

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

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Information and Communication Technology Level 1

COVER SHEET

11 – 15 June 2018

Paper Reference

FST01/01

Total Marks

My signature confirms that I will not discuss the content of the test with anyone until the end of the 5 day test window.

Signature: _____

Instructions

- Use **black** ink or ball-point pen.
- **Fill in the boxes** at the top of this page with your name, centre number and candidate number.
- Sign the declaration.
- Punch a hole in the top left corner of each printout.
- Ensure your printouts are in the correct order and attach them to Page 2 of this cover sheet using a treasury tag, as shown.

P58658A

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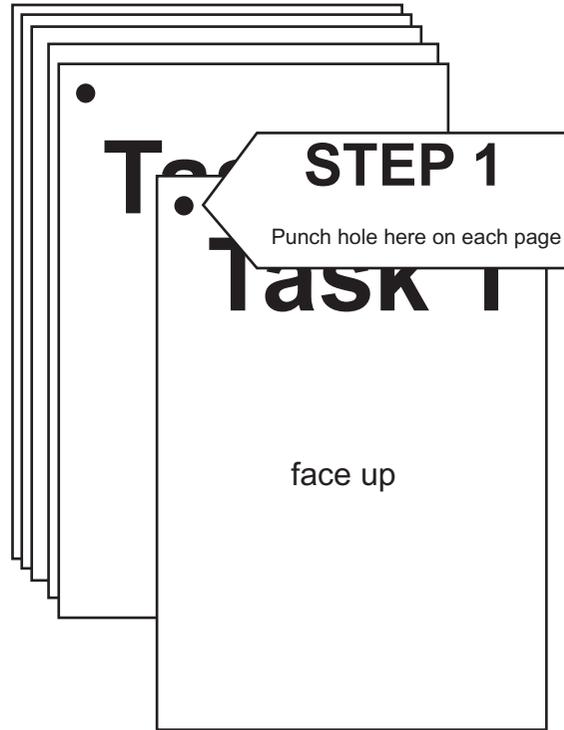


Turn over ►



Pearson

Put 'treasury tag'
through this hole



STEP 2 Arrange your pages in this order, face up.

- Task 1
- Task 2
- Task 3
- Task 4
- Task 5

STEP 3 Put a 'treasury tag' through all your pages.

STEP 4 (last) - - - - -



FOR EXAMINER'S USE ONLY

2a	1	
	2	
	3	
	3	
2b	1	
	1	
2c	1	
	1	
2d	1	
	2	
	2	
2e	1	
	2	
	2	
2f(i)	1	
	1	
2f(ii)	1	
	1	
2f(iii)	1	
	1	
2g	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
8		
3a	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
3b(i)	1	
	1	
3b(ii)	1	
	1	
4	1	
	2	
	3	
	4	
	5	
	6	
5	1	
	2	
	2	

1 4

2 20

3 18

4 6

5 2





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Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

11 – 15 June 2018

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJun18L1
- SpeakersL1
- LetterTextL1
- ImagesJun18L1
- Cover Sheet (enclosed)
- Short treasury tag

Instructions

- Complete **all** tasks.
- **Enter** your name, centre number and candidate number on each page before printing.
- Attach **all** tasks securely to the cover sheet using the treasury tag provided.

Information

- The test is divided into **TWO** sections.
- Start with **Section A**. You are advised to spend **15 minutes** on **Section A** and **1 hour and 45 minutes** on **Section B**.
- You will need to use the internet in **Section A**. You must **not** use the internet in **Section B**.
- The total mark is **50**.
- The marks for **each** task are shown in brackets
– *use this as a guide as to how much time to spend on each task.*

Advice

- Read each task carefully before you start to complete it.
- Keep an eye on the time.
- Try to complete each task.
- Check your work.

Turn over ►

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Background

Lowlands Junior Scientists is a science club for 12–17 year olds.

Mina Stafford, Group Leader, organises club meetings.

Getting Started

The **Data Files** folder in your user area contains all the files you need for this test.

These are:

- ResponsesJun18L1
- SpeakersL1
- LetterTextL1
- ImagesJun18L1

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	4 marks
Section B	Task 2	20 marks
	Task 3	18 marks
	Task 4	6 marks
	Task 5	2 marks
Total		50 marks

Complete ALL tasks.

Section B covers tasks 2–5 in the test.

Section A

You must use the internet for this section only.

Task 1 – National Space Centre

Mina is organising a trip to the National Space Centre.

She needs information about admission charges.

Open **ResponsesJun18L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find the adult admission price to the National Space Centre.

Show how you did this by completing **ResponsesJun18L1** with:

- a screen shot of the search engine and the keywords you typed in
- the adult admission price to the National Space Centre
- the full website address (URL) that you used.

Resave **ResponsesJun18L1** for use in **Section B, Task 3**.

Evidence

*A printout of **ResponsesJun18L1***

Remember

Make sure your name, candidate number and centre number are on the printout.

(Total for Task 1 = 4 marks)

TOTAL FOR SECTION A = 4 MARKS

You must not use the internet for the rest of the test.

Section B

You must not use the internet from this point onwards.

Task 2 – Visiting speakers

Every month, a speaker is invited to talk to *Lowlands Junior Scientists*.

The speakers charge a fee and travel expenses.

SpeakersL1 shows details of the speakers for the year from September.

(a) Open **SpeakersL1**

Enter your name, candidate number and centre number in the footer.

The information for Dr Emily Grey has not yet been entered.

Topic	Ocean facts
Speaker fee	50
Estimated travel expenses	18.25

Enter this information on to the spreadsheet.

(3)

(b) Use a formula to calculate the **Total payable** for Dr Jay Smyth.

(1)

The club contributes £50 towards the total payable and the members pay the rest.

(c) Use a formula to calculate the **Amount payable by members** for Dr Jay Smyth.

(1)

The average number of members attending meetings is **25**

(d) Use a formula to calculate the **Member contribution** for Dr Jay Smyth.

(2)

(e) Replicate your formulae for all speakers.

(2)

Evidence

*A printout of your spreadsheet showing the **formulae** you used.*

Make sure the formulae are shown in full.

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the spreadsheet.

(f) Format the spreadsheet.

(i) Format **all** currency values to £ with two decimal places. (1)

(ii) Format **all** dates to a consistent style. (1)

(iii) Add any other formatting to make the spreadsheet clear and easy to understand. (1)

Evidence

*A printout of your spreadsheet showing the **data**.*

Remember

Make sure your name, candidate number and centre number are on the printout.

Resave the spreadsheet.

(g) Create a chart to display the speaker fee and estimated travel expenses for each speaker.

The chart must:

- be clearly labelled
- be easy to understand
- have an appropriate title
- be saved on a separate sheet within your spreadsheet.

(8)

Evidence

*A printout of your **chart** on an A4 sheet.*

Remember

Make sure your name, candidate number and centre number are on the printout.

Save the chart.

(Total for Task 2 = 20 marks)

Task 3 – Letter

- (a) Mina wants a letter to tell parents and carers about the trip to the National Space Centre.

The letter must:

- fit on **one** page, **A4**, portrait
- be clear and informative
- be fit for purpose and audience.

It must include:

- all the text from **LetterTextL1**
- the adult admission price that you found in **Section A, Task 1**
- the logo from **ImagesJun18L1**
- **one** other appropriate image selected from **ImagesJun18L1**

Create the letter.

Enter your name, candidate number and centre number in the footer.

Save the letter with a meaningful file name.

(16)

Evidence

*A printout of your letter on one **A4** page.*

Remember

Make sure your name, candidate number and centre number are on the printout.

(b) Answer this question in the space provided in **ResponsesJun18L1**

Open **ResponsesJun18L1**

Mina wants to make sure others cannot edit her letter.

She decides to protect it with a password.

She could use **MINA1** or **SpC4ntr4**

(i) Identify the strongest password to use.

(1)

(ii) Give **one** reason for your choice.

(1)

Evidence

A printout of **ResponsesJun18L1**

Remember

Make sure your name, candidate number and centre number are on the printout.

(Total for Task 3 = 18 marks)

Task 4 – Email your letter

You must **not** use the internet for this task.

Umar Farooq is the secretary of *Lowlands Junior Scientists*.

His email address is sec@lowlandsjs.org.uk

Prepare an email to Umar attaching a copy of your letter.

Include a message asking him to send the letter to all parents and carers of club members.

Produce a screen shot showing the email that you have prepared.

Evidence

A printout of the screen shot showing your email.

Make sure it shows clearly the email address, the subject, the message and the attachment.

Make sure the screen shot is clear and large enough to be read.

Remember

Make sure your name, candidate number and centre number are on the printout.

(Total for Task 4 = 6 marks)

Task 5 – Using ICT

Mina wants a new folder to store documents about future speakers.

Create a folder called **Speakers 18_19**

Move **only** your spreadsheet into this folder.

Produce a screen shot showing your spreadsheet in the new folder.

Evidence

*A printout of the screen shot showing the **Speakers 18_19** folder containing **only** your spreadsheet.*

Make sure the names of the folder and file are large enough to be read.

Remember

Make sure your name, candidate number and centre number are on the printout.

(Total for Task 5 = 2 marks)

TOTAL FOR SECTION B = 46 MARKS
TOTAL FOR TEST = 50 MARKS

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