

Pearson Edexcel Functional Skills – Entry 3

ICT

Entry 3

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 **40**.

Data files required for the task

- Price17E3Set1
- Quote17E3Set1
- Info17E3Set1
- Email17E3Set1
- Contacts17E3Set1

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

WGL is a gardening business. They have been asked to give a price for a garden fence.

They have started a quote and need your help to finish it.

The quote will show the price for the work.

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 total price

You will need the total price of the work for the quote.

The USB memory stick contains a spreadsheet showing the prices for the work needed.

1 Open the file **Price17E3Set1**

Enter your name in cell **A1**

(2)

2 Use the spreadsheet to:

(a) change the price of the fence panels to **£300**

(1)

(b) enter a formula to calculate the **Total Price**

(1)

The spreadsheet now shows the **Total Price** of the work.

You will need this later.

3 Save the spreadsheet.

Print the spreadsheet showing gridlines.

(2)

(Total = 6 marks)

Finish the quote

The USB memory stick contains files that you will need to finish the quote.

1 Open the file **Info17E3Set1**

This file contains information for the quote.

Open the file **Quote17E3Set1**

- (a) Use the information given in **Info17E3Set1** to complete the quote.

Find and insert in **Quote17E3Set1**

- details of the special offer
- the telephone number
- the email address.

Make sure the information is in a suitable place on the quote.

(4)

- (b) Find the logo in **Info17E3Set1**

Insert the logo in a suitable place on the quote.

(2)

- (c) Use the internet to find an image of a garden fence.

Insert the image in a suitable place on the quote.

(4)

2 You worked out the **Total Price** in your spreadsheet.

Enter this in a suitable place on the quote.

(1)

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

You could use:

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

(4)

(b) Check the quote and correct any spelling mistakes.

(1)

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

Enter your name at the bottom of the quote.

(1)

4 Save the quote.

Print the quote.

(1)

(Total = 18 marks)

Send a message

The USB memory stick contains a **list of contacts** and a **message 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 **Contacts17E3Set1** (1)

3 Open the file **Email17E3Set1**

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

You worked out the Total Price for the quote in your spreadsheet.

Enter the **Total Price** in a suitable place in the email. (2)

(b) Use the list of contacts in the file **Contacts17E3Set1** to find the email address of the Administrator. (2)

(c) Send the email to the Administrator.

You will receive a reply. Print the reply.

Make sure the printout also shows the message you sent. (1)

4 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 quote
- the reply to your email (make sure the printout also shows the message you sent).

Make sure your name is on every printout.

Hand in all your printouts and the USB memory stick.

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