Edexcel Functional Skills

Information and Communication Technology
Level 1

18–22 March 2013 **Time: 2 hours**	Paper Reference **FST01/01**

You must have:
- ResponsesMar13L1
- GardenL1
- FlyerTextL1
- ImagesMar13L1
- 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 ▶

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P 4 2 4 5 0 A

Background

Summer Garden Services looks after gardens.

Its services include mowing and treating lawns.

It wants to attract new customers.

Getting Started

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

These are:

- ResponsesMar13L1

- GardenL1

- FlyerTextL1

- ImagesMar13L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	**Task 2**	20 marks
	Task 3	18 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 – Chelsea Flower Show

Summer Garden Services will have a stand at the Chelsea Flower Show.

It needs the address for a flyer.

Open **ResponsesMar13L1**.

Enter your name, candidate number and centre number.

Use an internet search engine to find the address, including the postcode, where the Chelsea Flower Show is held.

Show how you did this by completing **ResponsesMar13L1** with:

- a screen shot of the search engine and the keywords you typed in to find the website

- the address, including the postcode, where the Chelsea Flower Show is held

- the full website address (URL) that you used.

Resave **ResponsesMar13L1** for use in **Section B, Task 3** and **Task 5.**

Evidence

*A printout of the document **ResponsesMar13L1**.*

Remember

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

(Total for Task 1 = 4 marks)

TOTAL FOR SECTION A = 4 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 – Monthly charges

Summer Garden Services needs to calculate the monthly charge for each customer.

    (a) Open the file **GardenL1**

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

        The data for Mr McDonald has changed:

        Cost per Cut should be £14.50

        Visits per Month should be 2

        Change this information on the spreadsheet.

                    (2)

    (b) Use a formula to calculate the **Cost per Visit** for each customer.

        (Hint: **Cost per Visit = Cost per Cut + Treatment**)

                    (2)

    (c) Use a formula to calculate the **Monthly Charge** for each customer.

                    (2)

Evidence

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

Remember

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

Resave the file.

4

Summer Garden Services wants the customer information in alphabetical order.

(d) Sort the information in ascending order of **Customer Name**.

(2)

(e) Make sure the information is clear and easy to read:

- format currency to £ and 2dp

- add any other features that make the spreadsheet easy to use.

(4)

Evidence

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

Remember

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

Resave the file.

(f) Create a chart to display the **Monthly Charge** for each customer.

The chart must:

- be clearly labelled

- be easy to understand

- have an appropriate title

- be printed on a separate sheet.

(8)

Evidence

A printout of your chart on an A4 sheet.

Remember

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

Save the chart.

(Total for Task 2 = 20 marks)

Task 3 – Advertising *Summer Garden Services*

Summer Garden Services wants a flyer to attract new customers.

It will include information about the company and offer a discount.

(a) The flyer must:

- fit on **one A4 page**, portrait

- be clear, informative and advertise the discount.

The flyer must include:

- relevant text selected from **FlyerTextL1**

- the logo from **ImagesMar13L1**

- **three** appropriate images selected from **ImagesMar13L1**

- the address and postcode which you found in **Section A, Task 1**

Create the flyer.

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

Save the flyer using a meaningful file name.

(16)

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

(b) Create a new folder called SGS.

Move your flyer into this folder.

(2)

> *Evidence*
>
> *A printout of the screen shot showing your flyer in the SGS folder.*
>
> *Make sure the screen shot is clear and large enough to be read.*
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout*

(Total for Task 3 = 18 marks)

Task 4 – Email your flyer

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

Joel Wild is the Manager of *Summer Garden Services*.

Prepare an email to Joel attaching a copy of your flyer.

Include a message asking Joel if the flyer includes all the necessary information.

Joel's email address is joelwild12@sgs2013.com

Produce a screen shot showing the email you have prepared.

Save the screen shot using a meaningful file name.

(6)

> ### *Evidence*
>
> *A printout of the screen shot showing your email.*
>
> *Make sure it 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.*

(Total for Task 4 = 6 marks)

Task 5 – Using ICT

Answer this question in the space provided in **ResponsesMar13L1**.

Open **ResponsesMar13L1**.

Joel is concerned about the risk of viruses.

Give:

- **one** reason why Joel is concerned about viruses

- **one** way Joel could minimise the risk from viruses.

(2)

> *Evidence*
>
> *A printout of the document **ResponsesMar13L1**.*
>
> *Remember*
>
> *Resave **ResponsesMar13L1**.*

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS
TOTAL FOR TEST = 50 MARKS