

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

--	--	--	--

Information and Communication Technology Level 2

COVER SHEET

11 – 15 June 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.

P58657A

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1/1/1/1

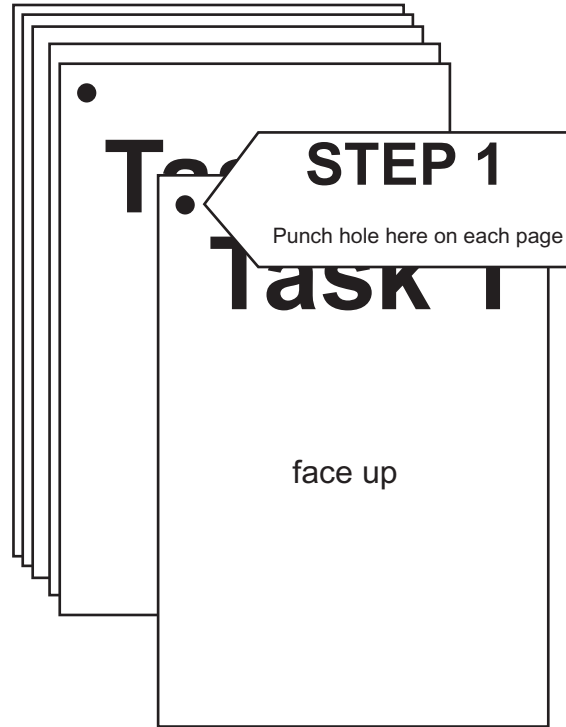


Turn over ►



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	
	2	
2a	1	
	2	
2b	1	
	2	
	2	
2c	1	
	2	
	3	
	3	
2di	1	
	1	
2dii	1	
	2	
2ei	1	
	1	
2eii	1	
	1	
2fi	1	
	2	
	2	
2fii	1	
	1	
2g	1	
	2	
	3	
	4	
	5	
3	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
4	1	
	2	
	3	
	4	
5a	1	
	2	
5b	2	
	1	
	2	

1	6	
2	20	
3	16	
4	4	
5	4	





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Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

11 – 15 June 2018

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJun18L2
- ClynderL2
- KoblenzTextL2
- ImagesJun18L2
- 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

Celia Johnson is the organiser of *Clynder International Cycling* group.

She is planning a cycling tour in Germany for members.

Your task is to help Celia by:

- gathering information
- completing a spreadsheet
- producing a presentation.

Getting Started

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

These are:

- ResponsesJun18L2
- ClynderL2
- KoblenzTextL2
- ImagesJun18L2

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	20 marks
	Task 3	16 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 presentation

Celia needs some information for a presentation about the cycling tour.

Open **ResponsesJun18L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find an image of Porta Nigra in Trier, Germany.

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

Paste the screen shot into **ResponsesJun18L2**

Complete the table in **ResponsesJun18L2**

(4)

- (b) Use the internet to find:

- the name of the river that flows between Trier and Koblenz
- the name of the sculptor who produced the replica Deutsches Eck statue in Koblenz.

Complete the table in **ResponsesJun18L2**

(2)

Resave **ResponsesJun18L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesJun18L2***

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 – Clynder International Cycling

ClynderL2 contains two worksheets **Payments** and **Competition**

Open **ClynderL2**

Open the **Payments** worksheet.

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

- (a) Sort the data into alphabetical order of **First Name** within alphabetical order of **Last Name** (2)
- (b) Enter formulae to calculate the **Total Paid** by each member. (2)
- (c) The total cost of the trip is stored in cell **B25**
Enter formulae to calculate the **Balance to Pay** for each member. (3)

Evidence

A printout of the **Payments** worksheet 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.

- (d) Format the **Payments** worksheet.
 - (i) Format all currency values to show £ 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 **Payments** worksheet showing the **data**.

Remember

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

Resave the file.

(e) Celia wants a list of members who have not paid in full.

(i) Filter the **Payments** worksheet to show members who have not paid in full.

(1)

(ii) Save the filtered list as a new spreadsheet named **Trier2018**

(1)

Evidence

A printout of **Trier2018** showing the filtered list.

Remember

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

Celia organises time trials for the cycling club.

(f) The times for each trial (in minutes) are recorded in the **Competition** worksheet.

Open the **Competition** worksheet.

(i) Calculate the **Average** time for each member.

(2)

(ii) Highlight the name of the member with the lowest average time.

(1)

Evidence

A printout of the **Competition** worksheet 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.

(g) Create a suitable chart to show the average time for each member.

Identify each member by first name.

Format the chart so that it is clear and easy to read.

Save the chart as a separate worksheet.

(5)

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 = 20 marks)

Task 3 – Presentation

Celia wants a presentation about the Trier to Koblenz tour to show members of *Clynder International Cycling* group.

The presentation must:

- have a title slide and **three** other slides
- be clear and easy to read on a large screen
- be fit for purpose
- be printed with **two** slides per page.

It must include:

- all relevant text selected from **KoblenzTextL2**
- the information you found in **Section A, Task 1(b)**
- the logo from **ImagesJun18L2** on all slides
- the image you found in **Section A, Task 1(a)**
- **two** other suitable images from **ImagesJun18L2**

Create the presentation.

Add a sentence on the last slide reminding members to pay the balance by the end of July.

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

Save the presentation with a meaningful file name.

Evidence

A printout of your presentation with two slides per page.

Remember

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

(Total for Task 3 = 16 marks)

Task 4 – Prepare an email

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

Anand Mahmhora is the treasurer of *Clynder International Cycling*.

Prepare an email to Anand attaching a copy of the filtered spreadsheet that you saved in **Section B, Task 2(e)(ii)**.

Include a message asking him to remind members that the balance must be paid by the end of July.

Anand's email address is `anand.mahmhora@clynderic.org.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 the email that you have prepared.

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

Make sure the screen shot is large enough to read.

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 **ResponsesJun18L2**

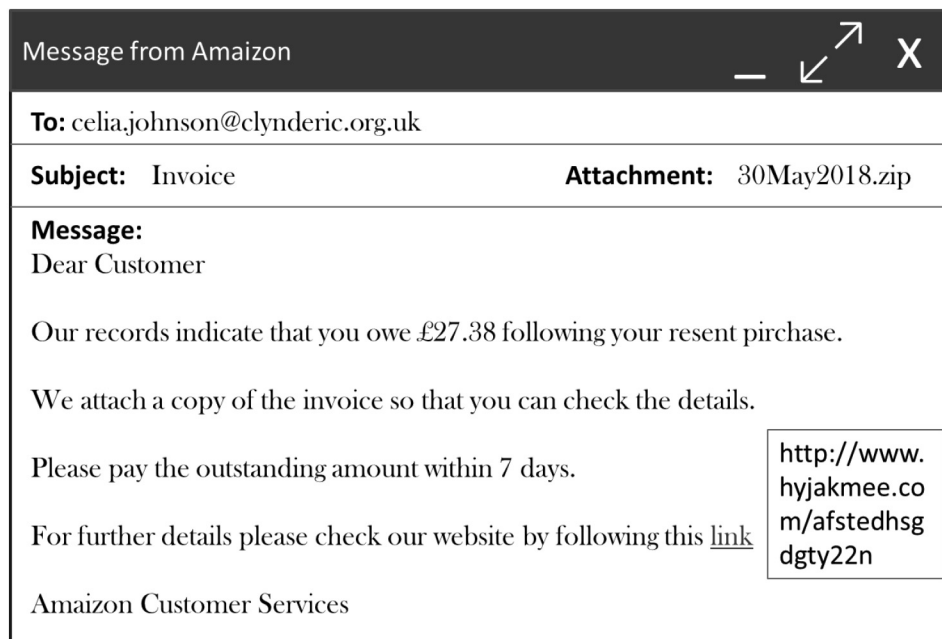
Open **ResponsesJun18L2**

(a) Anand is visually impaired.

Identify **two** ways he could change the system settings to make it easier for him to use his laptop.

(2)

(b) Celia has received the email shown in this image.



She was not expecting the email.

Identify **two** features of the email that suggest it is not genuine.

(2)

Evidence

*A printout of your completed **ResponsesJun18L2***

Remember

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

(Total for Task 5 = 4 marks)

**TOTAL FOR SECTION B = 44 MARKS
TOTAL FOR TEST = 50 MARKS**



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