# Edexcel Functional Skills

## Information and Communication Technology
### Level 2

| 18–22 March 2013<br>**Time: 2 hours** | Paper Reference<br>**FST02/01** |
|---|---|

**You must have:**
- ResponsesMar13L2
- PaymentsL2
- TripTextL2
- ImagesMar13L2
- Cover Sheet (enclosed)
- Short treasury tag

## Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate 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 each task.
- Check your work.

*Turn over* ▶

**PEARSON**

**Background**

Jayne Andrews is a lecturer at Bellshill Art College.

She is planning a trip to Italy for her students.

You have been asked to help Jayne by:

- gathering information about Michelangelo

- completing a spreadsheet of payments

- producing a presentation about the trip.

**Getting started**

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

These are:

- ResponsesMar13L2

- PaymentsL2

- TripTextL2

- ImagesMar13L2

**Mark allocation**

The marks for the test will be allocated as follows.

| Section A | Task 1 | 6 marks |
|-----------|--------|---------|
| Section B | Task 2 | 18 marks |
|           | Task 3 | 18 marks |
|           | Task 4 | 4 marks |
|           | Task 5 | 4 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 – Michelangelo**

Open **ResponsesMar13L2**.

Enter your name, candidate number and centre number.

(a)  Use an internet search engine to find an image of Michelangelo.

Take a screen shot of the search engine showing the criteria you used and the results of the search.

Paste the screen shot into **ResponsesMar13L2**.

Complete the table in **ResponsesMar13L2** with a copy of the image and the website address.

(4)

(b)  Use the internet to find:

- the name of the building where the statue called 'La Pieta' is displayed

- the year that Michelangelo completed painting the ceiling of the Sistine Chapel.

Complete the table in **ResponsesMar13L2** with your answers.

Resave **ResponsesMar13L2** for use in **Section B, Task 3** and **Task 5**.

(2)

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*Evidence*

*A printout of the document **ResponsesMar13L2.***

*Remember*

*Make sure your name, candidate number and centre number are on the printout.*

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**(Total for Task 1 = 6 marks)**

**TOTAL FOR SECTION A = 6 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 – Payments**

The file **PaymentsL2** has details of payments made by each student for the trip.

(a) Open **PaymentsL2**.

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

Sort the data in ascending order of **First Name** within ascending order of **Last Name**.

Format the spreadsheet so that:

- all data is visible

- all payments are formatted as currency with no decimal places.

(5)

*Evidence*

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

*Remember*

*Make sure your name, candidate number and centre number are on the printout.*

*Resave the file.*

(b) Enter formulae to calculate the **Payments Received** from each student and the **Overall Total**.

(3)

*Evidence*

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

*Make sure the formulae are not truncated.*

*Remember*

*Make sure your name, candidate number and centre number are on the printout.*

*Resave the file.*

The **Total Charge** for the trip is stored in cell **B30**.

(c) Jayne, the trip organiser, wants to know the **Balance Due** from each student.

Enter a formula to calculate the **Balance Due** from each student.

(2)

*Evidence*

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

*Make sure the formulae are not truncated.*

*Remember*

*Make sure your name, candidate number and centre number are on the printout.*

*Resave the file.*

(d) Jayne wants to send a reminder to students if they have a **Balance Due** of £100 or more.

Use the functions of the spreadsheet to automatically enter "Reminder" or "Not needed" for each student in the column labelled **Reminder**.

(3)

*Evidence*

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

*Make sure the formulae are not truncated.*

*Remember*

*Make sure your name, candidate number and centre number are on the printout.*

*Resave the file.*

(e)  Create a suitable chart to show the **Balance Due** from each student.

Identify each student by their **First Name**.

Format the chart so that it is clear and easy to read.

Save the chart as a separate sheet.

**(5)**

**(Total for Task 2 = 18 marks)**

**Task 3 – Presentation**

Jayne wants a slide presentation to encourage more students to sign up for the trip.

It will be shown on a large screen in the reception area.

Your task is to create the presentation.

It must have a title slide and **three** other slides.

The presentation must include:

- the college logo from **ImagesMar13L2** on each slide
- the text from **TripTextL2**
- the information you found in **Section A, Task 1(b)**
- the **Total Charge** for the trip from **PaymentsL2**
- the image you found in **Section A**, **Task 1(a)**
- **three** other suitable images from **ImagesMar13L2**.

Add your own text to encourage more students to sign up for the trip.

The presentation must be:

- clear and easy to read on a large screen
- fit for purpose and audience
- printed out two slides to a page.

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

Save the presentation with a meaningful file name.

> *Evidence*
>
> *A printout of your presentation with two slides per page.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*

**(Total for Task 3 = 18 marks)**

**Task 4 – Prepare an email**

*You must **not** use the internet for this task.*

Prepare an email to Jayne, attaching a copy of your presentation.

Ask Jayne for her comments.

Her email address is jandrews@bellshill1872.ac.uk

Produce a screen shot showing the email you have prepared.

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*Evidence*

*A printout of the screen shot showing your email.*

*Make sure the screen shot shows clearly the email address, the subject, the message and the attachment.*

*Remember*

*Make sure your name, candidate number and centre number are on the printout.*

*Save the document.*

**(Total for Task 4 = 4 marks)**

**Task 5 – Using ICT**

(a) Create a new folder to store files for the trip to Italy.

Move **only** the spreadsheet and the presentation into the new folder.

Produce a screen shot showing these files stored in the new folder.

(2)

> *Evidence*
>
> *A printout of your screen shot showing the files in the new folder.*
>
> *Make sure the folder name and file names can be seen clearly.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*
>
> *Save the document.*

Answer this question in the space provided in **ResponsesMar13L2**.

Open **ResponsesMar13L2**, complete **Section B**.

(b) When Jayne tries to print your presentation, no paper comes out of the printer.

Identify **two** steps she could take to try to resolve the problem.

(2)

> *Evidence*
>
> *A printout of the document **ResponsesMar13L2**.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*
>
> *Resave the file.*

**(Total for Task 5 = 4 marks)**

**TOTAL FOR SECTION B = 44 MARKS**
**TOTAL FOR TEST = 50 MARKS**

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