

Edexcel Functional Skills

Information and Communication Technology Level 1

10–14 January 2011

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJanL1
- 2009ViewingsL1
- PosterTextL1
- ImagesJanL1
- Cover Sheet (enclosed)
- short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, candidate number and centre number on each page before printing.
- Attach all tasks securely to the cover sheet using the treasury tag provided.

Information

- The test is divided into **TWO** sections.
- Start with **Section A**. You are advised to spend **15 minutes** on **Section A** and **1 hour and 45 minutes** on **Section B**.
- You will need to use the internet in **Section A**. You must **not** use the internet in **Section B**.
- The total mark is **50**.
- The marks for **each** task are shown in brackets
– use this as a guide as to how much time to spend on each task.

Advice

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

Turn over ►

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6/6



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Background

'Magivue' is a small cinema.

The owner wants more customers.

He knows that Avatar is a very popular film.

Getting started

The **Data files** folder in your user area contains all the files you need for this test.

These files and folders are:

- ResponsesJanL1
- 2009ViewingsL1
- PosterTextL1
- ImagesJanL1

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	5 marks
Section B	Task 2	20 marks
	Task 3	17 marks
	Task 4	6 marks
	Task 5	2 marks
Total		50 marks

Complete ALL tasks.

Section B covers Tasks 2–5 in the test.

Section A

You may use the internet for this section only.

Task 1 – Who directed the film 'Avatar'?

The director of Avatar has agreed to give a talk at the cinema about the film.

Open the document **ResponsesJanL1**.

Enter your name, candidate number and centre number.

Use the internet to find the director's name.

Show how you did this by:

- taking a screen shot of the search engine page you used showing the text you typed in
- pasting the screen shot into **ResponsesJanL1**
- completing the table in **ResponsesJanL1**.

Resave the file **ResponsesJanL1** for use in **Section B, Task 3**.

Evidence

*A printout of the document **ResponsesJanL1**.*

(Total for Task 1 = 5 marks)

TOTAL FOR SECTION A = 5 MARKS

You must not use the internet for the rest of the test.

Section B

You must not use the internet from this point onwards.

Task 2 – Viewings

The file **2009ViewingsL1** shows the number of people who went to Magivue in 2009.

(a) Open the file **2009ViewingsL1**.

Enter your name, candidate number and centre number in the footer.

In December, **712** people under 13 and **937** people 13 and over went to this cinema.

Enter this information on to the spreadsheet.

(3)

(b) Use a formula to calculate the number of people who went to the cinema each month.

Make sure the information is clear and easy to read.

(7)

(c) Create a chart to display the number of people in each age group who went to the cinema each month.

Make sure the chart is labelled clearly and easy to understand.

(10)

Evidence

*A printout of your spreadsheet showing the **data**.*

*A printout of your spreadsheet showing the **formula** you used.*

A printout of your chart.

Remember

Check that your name, candidate number and centre number are on each printout.

Resave the file.

Save the chart.

(Total for Task 2 = 20 marks)

Task 3 – Advertising the director’s talk

(a) The director of Avatar has agreed to give a talk at the cinema about the film.

Produce a poster to advertise the event.

The poster must include:

- selected information from the text file **PosterTextL1**
- the name of the director of Avatar, which you found for **Task 1**
- at least one suitable image selected from **ImagesJanL1**.

The poster must be clear and suitable for the target audience.

Enter your name, candidate number and centre number in the footer.

Save the poster using a meaningful file name.

(15)

Evidence

A printout of your poster.

Remember

Check that your name, candidate number and centre number are on the printout.

(b) Make the poster ‘read only’, so that people can look at it but cannot change it.

Produce a screen shot showing that you have made the file ‘read only’.

(2)

Evidence

A printout of your screen shot.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 3 = 17 marks)

Task 4 – Email your poster

Your poster will be emailed to Todd Simpson, cinema manager at Magivue.

Prepare an email to Todd.

Include a message to ask Todd what he thinks of your poster.

Attach a copy of your poster to the email.

Todd's email address is: tsimpson@magivue.com

Produce a screen shot showing the email you have prepared.

Evidence

A printout of the screen shot showing your email. Make sure it shows the email address, the message and the attachment.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 4 = 6 marks)

Task 5 – Save your work

Make sure that you have saved all the files you have used in this test.

Produce a screen shot showing these files and where they are stored.

Evidence

A printout of the screen shot.

Remember

Check that your name, candidate number and centre number are on the printout.

(Total for Task 5 = 2 marks)

**TOTAL FOR SECTION B = 45 MARKS
TOTAL FOR TEST = 50 MARKS**

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