

Pearson Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 1

Controlled Assessment Material

Valid from September 2016 to August 2017

Learner name

Learner signature and date

Instructions

- Complete **all** parts of the task.
- Enter your name, candidate number and centre number on your printout.

Information

- You will be allowed up to 2 hours to complete the task.
- The total mark is **10**.

Data files required for the task

- Flyer17E1Set1

Advice

- Read each part of the task carefully before you start to complete it.
- Keep an eye on the time.
- Try to complete all parts of the task.
- Check your work.

Turn over ►

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1/1



PEARSON

Street Taxis need a flyer.

The flyer must tell people about Street Taxis.

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)

(Total = 2 marks)

During the task

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

(1)

(Total = 1 mark)

Finish the flyer

- 1** You have been sent a message by email or text.

Open and read the message.

(2)

- 2** Open the file **Flyer17E1Set1**

Use the information in the message to:

- change the number of days
- change the telephone number.

(3)

- 3** The flyer contains an image.

Label the image so that people know what it shows.

(2)

(Total = 7 marks)

Finishing off *(you can ask for help if you need it)*

Save the flyer.

Print the flyer.

Make sure your name is on the printout.

Hand in your printout.

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