



**Functional Skills – ICT  
Entry 3  
Assessment Paper 2**

**Guide time 30 mins – 1hr**



2795-004-1

<b>THE FOLLOWING DETAILS MUST BE COMPLETED</b>
Centre Name
Surname/Family Name
First Name
Unique Learner Number (ULN) if known
Date of Birth
Date of Assessment
Candidate Signature

Please attach a cover sheet (this sheet) to the candidate’s evidence from both paper 1 and 2.

**You need**

- Computer with access to email and word processing package and printing facilities
- Copy of the file ‘costs’ – Task C
- An email address for the party organisers – Task D. This will be provided

**Instructions**

- You need to complete 2 papers for Functional Skills ICT. Paper 1 must be completed before Paper 2. Both papers can be completed in the same sitting or the two papers can be completed in separate sittings
- At the end of the assessment, ensure that you have included all the relevant printouts with the completed cover sheet, in task order

**Candidate guidance**

- There are two tasks to complete in Paper 2. Task C carries 6 marks and Task D carries 14 marks. There are 4 marks across Papers 1 and 2 for actions such as printing, saving and using folders to organise your work.
- You are advised to work through the paper steadily dividing your time between the tasks

	Marker use only
<b>Task C mark</b>	
<b>Task D mark</b>	
<b>Generic marks</b>	
<b>Total marks</b>	

## Task C

Do not write  
in this margin.  
For Marker  
use only

### Working out the cost of the party

You have been helping to organise a party for children at a Playgroup. The Playgroup Leader needs to know how much the party will cost. You will need the file called **Costs**.

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- 1 Select the program you use to work with numbers.  
Open the file called **Costs**.

(1 mark)

- 2 In the £ column type the prices shown here

Item	£
Entertainer	35
Balloons	5
Food	30
Party gifts	25
<b>TOTAL</b>	

(4 marks)

- 3 In the box next to TOTAL, enter a formula to add up all the figures in the £ column.

Type your name a few rows below the TOTAL row.  
Save the document and print a copy.

(1 mark)

Task C  
Total  
marks

## Task D

### Sending information to others

You are going to tell the playgroup leader the cost of the party.

The playgroup leader's email is \_\_\_\_\_

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- 1 Use your password to open your email program. Create a new email. (2 marks)
- 2 Enter the leader's email address in the correct place. (1 mark)
- 3 Put a suitable heading in the subject line. (1 mark)
- 4 Type a short, polite message to the party leader giving the cost of the party. Ask if there is anything else for you to do. Type your name at the bottom of the message. (3 marks)
- 5 Check your message for errors, and make sure that the meaning is clear then send the message. (4 marks)
- 6 Go to the **Sent** folder and print a copy of the message. (3 marks)

### List of Printed Files

You should have printed out the following files/information during the completion of the assessment tasks:

- *Print-out of spreadsheet with numbers (Task C).*
- *Print of sent email (Task D).*

**Make sure your name and centre details are shown clearly on all print-outs.**

All printed files should be given to your assessor with a completed cover sheet.

**END OF ASSESSMENT**

Task D  
Total  
marks

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