

## Functional Skills ICT Level 1 – Sample assessment

**3748-724**

Snack Shack

Candidate Name (First, Middle, Last)


Candidate enrolment number DOB (DDMMYYYY)

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Candidate declaration and signature\*

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Assessment date (DDMMYYYY) Centre number

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**Length of assessment: 2 hours**

### General instructions

- You may use a dictionary and a calculator.
- Read through each task carefully.
- The maximum marks available are shown for each task.
- You need access to data files during this assessment. Your supervisor will tell you where they are stored.
- On some tasks, you will need to create, amend, and save files.
- On some tasks, a data file is called an **evidence document**. When asked, paste information or screenshots into this document.
- You must store and organise your work so that it can be found again easily. Your supervisor may specify where to do so *before* the assessment begins.

**\*I declare that I had no prior knowledge of the questions in this assessment and that I will not divulge to any person any information about the questions.**

## Introduction

You work with the manager in a seaside café called Snack Shack. She has prepared some menus for the new season and wants you to create a new price list to put on the tables. She wants to find out which products made the most money during the year.

Before you start, **create a folder** to save your work and all of the documents you are given.

Download the Screenshot Evidence Document provided.

Save it in your new folder.

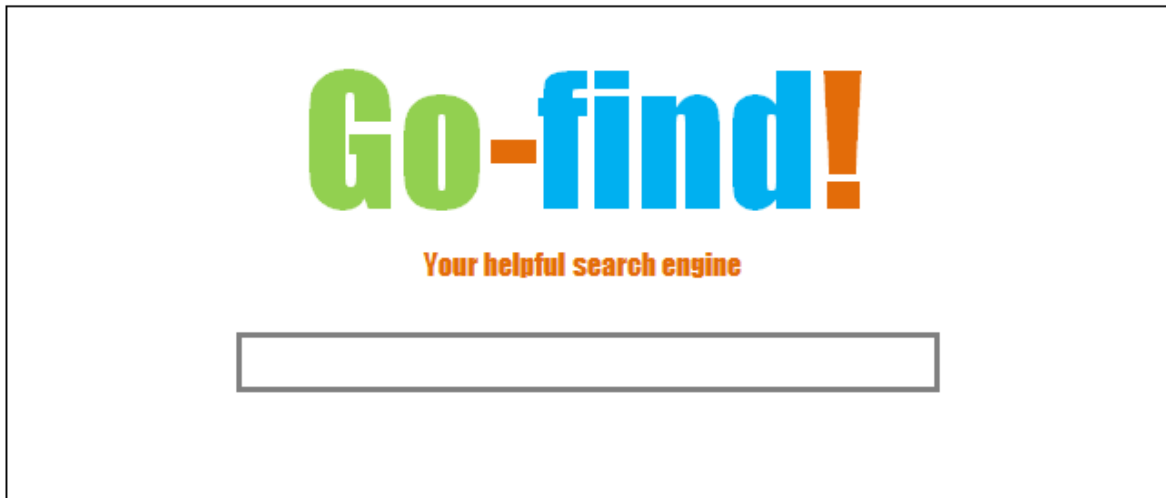
Click *Next*.

### Task 1

You need to find a lunch menu from a different café to get some ideas.

Enter your search words in the box below.

When you have done this, click *Next*.

A search engine interface for 'Go-find!'. The logo 'Go-find!' is centered at the top, with 'Go' in green, a hyphen in orange, 'find' in blue, and an exclamation mark in orange. Below the logo is the tagline 'Your helpful search engine' in orange. Underneath the tagline is a long, empty rectangular search input box with a thin grey border.

**2 marks**

## Task 2

The search has provided a list of results.

Based on the information shown, select the most suitable result.

**AD** [Cafe Map – find cafes in your area](#)  
[www.cafemap.co.eu](http://www.cafemap.co.eu)  
Search for recommended local **cafes**, coffee houses and hang-outs in your city

**AD** [Buying a cafe – get the professional help you need](#)  
[www.business-start-up.co.uk](http://www.business-start-up.co.uk)  
The best professional advice to help you start your own small business

[School menus UK – view online](#)  
[www.ukschoolmenus.co.uk](http://www.ukschoolmenus.co.uk)  
View **menus** from schools in your area and across the UK

[Cafe in Dorset – eat in style](#)  
[www.trmc-dorset.co.uk](http://www.trmc-dorset.co.uk)  
Weymouth's best **cafe**, overlooking the sea. See our breakfast and lunch **menu**, bursting with fresh new tastes

[Coffee News – everything you need to know about coffee](#)  
[www.thecoffeenews.co.eu](http://www.thecoffeenews.co.eu)  
All the latest news on trends in the coffee industry, including wholesale prices and the latest blends

**1 mark**

### **Task 3**

The search has given you a menu from another café. Download the file to view the page.

Paste the lunch items and prices into the document provided.

Upload your completed document.

**2 marks**

#### **Task 4**

You have received an email with the subject **Supplier**.

Open the email and follow the instructions.

Open the completed email and paste a screenshot of this into the Screenshot Evidence Document downloaded at the beginning of this test.

Select the completed address book contact and click on **Edit**. Paste a screenshot into the Screenshot Evidence Document.

Save the Screenshot Evidence Document. You will need it later.

When you have done this, click Next.

**4 marks**

### Task 5

The manager needs to look at the sales figures for **last year**. Download the file with the sales data.

Enter a formula to show the total sales value of **each** product range for the year.

Sort the data in ascending order by **total sales value**.

Make the product with the **lowest** total sales value stand out.

Create a chart to show the **total sales value** for **each** product range.

Make sure your work is clear, easy to read and formatted correctly.

Upload your completed spreadsheet.

**13 marks**

## Task 6

You need to create a price list.

Download the file with the price details.

The price list must be in **two** columns, on one A4-sized page. The item headings (eg breakfast) need to stand out.

Centre the heading Snack Shack Menu.

Download the file with the opening times and an image. Include both of these in your price list. Make sure the picture is the right way up and the right way around.

Make sure the price list is clear, easy to read and has no errors.

Upload your completed price list.

**12 marks**



### **Task 7**

Organise the files you have used and those you have created into folders so they can be found easily.

Paste a screenshot to show the folders you have created and another **screenshot** to show the contents of one of your created folders into the Screenshot Evidence Document you saved at the end of Task 4.

Upload your completed Screenshot Evidence document.

**3 marks**

**Task 8**

What should be considered before using any pictures found on the internet?

**1 mark**

**Task 9**

State **one** way to stop or reduce spam emails.

**1 mark**

**Task 10**

What is cyber bullying?

**1 mark**

You have reached the end of your test.

Make sure you have uploaded the correct files for the tasks where this is required.

When you have finished, click the red **Finish** button at the top of the screen to exit the test.