

Pearson Edexcel Functional Skills – Entry 2

ICT

Entry 2

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 20.

Data Files required for the task

- Heading15E2Set2
- Image15E2Set2
- Instructions15E2Set2

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

EziCook cookery school teaches people how to cook.

The school needs an **instruction sheet**.

The instruction sheet 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 instruction sheet

1 You have received an email or text message.

The message contains information to use in the instruction sheet.

Open and read the message.

(3)

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

(1)

3 Open the file **Instructions15E2Set2**

Use the information in the message to:

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

(3)

4 The instruction sheet needs **two** images.

(a) Find a suitable heading from the file **Heading15E2Set2**

Put your chosen heading on the instruction sheet.

(b) Find a suitable image from the file **Image15E2Set2**

Put your chosen image on the instruction sheet.

(3)

5 Make the instruction sheet 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 instruction sheet.

Print the instruction sheet.

Make sure your name is on the printout.

Hand in your printout.