



Functional Skills ICT Level 1 - Sample assessment



3748-324
Magazine

www.cityandguilds.com
December 2012
Version 1.0

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

Total time available: 2 hours

- There are **two** parts to this assessment. Part A is 15 minutes. Part B is one hour and 45 minutes.
- You may access the internet during Part A. You **must not** access the internet during Part B.
- You need access to **four** data files during this assessment. Your supervisor will tell you where they are stored.
- One of the data files is called an **Evidence Document**. When asked, paste screenprints of your work into this document.
- Read each instruction carefully.
- You must store and organise your work so that it can be found again easily.
- Printing may be carried out after the time allocated for this assessment.
- Your name must appear on **every** printout. It may be handwritten or in a footer. If your printout does not have your name on it, it will not be marked.
- Insert your printouts into this booklet in the correct order and hand it to your supervisor when you have completed both parts A and B of this assessment.

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





Scenario: You work for 'The Magazine Company'. The manager needs your help to launch a new magazine.

Part A

Time allowed: 15 minutes

- There are **two** tasks in Part A of this assessment and a total of **seven** marks available.
- For Part A you need access to the file **Evidence Document**.
- **You need to use the internet during Part A.**

1.

Use the internet to search for suppliers of outdoor advertising banners.

Paste a screenprint to show your search and the results into your evidence document.

Copy and paste the web address of a suitable site into your evidence document.

Save the home page as a web page eg htm.

Evidence needed:

- a) Screenprints of your search and results pasted into your evidence document.*
- b) Web address pasted into your evidence document.*

2 marks

2.

Prepare an email to the manager (manager@themagcompany.eu) to say that you have found a suitable website.

Attach the webpage you saved in Task 1.

Paste a screenprint of your finished email into your evidence document.
(You just have to prepare the email. Do not send it).

Evidence needed:

Screenprint of your finished email pasted into your evidence document.

5 marks

END OF PART A





Part B

Time allowed: 1 hour 40 minutes

- There are **five** tasks in Part B of this assessment and a total of **33** marks available.
- For Part B you need access to the following data files:
 - **Evidence Document**
 - **Image**
 - **Survey**
 - **Text.**
- You **must not** use the internet during Part B.

3.

You have been given a file with information about the reading interests of people surveyed. Some changes need to be made.

Change the order of columns to: **Subject, Female Response %, Male Response %, Average Response %**.

Change the **Male Percentage** for **TV** to 70%.

Add a new record for: **Motoring, Male Response % 80, and Female Response % 37**.

Use a formula that displays the average percentage for **each** subject.

All numbers should be to 0 (zero) decimal places.

Produce a chart to show the **Average Response %** for **each** subject in descending order.

Format the data on the spreadsheet and the chart correctly.

Produce a printout showing the formula/s you have used.

Print out your finished spreadsheet.

Evidence needed:

- a) Printout of your finished spreadsheet and chart.*
- b) Printout showing formulas you have used.*

18 marks





4.

Create a poster to advertise the magazine.

You have been given the text and an image to use.

Put a border on the poster.

Make sure the poster is clear, easy to read and free from errors.

Evidence needed:

Printout of your finished poster.

10 marks

5.

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

Paste a screenprint showing the folders you have created into your evidence document.

Paste a screenprint showing the contents of one of the folders you have created into your evidence document.

Print out your evidence document.

Evidence needed:

- a) Screenprint showing the folders you have created pasted into your evidence document.*
- b) Screenprint showing the contents of one of the folders you have created and pasted into your evidence document.*
- c) Printout of your evidence document.*

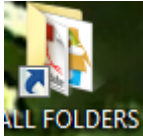
3 marks



Answer the following questions.

6.

What does the arrow in the icon shown below mean?



1 mark

7.

State **one** way to stay safe when using a computer.

1 mark

Before handing in your work please read and complete the following instructions.

Check that your name appears on **every** printout. Printouts without a name will **not** be awarded marks.

Insert your printouts into this booklet and hand it to the supervisor.

You should have the following printouts

A printout of your evidence document.

A printout of your spreadsheet and chart.

A printout showing the formulas used.

A printout of your poster.

END OF ASSESSMENT