

Pearson Edexcel Functional Skills – Entry 2

ICT

Entry 2

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 **20**.

Data files required for the task

- Poster17E2Set1
- Heading17E2Set1
- Image17E2Set1

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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PEARSON

Green Town Council wants people to save energy.

The council needs a poster.

The poster 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 poster

- 1** You have received an email or text message.

Open and read the message.

(3)

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

(1)

- 3** Open the file **Poster17E2Set1**

Use the information in the message and:

- correct any spelling mistakes
- change the telephone number
- add the extra way to save energy to the list.

(3)

- 4** The poster needs a heading and an image.

- (a) Find a suitable heading from the file **Heading17E2Set1**

Put your chosen heading on the poster.

- (b) Find a suitable image from the file **Image17E2Set1**

Put your chosen image on the poster.

(3)

5 Make the poster look good.

You could use:

- fonts
- font sizes
- font styles
- alignment
- any other formatting.

(4)

(Total = 14 marks)

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

Save the poster.

Print the poster.

Make sure your name is on the printout.

Hand in your printout.

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