

# 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 ►*

**W46266A**

©2014 Pearson Education Ltd.

1/1/1



**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.