



**Functional Skills – ICT
Level 1
Assessment Paper 2**

Time Allowance 1hr 15 mins



2795-006-1

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

You need

- Computer with access to program packages
- A file called **Letter** (Task D) – this will be provided

Instructions to Candidates

- You need to complete 2 papers for Functional Skills ICT. Paper 1 must be completed before Paper 2. Both papers can be completed within 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 print outs with the completed cover sheet, in task order

Guidance

- There are three tasks to complete. Task D carries 12 marks, Task E carries 18 marks, Task F carries 6 marks. There are 6 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

| | Examiner use only |
|----------------------|----------------------|
| Task D mark | <input type="text"/> |
| Task E mark | <input type="text"/> |
| Task F mark | <input type="text"/> |
| Generic marks | <input type="text"/> |
| Total marks | <input type="text"/> |

Task D

Do not write
in this margin.
For Examiner
use only

Checking a document for accuracy

Your friend has drafted a letter to the parents/guardians of the playgroup children telling them about the party and would like you to check and correct it, if necessary, before it goes out. It has been password protected with the password FDPO1 so that it cannot be opened or altered without permission.

The party will be held on 17th December from 2.00 to 4.00 p.m. in the Community Centre.

*You will need the file called **Letter**. Check it carefully and make any necessary changes.*

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- 1** Open the file called **Letter**. Amend the letter to make it suitable for sending out to parents/guardians:
- Check all details are correct
 - Make sure formatting is consistent
 - Check spelling
 - Add details where indicated

When you are satisfied that the letter is ready to be sent out save in your folder and print a copy.

(12 marks)

Task D
Total
marks

Task E

Do not write
in this margin.
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Working out the cost of the party

The party leader wants to know if there is enough money in the budget to pay for the party.
Enter the information given below and calculate the total cost.

- 1 Open a spreadsheet program and enter the information below:

| Item | Cost (£) | Budget (£) |
|-------------|----------|------------|
| Hall hire | 60 | |
| Entertainer | 35 | |
| Decorations | 15.40 | |
| Party food | 84 | |
| Party bags | 46.50 | |
| | | 275.00 |

(2 marks)

- 2 Tidy up the worksheet to make it easier to work with:

- Ensure all data is fully displayed
- Check that the column headings are correctly aligned.
- Format the column headings in a bold font.

(3 marks)

- 3 In the row below Party bags, enter a row heading **TOTAL** and enter a formula in the Cost column to calculate the total cost of the party.

(2 marks)

- 4 There is a budget of £275 to pay for the party. In the row below TOTAL enter a heading **BALANCE**. In the cell below 275.00 enter a formula to calculate how much money will be left from £275 after the party is paid for (*budget - total cost.*)

(2 marks)

- 5 Format all costs to currency (£) to 2 decimal places.

(2 marks)

- 6 You have forgotten to add a title to your worksheet. Insert a row at the top of the worksheet and enter the heading **PARTY COST**. Use 2 types of formatting to make it stand out.

(3 marks)

- 7 Add your name, save and print the document showing all values.

(1 mark)

- 8 Print the document showing the formula you have used and display row and column headings. Make sure all the data is fully displayed on one page.

(3 marks)

Task E
Total
marks

Task F

Presenting information in a graph

It would help the party leader to have the figures presented in a graph.

- 1 Use the data from the spreadsheet to create a graph showing the cost of each item. (1 mark)
- 2 Include titles and labels in your graph. Do not include a legend. (3 marks)
- 3 Make sure that the graph you produce is fit for purpose and shows only the required information. (1 mark)
- 4 Display the graph on a new sheet and print a copy with your name in the header or footer. (1 mark)

List of Printed Files

- 1 Printout of corrected letter (Task D)
- 2 Printout of spreadsheet showing figures (Task E)
- 3 Printout of spreadsheet showing formulae (Task E)
- 4 Printout of graph (Task F)

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

All printed files should be given to the invigilator with a completed cover sheet.

END OF ASSESSMENT

Task F
Total
marks