



Centre Number

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Candidate Number

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Surname

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Other Names

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**Notice to Candidate.** The work you submit must be your own. If you discuss the contents of this examination with other candidates you may be disqualified.

**Candidate Declaration.** I have read and understood the above and can confirm that I have no prior knowledge of the examination, nor will I discuss the contents of the examination with other candidates.

Candidate

Signature

\_\_\_\_\_

Date

\_\_\_\_\_

# Functional Skills INFORMATION AND COMMUNICATION TECHNOLOGY

Level 1 Functional ICT  
March 2017

Candidate Booklet

Time allowed: 2 hours

Monday 27 February 2017 to Friday 3 March 2017

## 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.

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

### 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 March 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.



M A R 1 7 4 5 2 7 0 1

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**4527**

**QAN 500/9029/X**

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 Mill Way School handout

Printout 2: The first email reply to Jan Hobbs

Printout 3: The second email reply to Jan Hobbs

Printout 4: The document containing screen prints of folders

Printout 5: The Fun Bikes spreadsheet

Printout 6: The Fun Bikes graph

Printout 7: The Happy Trips Travel document



**Activity A**

You are a student at Mill Way School. Your Head of Year, Mr Rogers, is organising a one-day visit to the Dreamworld theme park as a treat for students in your year who have attended school regularly.

Mr Rogers has asked you to produce a presentation for him to use in school assembly to inform students about the visit.

Mr Rogers wants just five slides in the presentation. To keep the presentation simple, he does not want you to use any animation or transition effects.

Mr Rogers has provided some information about the trip for you. This is in a file called **Dreamworld visit**.

Mr Rogers has also given you a selection of pictures, some of which are relevant for the presentation.

- 1 Produce a presentation which will inform students in your year group about the forthcoming visit to Dreamworld theme park.
  - Using appropriate software, produce just **five** slides, one of which is a title slide. **[4 marks]**
  - Include information from the file called **Dreamworld visit**. **[4 marks]**
  - Include just **one** suitable picture on each slide. The picture should be an appropriate size and in an appropriate position, and must be selected from those provided by Mr Rogers. **[4 marks]**
  - Use software features to make the presentation attract the attention of the students in your year group. **[4 marks]**
  - After you have produced your presentation, check it carefully to ensure that there are no errors. **[2 marks]**

Print the presentation as a handout with clear space for notes. This handout is **Printout 1**.

**[2 marks]**

**Turn over for the next question**

**Turn over ►**



**Activity B**

For this Activity, you will need to use the **AQA Web and email March 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 Jan Hobbs, with the subject line 'I need your help please'.

Read this email.

Reply to Jan's 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 2**.

Send your reply.

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

- 2 (b)** You later receive a second email from Jan Hobbs, with the subject line 'I need some more help please'.

Read this email.

Reply to Jan's second 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 3**.

Send your reply.

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



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

**3 (a)** Put the emails from Jan Hobbs 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**

Fun Bikes is a shop that sells bikes and accessories.

The shop uses a computer to record how many of each type of item are sold on each day of the week. The information is contained in a file called **Bike shop sales**.

You have a Saturday job at the shop.

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

Open the file in 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 Adult cycles sold on Wednesday was 2 not 9.

Change the information to make it accurate.

**[1 mark]**

- 4 (b)** The shop manager wants to know how many of each type of item have been sold over the week.

- Insert a new column in an appropriate place with the heading 'Total weekly sales'.
- Make the spreadsheet calculate the number of each of the types of item sold over the week and show this in the new column.

**[5 marks]**

- 4 (c)** The shop manager wants to know the total number of items sold each day.

- Make the spreadsheet calculate this information.
- Show the information in an appropriate place.
- Label the information appropriately.

**[5 marks]**



**4 (d)** The shop manager wants to know the total income from the sale of each item.

Income is calculated by multiplying the cost of each item by the total number of the item 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 item and show these totals in the new column.

**[3 marks]**

**4 (e)** The shop manager wants to be able to identify which values are money.

Make the spreadsheet show all appropriate values as currency.

**[2 marks]**

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

**4 (f)** The shop manager wants the total income for each of the five types of item to be seen easily. Show the total income as a single-page graph.

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

**[4 marks]**

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

**Turn over for the next question**

**Turn over ►**



**Activity D**

Happy Trips Travel is a small coach company which arranges day trips to a range of venues around the country.

You have a part-time job with the company.

The company uses a computer to store details of the day trips it operates. These details are stored in a computer file called **Happy Trips**.

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

Open the file using suitable software.

**5 (a)** A customer wants to know which trips are going to the seaside.

- Use the computer to identify suitable trips for this customer.
- Show only the Destination, Trip type, Day and Cost.
- Open a document and paste in your findings.

**[5 marks]**

**5 (b)** Another customer is a wheelchair user and is looking for trips which take place on a Monday.

- Use the computer to find suitable trips for this customer.
- Show only the Destination, Cost, Return time and Wheelchair access.
- Arrange the list alphabetically by Destination.
- Paste your findings into the document that you started for **Question 5(a)**.

**[7 marks]**





**5 (c)** A third customer is looking for a shopping trip, but does not want to spend more than £20 on travel.

- Use the computer to identify suitable trips for this customer.
- Show only the Destination, Day, Cost and Return time.
- Arrange the list by Return time, with the earliest return 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 trips, 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 manager of Happy Trips Travel pointing out what the error is and to which trip it relates.

**[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 Mill Way School handout
- Printout 2: The first email reply to Jan Hobbs
- Printout 3: The second email reply to Jan Hobbs
- Printout 4: The document containing screen prints of folders
- Printout 5: The Fun Bikes spreadsheet
- Printout 6: The Fun Bikes graph
- Printout 7: The Happy Trips Travel document

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

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

**END OF QUESTIONS**



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**DO NOT WRITE ON THIS PAGE  
ANSWER IN THE SPACES PROVIDED**



**There are no questions printed on this page**

**DO NOT WRITE ON THIS PAGE  
ANSWER IN THE SPACES PROVIDED**

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