AQA

Functional Skills

INFORMATION AND COMMUNICATION TECHNOLOGY

Level 1 Functional ICT
January 2017

Candidate Booklet

Time allowed: 2 hours

Monday 16 January 2017 to Friday 20 January 2017

For Examiner's Use	
Examiner's Initials	
Activity	Mark
A	
B	
C	
D	
TOTAL	

Instructions

- Use black ink or a black ball-point pen.
- Fill in the boxes at the top of this page.
- Attempt **all** activities and questions.
- You must answer the questions using software on your computer.
- Do all rough work in this book. Only **readable** printouts from your computer will be marked.
- Save your work **regularly** as you work through the activities.

Warning
You must make sure that your name, candidate number and the printout number are on all printouts.
It may not be possible to issue a result for this unit unless your **name**, **candidate number** and **printout number** are on every page of the printouts.

- You must use the **AQA Web and email January 2017 simulation** to answer Activity B.

Warning
Do not close the AQA Web and email simulation until the end of the examination.
If you close and re-open the **AQA Web and email simulation**, your earlier work will not have been saved.

Information

- The marks for questions are shown in brackets.
- The maximum mark for this paper is 80.

During this examination you must attempt **all** activities.

You may do Activities A, B, C and D in any order.

Make sure that your **name**, **candidate number** and the **printout number** are on all printouts.

You are advised to save your work as you do the activities.

By the end of the examination you should have produced the following printouts:

Printout 1:   The Snips poster

Printout 2:   The first email reply to Mary Shaw

Printout 3:   The second email reply to Mary Shaw

Printout 4:   The document containing screen prints of folders

Printout 5:   The FixitFast spreadsheet

Printout 6:   The FixitFast graph

Printout 7:   The Half Marathon document

Activity A

Snips is a unisex hair salon near where you live. The salon provides hairdressing services such as washing, cutting and colouring for men and women.

You have a Saturday job at the salon.

The salon is planning a Hair Fashion Show. The show will include demonstrations of the latest hair styles.

Sam Chalk, the owner, has asked you to produce a poster to advertise the Hair Fashion Show and encourage people to attend.

To help you, Sam has written a note with details of the event. The note is saved as a file called **Hair Show**.

Sam has also given you a selection of pictures, some of which are relevant for the poster.

1   Using appropriate software and some of the files provided:

- Create a poster which advertises the Hair Fashion Show at Snips and encourages people to attend.

    [4 marks]

- Make the poster single-sided A4 size with portrait orientation.

    [2 marks]

- Include some information from the file called **Hair Show**.

    [5 marks]

- Include just **one** suitable picture, which must be an appropriate size and in an appropriate position.

    [4 marks]

- Use formatting and layout tools to make the poster encourage people to attend the show.

    [4 marks]

Print the poster. This is **Printout 1**.

    [1 mark]

Turn over for the next question

Activity B

For this Activity, you will need to use the **AQA Web and email January 2017** icon, which is on your computer desktop.

Do not close this software until you have completed all of Activity B, otherwise your work will be lost.

Many of your friends know that you are studying an ICT course, and they often ask you for help with computer-related problems.

2 (a)   In your inbox there is an email from your friend Mary Shaw, with the subject line 'Have you any ideas?'.

Read this email.

Reply to Mary's email, giving her the advice she asks for.

[6 marks]

Add your name, candidate number and the printout number to the end of your reply and print it. This is **Printout 2**.

Send your reply.

Do not close this software until you have completed all of this Activity, otherwise your work will be lost.

2 (b)   You later receive a second email from Mary Shaw, with the subject line 'Problems again'.

Read this email.

Reply to Mary's second email, giving her the advice she asks for.

[7 marks]

Add your name, candidate number and the printout number to the end of your reply and print it. This is **Printout 3**.

Send your reply.

Do not close this software until you have completed all of this Activity, otherwise your work will be lost.

3   Your inbox is untidy. Start to sort out your emails.

3 (a)   Put the emails from Mary Shaw into a new folder within your inbox.

[3 marks]

3 (b)   Some of your emails need to be in the 'Quarantine' folder. Move them there.

[2 marks]

3 (c)   Some of your emails should be in the 'Junk' folder. Move them there.

[2 marks]

Create a document and insert screen prints that show all the emails in each of these three folders.

Print the document. This is **Printout 4**.

Turn over for the next question

Turn over ▶

Activity C

FixitFast is a car repair garage near to where you live. The garage carries out a range of services including MOTs and the cleaning of cars. These are all called types of service.

The garage uses a computer to record how many of each type of service are sold on each day of the week. The information is contained in a file called **Car services**.

You have an evening job at the garage.

One of your tasks is to help to keep the computer records up-to-date.

Open the file using suitable software.

4 (a)   It is important for the information to be accurate. There has been a mistake made with the content of one of the cells.

The number of Major services carried out on Wednesday was 5 not 15.

Change the information to make it accurate.

[1 mark]

4 (b)   The garage manager wants to know how many of each type of service have been sold over the week.

- Insert a new column in an appropriate place.

- Add the heading 'Total weekly sales' to the column.

- Make the spreadsheet calculate the number of each of the types of service sold over the week and show this in the new column.

[4 marks]

4 (c)   The garage manager wants to know the total income from each type of service.

Income is calculated by multiplying the price of each type of service by the total number of that service sold.

- Insert a new column in an appropriate place and give it an appropriate heading.

- Make the spreadsheet calculate the total income from the sales of each type of service and show these totals in the new column.

[3 marks]

4 (d)   The garage manager wants to know the total number of services sold each day.

● Make the spreadsheet calculate this information.

● Show this information in an appropriate place.

● Label this information appropriately.

[4 marks]

4 (e)   The garage manager wants to be able to see which values are money.

Make the spreadsheet show all appropriate values as currency.

[1 mark]

4 (f)   The garage manager wants the information to be easier to read.

● Give the spreadsheet a suitable title.

● Use **two** formatting tools to improve the appearance of the information to make it easier to read.

[3 marks]

Print the spreadsheet. This is **Printout 5**.

4 (g)   The garage manager wants the total income for each of the five types of service shown as a single-page graph, so that the information can be seen easily.

● Create a suitable graph showing the total income for each of the five types of service.

● Label both axes.

● Give the graph a suitable title.

[4 marks]

Print the graph. This is **Printout 6**.

Turn over for the next question

Turn over ▶

Activity D

Your local council has recently organised a half-marathon race. Runners were sponsored to raise money for charity.

You have a work experience placement with the council.

The council has stored the information about the runners in the race in a computer file called **Half Marathon**.

The runners are arranged into categories. Some categories are age-related. For example U40 means that the runner is under 40 years of age on the day of the race.

You have been asked to find information from the computer file.

Open the file using suitable software.

5 (a) The organiser wants to know which runners have not paid their entry fee yet.

- Use the computer to identify runners who have not paid the entry fee yet.

- Show only First name, Surname, Category and Entry fee paid.

- Open a document and paste in your findings.

[5 marks]

5 (b) The manager of a local children's home has asked for a list of Under-18 runners who were sponsored in aid of children's charities.

- Use the computer to identify these runners.

- Show only First name, Surname, Time and Charity type.

- Arrange the list alphabetically by Surname.

- Paste your findings into the document that you started for **Question 5(a)**.

[7 marks]

5 (c) A local nature magazine is doing a feature on the race, and the magazine editor has asked for a list of runners who were sponsored in aid of environmental or animal charities.

- Use the computer to identify these runners.

- Show only First name, Surname, Category, Time and Charity type.

- Arrange the list by Time, with the faster runners at the top of the list.

- Paste your findings into the document that you started for **Question 5(a)**.

[6 marks]

5 (d) When you check the full list of runners, you notice that one piece of data is clearly wrong.

In the document that you started for **Question 5(a)**, write a note to the race organiser pointing out which runner has an error and what the error is.
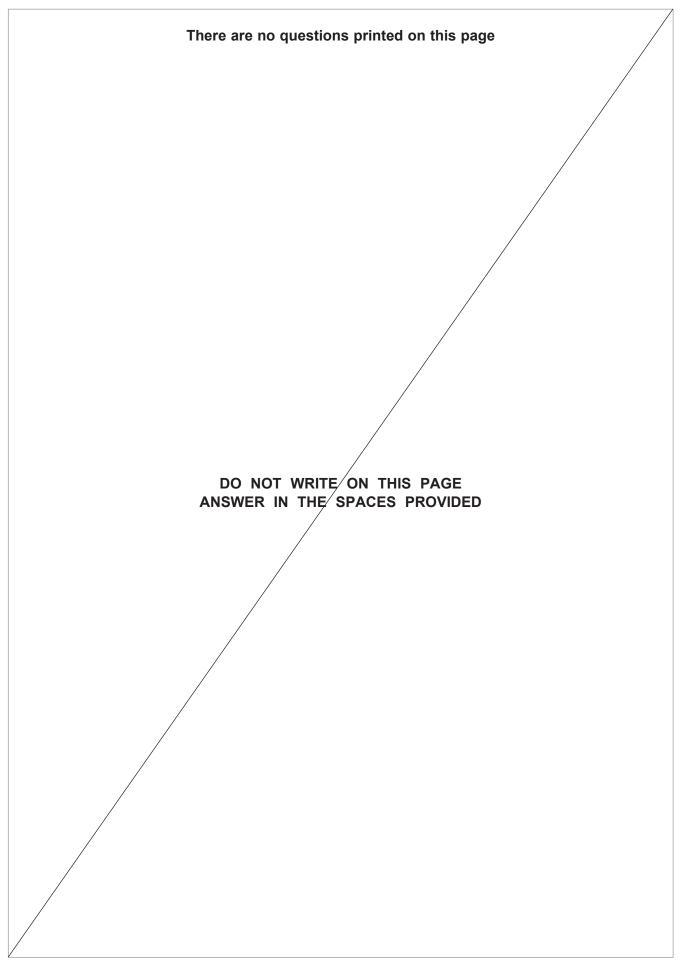
[2 marks]

Print the document. This is **Printout 7**.

Turn over for the checklist

Turn over ▶

When you have finished the examination, check that you have the following printouts:

- ☐ Printout 1: The Snips poster
- ☐ Printout 2: The first email reply to Mary Shaw
- ☐ Printout 3: The second email reply to Mary Shaw
- ☐ Printout 4: The document containing screen prints of folders
- ☐ Printout 5: The FixitFast spreadsheet
- ☐ Printout 6: The FixitFast graph
- ☐ Printout 7: The Half Marathon document

Make sure that your **name**, **candidate number** and the **printout number** are on all printouts.

Attach the printouts in the correct order to the back of this Candidate Booklet using a treasury tag.

END OF QUESTIONS

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