Functional Skills ICT
Level 1 – Sample assessment

Flowers

3748-324

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate declaration and signature*

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 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.**

> **Scenario**: You work for Flowers, a charity making floral arrangements to raise funds. The organiser needs your help to finish some 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.
- For Part B you need access to the following data files:

  o **Carnation**
  o **Evidence document**
  o **Forget-me-not**
  o **Flowers**
  o **FlowersLogo**
  o **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.*

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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

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