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Functional Skills ICT Level 1 – Sample assessment

Flowers

3748-324

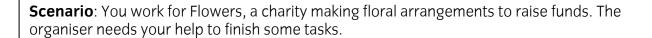


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| Candidate Name (First, Middle, La | ast) |
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| Candidate enrolment number | DOB (DDMMYYYY) |
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| Candidate declaration and signate | ure* |
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| Assessment date (DDMMYYYY) | Centre number |
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Total time available: 2 hours

- There are two parts to this assessment. Part A is 15 minutes. Part B is 1 hour and 45 minutes.
- You need access to **seven** 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 screen prints 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.



Part A

Time allowed: 15 minutes

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

1.

Use the internet to find the web address of **one** supplier of flower sleeves.

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

Paste the web address into your evidence document.

Save a copy of the web page you selected in web page format eg htm.

Evidence needed:

- a) Screenprint/s of the search and the results pasted into your evidence document.
- b) Web address pasted into your evidence document.

4 marks

2.

Prepare an email to the organiser (organiser@flowers.eu) telling her that you have found a flower sleeve supplier.

Attach the web page that 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 the finished email you created pasted into your evidence document.

4 marks

END OF PART A



Part B

Time allowed: 1 hour 45 minutes

• There are **six** tasks in Part B of this assessment and a total of **32** marks available.

- 3 -

- For Part B you need access to the following data files:
 - Carnation
 - o Evidence document
 - o Forget-me-not
 - Flowers
 - o FlowersLogo
 - Order
 - o Poster
- You **must not** use the Internet during Part B.

3.

You have been given a file that shows some stock figures for flowers.

Delete all data for **Tulips**.

Enter a suitable formula to calculate the **Stock Value** of each flower.

Stock Value is Price multiplied by Number in Stock

Enter a formula to calculate the total **Stock Value**.

Format the data on the spreadsheet correctly.

Make sure it is clear and easy to read.

Print out the finished spreadsheet.

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

Evidence needed:

- a) A printout of your finished spreadsheet.
- b) Printout/s of the formula you have used.

8 marks



4.

You have been given a file that shows some orders received.

Pearl Smith has decided that she would like **Fresh** flowers. Change her record to show this.

Change the price of the order for Jenny Trotter to £20.

Delete the order for **Stephen Allen**.

Sort the table into ascending order of price.

Make sure the table is clear and easy to read.

Print out the finished database table on one page.

Evidence needed:

a) A printout of your finished database table.

8 marks

5.

Create a poster to advertise the organisation.

Use the text you have been given.

You have been given a logo. Add this to the poster.

Select and use a suitable image from the ones you have been given.

Insert the email address from Task 1 where shown.

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

Print out your finished poster.

Evidence needed:

A printout of your finished poster.

11 marks



6.

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

You must now answer the following questions.

7.

Which one of the following is a file extension?

Tick the correct answer.

www.

.jpeg

candidate@C&G.com

App

1 mark

8.

State one example of how you can use technology to send a digital image to a friend.

1 mark

3748-324 - 6 -

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 the spreadsheet.

A printout showing the formula/s used.

A printout of the database table.

A printout of your poster.

END OF ASSESSMENT