

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

--	--	--	--

Information and Communication Technology Level 2

COVER SHEET

8 – 12 January 2018

Paper Reference

FST02/01

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.

P58636A

©2018 Pearson Education Ltd.

1/1/1/1/1

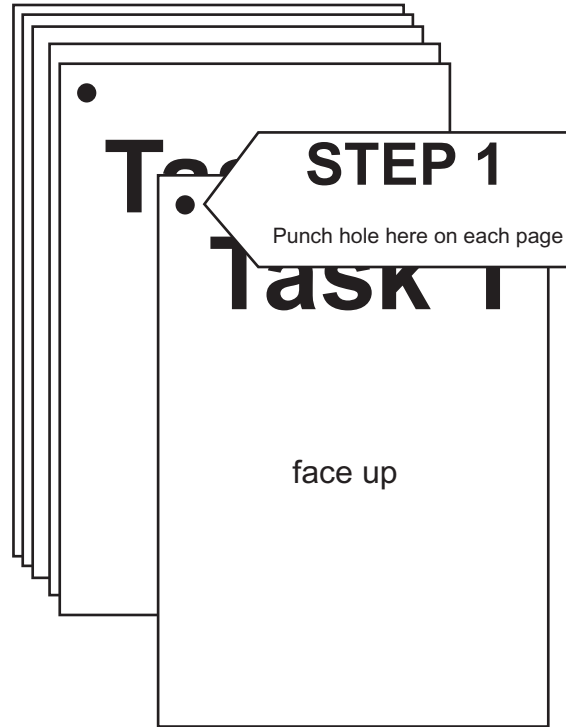


Turn over ►



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

1a	1	
	2	
1b	3	
	4	
	4	
1	6	
2a	1	
	2	
2b	2	
	1	
	2	
2c	1	
	1	
2d	1	
	2	
	3	
	3	
2e	1	
	2	
	3	
	3	
2fi	1	
	1	
2fii	1	
	2	
2g	2	
	3	
	4	
	5	
	5	
3	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
4	1	
	2	
	3	
	4	
4	4	
5a	1	
	2	
5b	2	
	1	
	2	
5	4	





BLANK PAGE



Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

8 – 12 January 2018

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJan18L2
- ObanL2
- TourTextL2
- ImagesJan18L2
- 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 ►

P58636A

©2018 Pearson Education Ltd.

1/1/1/1/1




Pearson

Background

Ernest Montbatten is the manager of *Southlands Scottish Holidays*.

He has organised a coach trip to Oban in Scotland.

Your task is to help Ernest by:

- gathering information
- completing a spreadsheet about payments for the trip
- producing an information sheet.

Getting Started

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

These are:

- ResponsesJan18L2
- ObanL2
- TourTextL2
- ImagesJan18L2

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	19 marks
	Task 3	17 marks
	Task 4	4 marks
	Task 5	4 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 – Research for the information sheet

Ernest needs some information about tourist attractions near Oban.

Open **ResponsesJan18L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find an image of McCaig's Tower in Oban.

Take a screen shot of the search engine showing the criteria you used and the results of the search.

Paste the screen shot into **ResponsesJan18L2**

Complete the table in **ResponsesJan18L2**

(4)

- (b) Use the internet to find:

- the year that the building of McCaig's Tower in Oban was started
- the website address of the Cruachan Visitor Centre.

Complete the table in **ResponsesJan18L2** with your answers.

(2)

Resave **ResponsesJan18L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesJan18L2***

Remember

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

(Total for Task 1 = 6 marks)

TOTAL FOR SECTION A = 6 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 – Oban trip

ObanL2 contains details of the payments made by people who have booked the coach trip.

Open **ObanL2**

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

- (a) Enter formulae to calculate the **Total Paid** by each person. (2)
- (b) The cost of the trip depends on the age of the person. If the person is aged 16 or over the cost is 250, if not the cost is 200.
Use a spreadsheet function to display the **Cost** for each person. (2)
- (c) Enter formulae to calculate the **Balance** to pay for each person. (1)
- (d) Use a spreadsheet function to display 'Yes' in the **Paid In Full?** column if the **Balance** is 0, or 'No' if it is not. (3)

Evidence

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

Make sure the formulae are not truncated.

Remember

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

Resave the file.

- (e) Sort the data in alphabetical order of **First Name** within alphabetical order of **Last Name** (3)
- (f) Format the spreadsheet.
- (i) Format all currency values to £ with 0 decimal places. (1)
- (ii) Add any other formatting so that the worksheet is clear and easy to understand. (2)

Evidence

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

Remember

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

Resave the file.

- (g) Create a suitable chart to show the age of each person on the Oban trip. (5)
- Identify each person by their first name.
- Format the chart so that it is clear and easy to read.
- Save the chart as a separate worksheet within **ObanL2**

Evidence

*A printout of your **chart**.*

Remember

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

Save the chart.

(Total for Task 2 = 19 marks)

Task 3 – Information sheet

Ernest wants an information sheet about the Oban trip.

It must:

- fit to **one** page of **A4**, portrait
- be fit for purpose and audience.

The information sheet must include:

- relevant text selected from **TourTextL2**
- the information you found in **Section A, Task 1(b)**
- the logo from **ImagesJan18L2**
- the image you found in **Section A, Task 1(a)**
- **one** other suitable image from **ImagesJan18L2**

Create the information sheet.

Format the schedule as a table.

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

Save the information sheet with a meaningful file name.

Evidence

A printout of your information sheet on one A4 page, portrait.

Remember

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

(Total for Task 3 = 17 marks)

Task 4 – Prepare an email

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

Armand Anderson is the secretary of *Southlands Scottish Holidays*.

Prepare an email to Armand attaching a copy of your spreadsheet.

Include a message asking him to send a reminder to people who have not paid the full cost of the trip.

Armand's email address is armand@southlandssh.co.uk

Produce a screen shot showing the email you have prepared.

Save the screen shot with a meaningful file name.

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.

Remember

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

(Total for Task 4 = 4 marks)

Task 5 – Using ICT

Answer these questions in the spaces provided in **ResponsesJan18L2**

Open **ResponsesJan18L2**

- (a) Ernest has been advised that he should use only secure websites when he enters personal information online.

He wants to know how he can tell if a website is secure.

Give **two** ways websites show that they are secure.

(2)

- (b) The information sheet you created uses an image from the internet.

Ernest must not break the law.

Give **two** ways Ernest could avoid breaking the law before he publishes the information sheet.

(2)

Evidence

A printout of ResponsesJan18L2

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

Pearson Education Limited gratefully acknowledges the following sources used in the preparation of this paper:

Image 1: Peter Muir

Image 2: Peter Muir

Image 3: Peter Muir & Pearson Education, Inc.

Image 4: Peter Muir

Image 5: Peter Muir

Every effort has been made to contact copyright holders to obtain their permission for the use of copyright material.

Pearson Education Limited will, if notified, be happy to rectify any errors or omissions and include any such rectifications in future editions