

Pearson Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 3

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

- Contacts15E3Set3
- Email15E3Set3
- Information15E3Set3
- Meal15E3Set3
- Menu15E3Set3

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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F & T Pizza restaurant has special offers for customers.

They need a **menu**.

You must design the menu.

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 a Family Meal Deal

The menu will include the cost of a Family Meal Deal.

You will need the cost for the menu.

The USB memory stick contains a spreadsheet with details of the cost of the Family Meal Deal.

- 1 Open the file **Meal15E3Set3** stored on the USB memory stick.

Enter your name in cell **A1**

(2)

- 2 The cost of ice cream is £3

(a) Change the cost of **Ice cream** in the spreadsheet.

(b) Enter a formula in cell **B11** to calculate the total of cells **B4** to **B10**

(1)

Cell **B11** now shows the **Cost of Family Meal Deal**. You will need this later.

(1)

- 3 Save the spreadsheet.

Print the spreadsheet showing the gridlines.

(2)

(Total = 6 marks)

Design the menu

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

- 1 Open the file **Information15E3Set3** stored on the USB memory stick.
This file contains information for the menu.

Open the file **Menu15E3Set3** stored on the USB memory stick.

- (a) Use the information given in **Information15E3Set3** to complete the menu.

Find and insert in **Menu15E3Set3**:

- the branch address
- when the Family Meal Deal is available
- what the offer does not include.

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

(4)

- (b) Find the logo in **Information15E3Set3**

Insert this logo in a suitable place on the menu.

(2)

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

Insert the image in a suitable place on the menu.

(4)

- 2 You worked out the **Cost of Family Meal Deal** in your spreadsheet.

Enter this in a suitable place on the menu.

(1)

3 (a) Format the layout of the menu so that it looks good.

You could use:

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

(4)

(b) Check the menu for accuracy and meaning.

(1)

(c) Check that the menu is suitable for use.

Enter your name at the bottom of the menu.

(1)

4 Save the menu.

Print the menu.

(1)

(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 **Contacts15E3Set3** stored on the USB memory stick. (1)

3 Open the file **Email15E3Set3** stored on the USB memory stick.

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

You worked out the **Cost of Family Meal Deal** in your spreadsheet.

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

(b) Use the list of contacts in the file **Contacts15E3Set3** to find the email address of the Branch Manager. (2)

(c) Send the email to the Branch 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)

(Total = 9 marks)

Finishing off

Check that you have printed:

- the spreadsheet
- the menu
- 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.