

## Functional Skills ICT Level 2 – Sample assessment

**3748-725**  
Street Dance

Candidate Name (First, Middle, Last)

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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 are on a work placement in the office of a street dance club, All Ways Dancing.

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

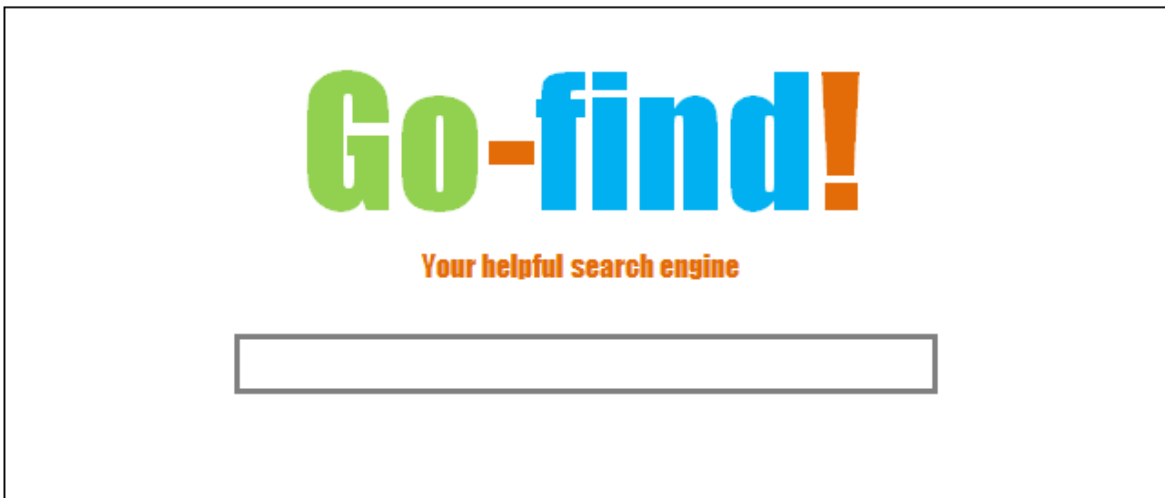
Click *Next*.

## Task 1

You need to find a free, non-copyright street dance image.

Enter your search words in the box below.

When you have done this, click *Next*.



The image shows a search engine interface for 'Go-find!'. The logo 'Go-find!' is displayed in a large, bold font, with 'Go' in green, a hyphen in orange, 'find' in blue, and an exclamation mark in orange. Below the logo, the tagline 'Your helpful search engine' is written in a smaller, orange font. At the bottom of the interface is a long, empty rectangular search input box.

1 mark

## Task 2

The search has provided a list of results.

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

**AD**

**FREE IMAGES** – Millions of **images** online

[www.freeimage.com](http://www.freeimage.com)

One month **free** trial. Access millions of **images** for instant download.

**AD**

**Street Wise Dance**

[www.streetwisenow.co.uk](http://www.streetwisenow.co.uk)

Hip Hop and Break**dance** specialists. Learn to **dance** for fitness and fun.

EveryPhoto – **Non-Copyright** and **Free** at EveryPhoto.org

[www.everyphoto.org](http://www.everyphoto.org)

**Free**, safe, easy to search and download **Street Dance images** now. Thousands available.

**Image Exchange**

[www.imageexchange.co.uk](http://www.imageexchange.co.uk)

View the best **copyright-free** photos and **images**. Download and share. Add to the stock. Low monthly subscription charge.

**Street Dance Dream** – Leisure Films

[www.rentafilm.co.eu](http://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 some images.

Download the file to view the images.

Paste a suitable image **only** into the evidence document provided.

Upload your completed evidence document.

**1 mark**

#### **Task 4**

The club chairperson (clubchair@allwaysdancing.eu) has sent you an email with the subject heading **Contacts**.

Reply to the email to let him know when you have completed the task.

CC the club secretary (secretary@allwaysdancing.eu).

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

When you have done this, click *Next*.

**5 marks**

## Task 5

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

Download the file and make some changes.

Use a formula to calculate the **Percentage Reservation**.

(**Percentage Reservation** is **No. Reserved Spaces** divided by **Maximum Places**)

Use a formula to display the word **Promote** if the **Percentage Reservation** is 50% or less.

Insert a row above the data and add the heading **Class Reservation List**. Merge and centre the heading.

Insert today's date in the footer.

Filter and save the spreadsheet to show only the classes to **Promote**.

Change the page layout to landscape.

Make sure that the spreadsheet can be printed on a single page.

Make sure all the data is clear, easy to read and formatted correctly.

Upload your completed spreadsheet.

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

Upload your completed spreadsheet.

**14 marks**

## Task 6

The Club Secretary wants you to contact some people on the class enquiry list.

Download the files you have been given.

Use database software to import the information from the **Class Enquiry List**.

Create a query to find those interested in a **Beginner** class for **Street Routines**.

**Paste a screenshot** of the design view of the query into the evidence document provided.

Use the query to create a report. Show **only** the **Title, LastName, FirstName, Initial, Address1, Address2, Town, County** and **Postcode**.

Make sure the report is clear and easy to read.

**Paste a screenshot** of the report into the evidence document provided.

Upload your completed evidence document.

**8 marks**



## Task 7

The Club Secretary needs to send a mail merge letter about Hip Hop Beginner classes with spaces available.

Download the files you have been given.

Use the files **Letter** and **Dance Image** to complete the letter.

Format the Club name and address at the top of the letter so that it stands out.

Insert the image at the top of the letter, right-aligned.

Insert a scissor symbol and dotted line to indicate a tear-off slip at the bottom of the page.

Insert a table with 5 rows and 2 columns in the tear-off slip.

In the first column, add the row headings, exactly as shown.

Full Name  
Address  
Postcode  
Contact Number  
Day and Time

Produce the **unmerged** letter, showing all of the merge fields.

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

**Paste a screenshot**, showing **all** of the letter, into the evidence document provided.

Use the **Contact List** to complete the merge.

**Paste a screenshot** of **each** of the merged letters into the evidence document provided.

Upload your completed evidence document.

**15 marks**

## Task 8

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

Download the evidence document provided.

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 evidence document.

Upload the completed evidence document.

**3 marks**

### **Task 9**

Which one of the following could a scanner be used for?

Tick the correct answer.

- a) To take a photograph of someone.
- b) To create a digital copy of a drawing.
- c) To correct formulas and functions.
- d) To record a piece of electronic music.

**1 mark**

### **Task 10**

What is a trojan horse?

Tick the correct answer.

- a) A type of firewall.
- b) A search engine.
- c) A type of malware.
- d) A system setting.

**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.