



Centre Number

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Candidate Number

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Surname

Other Names

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 2 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.



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G/TI/Mar17/E4

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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 Sue Hill
- Printout 3: The second email reply to Sue Hill
- Printout 4: The document containing screen prints of folders
- Printout 5: The Fun Bikes graph
- Printout 6: The Fun Bikes spreadsheet
- Printout 7: The note to the manager of Fun Bikes
- Printout 8: The Happy Trips Travel document



Activity A

You are a student at Mill Way School. As an end-of-term treat, your Head of Year, Mr Rogers, is organising a one-day visit to the Dreamworld theme park for students in your year who have a good attendance record.

Because he knows you have ICT skills, 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 four 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 **Theme park 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 **four** slides. [3 marks]
 - Include relevant information from the file called **Theme park visit**. [5 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. [3 marks]
 - Include a footer on all the slides giving the name of the school. [2 marks]
 - Use software features to make the presentation attract the attention of the students in your year group. [3 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 Sue Hill, with the subject line 'Can you help me out?'.

Read this email.

Reply to Sue'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.

- 2 (b)** You later receive a second email from Sue Hill, with the subject line 'Can you help me again?'.

Read this email.

Reply to Sue'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.



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

3 (a) Put the emails from Sue Hill 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 bicycle shop near to where you live. The shop sells a wide range of bikes and accessories.

The shop uses a computer to record how many of each item are sold on each day of the week. The information is contained in a file called **Fun Bikes 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 items sold over the week and show this in the new column.

[3 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.

[3 marks]



- 4 (d)** The shop manager wants to know the total income from the sale of each type of 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.
- [1 mark]**

- 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.
- [5 marks]**
- Print the graph. This is **Printout 5**.

- 4 (g)** The shop manager wants you to make the information on the spreadsheet easier to read.
- Use two formatting tools to improve the appearance of the information on the spreadsheet to make it easier to read.
- [2 marks]**
- Print the spreadsheet. This is **Printout 6**.

- 4 (h)** Open a new document and write a note to the shop manager explaining:
- what formatting tools you have used to improve the spreadsheet
 - where you have used them
 - how you think that each of the changes makes the information easier to read.
- [2 marks]**
- Print the note to the shop manager. This is **Printout 7**.

Turn over ►



Activity D

Happy Trips Travel is a small coach company based near to where you live. The company arranges day trips to a range of venues in the UK.

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) The secretary of a local pensioners' club is looking for trips which take place on a Monday. As some members of the club are wheelchair users, the trip must be suitable for them.

- 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) Another customer is looking for a day trip to either an exhibition or a museum, but does not want to spend more than £40 on travel. The customer wants the coach to return before 21:30 in order to catch the last train home.

- Use the computer to identify suitable trips for this customer.
- Show only the Destination, Day, Cost and Return time.
- Arrange the list by Cost, with the cheapest trip 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 8**.

Turn over for the checklist

Turn over ►



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

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- Printout 7: The note to the manager of Fun Bikes
- Printout 8: 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



There are no questions printed on this page

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



There are no questions printed on this page

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ANSWER IN THE SPACES PROVIDED**

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