contacts15E3Set2** stored on the USB memory stick. (1)

**3** Open the file **Email15E3Set2** stored on the USB memory stick.

(a) Copy the information and paste it into a new email.

You worked out the **Cost of making one pizza** in your spreadsheet.

Enter that cost in a suitable place in the email. (1)

(b) Use the list of contacts in the file **Contacts15E3Set2** to find the email address of the Quality Manager. (2)

(c) Send the email to the Quality Manager. (1)

**4** You will receive a reply to your email.  
Print your sent message and the reply. (1)

**5** Close all the files and remove the USB memory stick safely.  
Use the correct procedures to shut down your computer. (2)

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**(Total = 9 marks)**

## **Finishing off**

Check that you have printed:

- the spreadsheet
- the fact sheet
- 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.