

Pearson Edexcel Functional Skills – Entry 1

ICT

Entry 1

Set 2

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

- Poster17E1Set2

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 ►

W53848A

©2016 Pearson Education Ltd.

1/1



PEARSON

North South Gas needs a poster.

The poster tells people the road will be closed.

A poster 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 poster

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

Open and read the message.

(2)

- 2** Open the file **Poster17E1Set2**

Use the information in the message to:

- change the date on the poster
- enter the finish time.

(3)

- 3** The poster contains an image.

Label the image so that people know what it shows.

(2)

(Total = 7 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.

Every effort has been made to contact copyright holders to obtain their permission for the use of copyright material. Edexcel will, if notified, be happy to rectify any errors or omissions and include any such rectifications in future editions.