

Pearson Edexcel Functional Skills – Entry 3

ICT

Entry 3

Set 3

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

- Costs17E3Set3
- Info17E3Set3
- Poster17E3Set3
- Email17E3Set3
- Contacts17E3Set3

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

The Cosy Cafe offer pizza parties for children.

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

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. (1)

(Total = 3 marks)

Work out the total cost

You will need the total cost per child for the poster.

The USB memory stick contains a spreadsheet showing the costs for a pizza party.

1 Open the file **Costs17E3Set3**

Enter your name in cell **A1**

(1)

2 Use the spreadsheet to:

(a) in the **Cost for 10 Children** column, change **Toppings** from £12.00 to £10.00

(1)

(b) enter a formula to calculate the **Total Cost per Child**

(2)

The spreadsheet now shows the **Total Cost per Child**

You will need this later.

3 Save the spreadsheet:

Print the spreadsheet showing gridlines.

(2)

(Total = 6 marks)

Finish the poster

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

1 Open the file **Info17E3Set3**

This file contains information for the poster.

Open the file **Poster17E3Set3**

- (a) Use the information given in **Info17E3Set3** to finish the poster.

Find and insert in **Poster17E3Set3**

- the age of children who can go to the party
- the maximum number of children
- the telephone number for Matthew Hume.

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

(4)

- (b) Find the logo in **Info17E3Set3**

Insert the logo in a suitable place on the poster.

(2)

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

Insert the image in a suitable place on the poster.

(4)

2 You worked out the **Total Cost per Child** in your spreadsheet.

Enter this in a suitable place on the poster.

(1)

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

You could use:

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

(4)

(b) Make sure the poster fits on one page of A4 portrait and is suitable for use.

Enter your name at the bottom of the poster.

(3)

4 Save the poster.

Print the poster.

(1)

(Total = 19 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 **Contacts17E3Set3** (1)

3 Open the file **Email17E3Set3**

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

You worked out the **Total Cost per Child** in your spreadsheet.

Enter the Total Cost per Child in a suitable place in the email. (2)

(b) Use the list of contacts in the file **Contacts17E3Set3** to find the email address of the Director. (2)

(c) Send the email to the Director.

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 poster
- 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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