Write your name here

Surname		Other names

Pearson Edexcel
Functional Skills

Centre Number

Candidate Number

Information and Communication Technology
Level 2

COVER SHEET

11 – 15 January 2016

Paper Reference
FST02/01

Total Marks

My signature confirms that I will not discuss the content of the test with anyone until the end of the 5 day test window.

Signature: _____

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Sign the declaration.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to Page 2 of this cover sheet using a treasury tag, as shown.
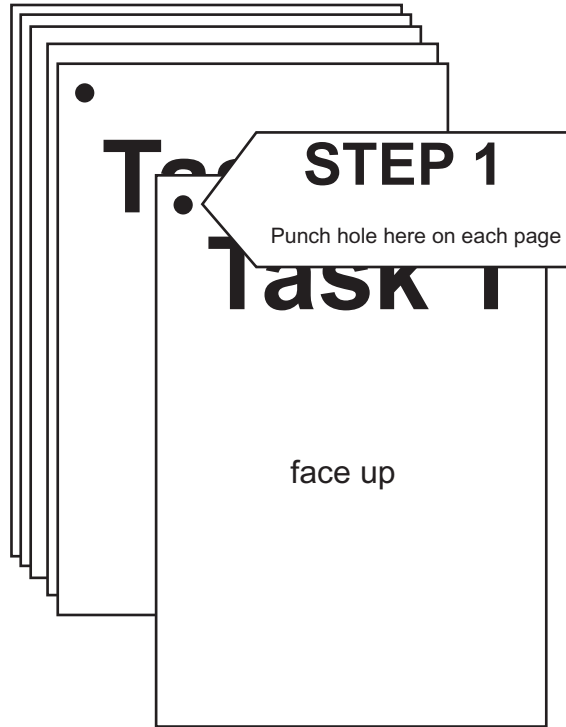
Turn over ▶

P47050A0104

PEARSON

Put 'treasury tag' through this hole

Task 1

STEP 1

Punch hole here on each page

face up

STEP 2 **Arrange your pages in this order, face up.**

Task 1
Task 2
Task 3
Task 4
Task 5

STEP 3 **Put a 'treasury tag' through all your pages.**

STEP 4 (last)

2a	1	
	2	
	3	
	3	

2b	1	
	2	
	3	
	4	
	4	

2c	1	
	2	
	2	

2d	1	
	2	
	3	
	3	

2e	1	
	2	
	3	
	4	
	5	
	6	
	6	

3a	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	16	

3b	1	
	2	
	2	

1a	1	
	2	
	3	
	4	
	4	

1b	1	
	2	
	2	

4	1	
	2	
	3	
	4	
	4	

5a	1	
	2	
	2	

5b	1	
	2	
	2	

1	6	
2	18	
3	18	
4	4	
5	4	

BLANK PAGE

Pearson Edexcel Functional Skills

Information and Communication Technology
Level 2

11 – 15 January 2016 **Time: 2 hours**	Paper Reference **FST02/01**

You must have:
- ResponsesJan16L2
- SocietyL2
- BurnsL2
- ImagesJan16L2
- Cover Sheet (enclosed)
- Short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate number on each page before printing.
- Attach **all** tasks securely to the cover sheet using the treasury tag provided.

Information

- The test is divided into **TWO** sections.
- Start with **Section A**. You are advised to spend **15 minutes** on **Section A** and **1 hour and 45 minutes** on **Section B**.
- You will need to use the internet in **Section A**. You must **not** use the internet in **Section B**.
- The total mark is **50**.
- The marks for **each** task are shown in brackets
  – *use this as a guide as to how much time to spend on each task.*

Advice

- Read each task carefully before you start to complete it.
- Keep an eye on the time.
- Try to complete each task.
- Check your work.

Turn over ▶

P47050A

PEARSON

Background

Andrew Michelson is the secretary of *Outwood Poetry Society*.

He is planning a presentation for the youth section.

Your task is to help Andrew by:

- gathering information about Robert Burns

- completing a spreadsheet

- producing a presentation.

Getting started

The **Data Files** folder in your user area contains all the files you need for this test.

These are:

- ResponsesJan16L2

- SocietyL2

- BurnsL2

- ImagesJan16L2

Mark allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	18 marks
	Task 3	18 marks
	Task 4	4 marks
	Task 5	4 marks
	Total	**50 marks**

Complete ALL tasks.

Section B covers tasks 2–5 in the test.

Section A

You must use the internet for this section only.

Task 1 – Robert Burns

Open **ResponsesJan16L2**

Enter your name, candidate number and centre number.

Robert Burns was an eighteenth century Scottish poet.

(a) Use an internet search engine to find an image of the Scottish poet, Robert Burns.

Take a screen shot of the search engine showing the criteria you used and the results of the search.

Paste the screen shot into **ResponsesJan16L2**

Complete the table in **ResponsesJan16L2**

(4)

(b) Use the internet to find out:

- the address and postcode of the Robert Burns Birthplace Museum

- the year when Robert Burns was born and the year he died.

Complete the table in **ResponsesJan16L2** with your answers.

(2)

Resave **ResponsesJan16L2** for use in **Section B**, **Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesJan16L2***

Remember

Make sure your name, candidate number and centre number are on the printout.

(Total for Task 1 = 6 marks)

TOTAL FOR SECTION A = 6 MARKS

You must not use the internet for the rest of the test.

Section B

You must not use the internet from this point onwards.

Task 2 – Membership

SocietyL2 contains two worksheets called **Payments** and **Attendance**

Open **SocietyL2**

Open the **Payments** worksheet.

Enter your name, candidate number and centre number in the footer.

(a) Sort the data in alphabetical order of **First Name** within alphabetical order of
Last Name

(3)

Evidence

*A printout of the **Payments** worksheet showing the **data**.*

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the spreadsheet.

(b) Members make an annual payment that depends on their age.

If the age of the member is 16 or higher, the payment is £75; if not, it is £50

Use a spreadsheet function to enter the **Payment** for each member.

(4)

(c) Enter a formula to calculate the **Total** payments from members.

(2)

Evidence

*A printout of the **Payments** worksheet showing the **formulae** you used.*

Make sure the formulae are not truncated.

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the spreadsheet.

(d) Format the **Payments** worksheet so that it is consistent, clear and easy to understand.

(3)

Evidence

*A printout of the **Payments** worksheet showing the **data**.*

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the spreadsheet.

Open the **Attendance** worksheet.

This worksheet shows the attendance of the 13 year old members for the last six months.

(e) Create a suitable chart to show the attendance of 13 year old members for the last six months.

Identify each member by their **First Name**.

The chart must be clear and easy to read.

Save the chart as a separate worksheet.

(6)

Evidence

*A printout of your **chart** on a separate A4 sheet.*

Remember

Make sure your name, candidate number and centre number are on the printout.

Save the chart.

(Total for Task 2 = 18 marks)

Task 3 – Presentation

(a) Andrew wants a presentation about Robert Burns for the youth section of the society.

Your task is to create the presentation.

It must have a title slide and **three** other slides.

The presentation must include:

- the logo from **ImagesJan16L2** on each slide

- the text from **BurnsL2**

- the image of Robert Burns you found in **Section A**, **Task 1(a)**

- the information you found in **Section A**, **Task 1(b)**

- two other suitable images from **ImagesJan16L2**

The presentation must be:

- clear and easy to read on a large screen

- fit for purpose and audience

- printed with **two** slides per page.

Enter your name, candidate number and centre number in the footer.

Save the presentation using a meaningful file name in your user area.

(16)

Evidence

*A printout of your presentation with **two** slides per page.*

Remember

Make sure your name, candidate number and centre number are on the printout.

(b) Create a new folder called **Robert Burns** to store the presentation.

Move **only** the presentation into the new folder.

Produce a screen shot showing the presentation in the new folder.

(2)

Evidence

A printout of your screen shot showing the presentation in the new folder.

Make sure the folder name and file name can be seen clearly.

Remember

Make sure your name, candidate number and centre number are on the printout.

Save the document.

(Total for Task 3 = 18 marks)

Task 4 – Prepare an email

*You must **not** use the internet for this task.*

Andrew needs to check the layout of the presentation before he uses it.

Prepare an email to Andrew attaching a copy of your presentation.

Include a message asking him to confirm that he is happy with the layout.

His email address is andrew.michelson@ops1966.org.uk

Produce a screen shot showing the email that you have prepared.

Evidence

A printout of the screen shot showing the email that you have prepared.

Make sure the screen shot shows clearly the email address, the subject, the message and the attachment.

Remember

Make sure your name, candidate number and centre number are on the printout.

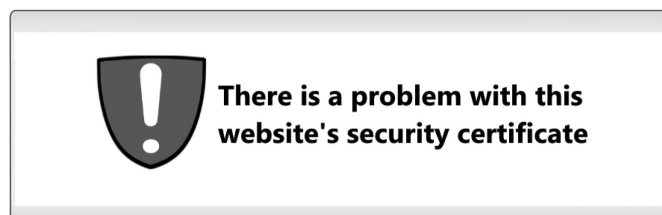*Save the document.*

(Total for Task 4 = 4 marks)

Task 5 – Using ICT

Answer these questions in the spaces provided in **ResponsesJan16L2**

Open **ResponsesJan16L2**

(a) When Andrew tries to open a website this warning message appears:

> **!** **There is a problem with this website's security certificate**

Identify **two** risks if Andrew opens this website and ignores this warning.

(2)

(b) Andrew wants to play music during the presentation.

He has some suitable music on his laptop.

When he presses the play button, the music plays on the laptop but no sound comes out of the speakers.

Give **two** checks he could make to try to resolve the problem.

(2)

> *Evidence*
>
> *A printout of **ResponsesJan16L2***
>
> *Remember*
>
> *Make sure your name, candidate number and centre number are on the printout.*
>
> *Resave the file.*

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS
TOTAL FOR TEST = 50 MARKS
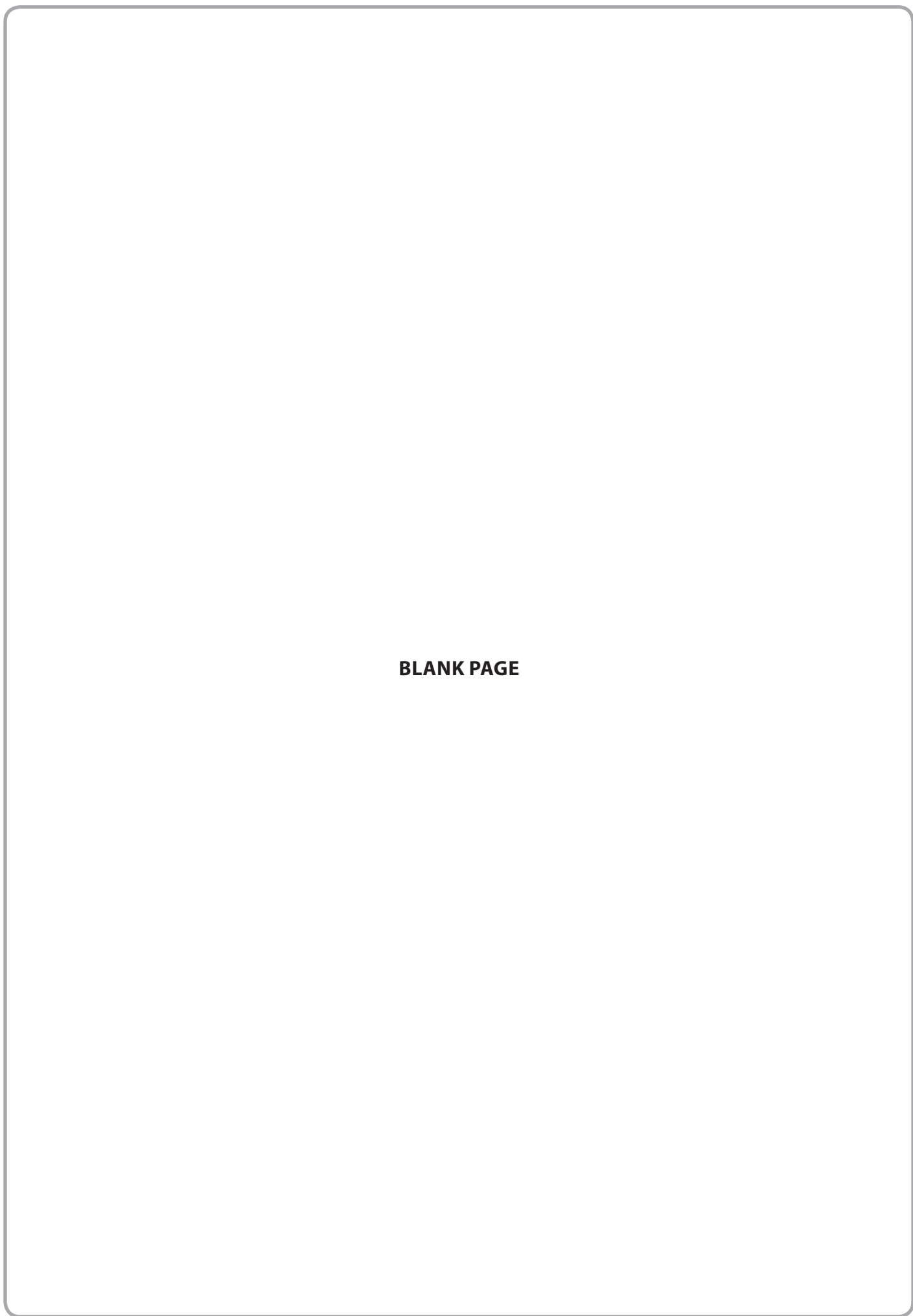
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