

# Pearson Edexcel Functional Skills – Entry 1

## ICT

### Entry 1

### 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 10.

### Data Files required for the task

- Raffle15E1Set2

### 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 playgroup needs a **flyer**.

The flyer must tell people about a raffle.

A flyer has been started. You must finish it.

### **Getting ready**

- 1** Make sure you are sitting comfortably.

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

(1)

- 2** Start the computer system.

(1)

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**(Total = 2 marks)**

### **During the task**

- 1** You will get a mark for using software.

(1)

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**(Total = 1 mark)**

## Finish the flyer

**1** You have been sent an email or text message.

It tells you about the raffle.

Open the message.

(2)

**2** Open the file **Raffle15E1Set2**

Use the information in the message to:

- change the day on the flyer
- add where you can buy tickets.

(3)

**3** The flyer contains an image.

Label the image so that people know what it shows.

(2)

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**(Total = 7 marks)**

## Finishing off

Ask your assessor to help you save the flyer.

Ask your assessor to help you print the flyer.

Make sure your name is on the printout.

Hand in your printout.