

Functional Skills ICT Level 1 – Sample assessment

3748-724
Street Dance

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

A new street dance club, All Ways Dancing, is opening in Sheffield. You have been asked to help.

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

Download the Screenshot Evidence Document provided.

Save it in your new folder.

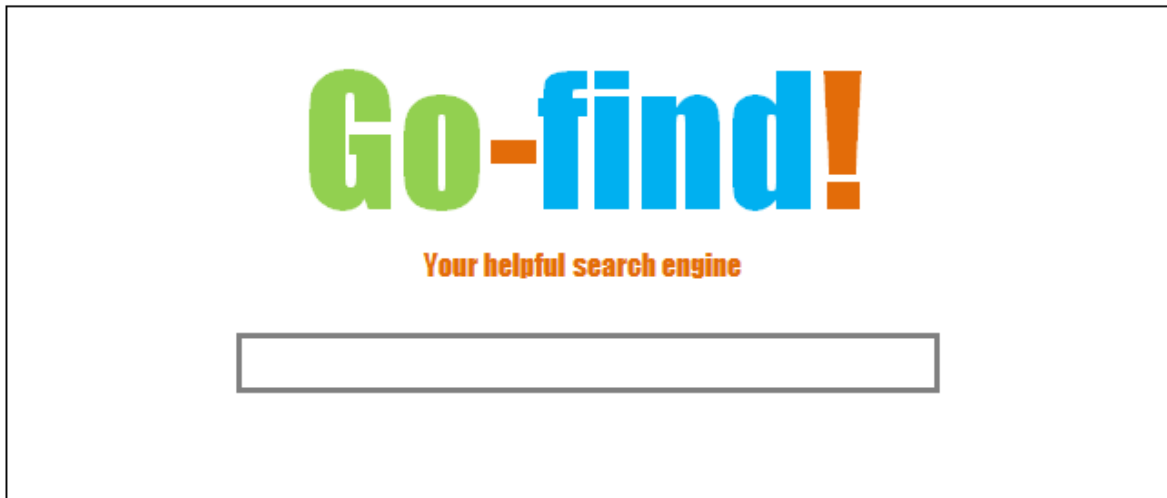
Click *Next*.

Task 1

You need to find out about the history of street dance in the UK.

Enter your search words in the box below.

When you have done this, click *Next*.

A search engine interface with the text "Go-find!" in large, bold, green and blue letters. Below it, the text "Your helpful search engine" is written in a smaller, orange font. At the bottom, there is a long, empty rectangular search box with a thin grey border.

Go-find!

Your helpful search engine

1 mark

Task 2

The search has provided a list of results.

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

AD

Sponsored by Info-Find
www.learntodance.co.eu
Dance classes for all ages

AD

Street Wise Dance
www.streetwisenow.co.uk
Hip Hop and Break**dance** specialists. Learn to **dance** for fitness and fun.

USA Dance History

www.dancegeek.org

Want to know how it all started? Find out all about the **history** of **dance** in the US here...

History of Street Dance: UK

www.iknowhow.co.uk

The **history** of **street dance** in the **UK** can be traced to the early '90's when...

Street Dancers Go 3D – Everyman Films

www.rentafilm.co.eu

A **street dance** crew team up with local businesses to raise money for community projects. Rent or buy the video.

1 mark

Task 3

The search has given you a page of dates and information.

Download the file to view the webpage.

Paste all the information for **2010** only into the evidence document provided.

Upload your completed evidence document.

1 mark

Task 4

Create an email to send to the club chairperson (clubchair@allwaysdancing.eu) and tell him you have found the information he asked for.

CC the secretary (secretary@allwaysdancing.eu).

Attach the **Health and Safety List** which is saved in Folder Viewer on the desktop.

When you have finished the email, click *Send*.

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

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

When you have done this, click *Next*.

4 marks

Task 5

You have been given a file showing details of the planned street dance classes and existing bookings.

Download the file **Street Dance Classes**.

Delete the row containing information on **Pal's** class.

Add a new class with the following data:

Fujita Hip Hop Beg Saturday 9.30-11.00 10 0

Use a formula to calculate the spaces **Available**.

(**Available** is **Maximum Places** minus **Reserved**)

Sort the data into alphabetical order of **Style**.

Use a formula to calculate the **Total Available Places**.

Create a chart to show the **Type** and **Available** spaces for **Breakdance** classes only.

Place the chart below the data so they fit on one page only.

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

Upload your completed spreadsheet.

15 marks

Task 6

You need to finish the presentation for new members.

Download the files you have been given.

Add a new first slide to the **Presentation** file. Insert the title **All Ways Dancing** and a suitable image from those you have been given.

Delete **Posture & positioning** from the **Classes focus on** slide.

Edit the **Annual subscription of** on the last slide to **£10**.

Insert the chart created in Task 5 on the slide with the title **Join Us Now!**

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

Upload your completed presentation.

13 marks

Task 7

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

Download the evidence document attached.

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

Which one of the following passwords is **strongest**?

Tick the correct answer.

- a) England
- b) 12345678
- c) J0\$hua*Y17
- d) farmer111

1 mark

Task 9

What is a firewall used for?

Tick the correct answer.

- a) To clear internet history.
- b) To block unwanted downloads.
- c) To change screen resolution.
- d) To make the computer run faster.

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.