

Edexcel Functional Skills

Information and Communication Technology Level 1

21–25 March 2011

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesMarL1
- LineupL1
- PosterL1
- ImagesMarL1
- 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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Background

'Midsummer Madness' is a new music festival.

It will be held on Fistral Beach in Newquay from 16–18 August 2011.

Getting started

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

These are:

- ResponsesMarL1
- LineupL1
- PosterL1
- ImagesMarL1

Mark allocation

The marks for the test will be allocated as follows.

Section A	Task 1	4 marks
Section B	Task 2	18 marks
	Task 3	20 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 – Fistral Beach

'Midsummer Madness' will be held on Fistral Beach in Newquay.

Open the document **ResponsesMarL1**.

Enter your name, candidate number and centre number.

Use the internet to find information to use in your poster.

Find a **copyright free** image of Fistral Beach, Newquay.

- Save the image with a meaningful file name.
- Copy the URL (website address) that you used to find this information into **ResponsesMarL1**.

Resave the file **ResponsesMarL1**.

Evidence

*A printout of the document **ResponsesMarL1**.*

(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 – Managing the artists

The file **LineupL1** lists the artists who are available to play at the festival and their fees.

(a) Open the **LineupL1** spreadsheet.

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

Lewis Randle manager for Last Prophets has agreed that the band can play for a fee of £25000

Enter this information into the spreadsheet.

(3)

(b) Use headings and formatting features to make the information clear and easy to read.

(5)

(c) Use a formula to work out the **Total Fees** for all bands.

(3)

Evidence

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

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

Remember

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

Resave the file.

(d) Create a chart to show the fees for all bands.

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

(7)

Evidence

A printout of your chart.

Remember

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

Save the chart.

(Total for Task 2 = 18 marks)

Task 3 – Advertising the festival

- (a) Produce a poster that will encourage young people between the ages of 18–25 to buy tickets for the 'Midsummer Madness' festival.

The poster must include:

- relevant text from the data file **PosterL1**
- the Fistral Beach image that you found in **Task 1**
- at least one other appropriate image from **ImagesMarL1**.

The poster must fit on one side of A4.

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 name.

(18)

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 it cannot be changed by accident.

Produce a screen shot showing that you have set the file to read only.

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

(2)

Evidence

A printout of your screen shot showing that the poster is read only.

Remember

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

(Total for Task 3 = 20 marks)

Task 4 – Update the organiser

Graham Roberts is the festival organiser. He wants to see a copy of your spreadsheet.

Prepare an email for Graham and attach your spreadsheet file.

Graham's email address is groberts@mm.com

Produce a screen shot showing the email you have prepared.

Enter your name, candidate number and centre number.

Evidence

A printout of your 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 that you have created or edited.

Produce a screen shot showing the files you have created or edited and where they are stored.

Evidence

A printout of your screen shot showing the files you have created or edited and where they are stored.

Remember

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

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS

TOTAL FOR PAPER = 50 MARKS

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