

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

--	--	--	--

Information and Communication Technology Level 1

COVER SHEET

12 – 16 June 2017

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.

P54637A

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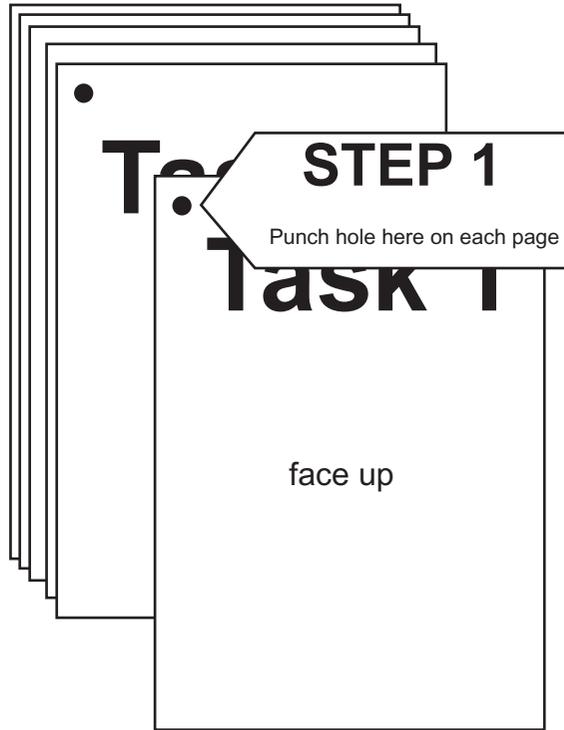


Turn over ►



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

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

1 4

2 20

3 18

4 6

5 2



BLANK PAGE



Pearson Edexcel Functional Skills

Information and Communication Technology Level 1

12 – 16 June 2017

Time: 2 hours

Paper Reference

FST01/01

You must have:

- ResponsesJun17L1
- DVDSalesL1
- AdvertTextL1
- ImagesJun17L1
- 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

Glenachulish Cultural Society was founded in 1947.

They have released a DVD of local sights and sounds to celebrate 70 years.

Angus Cameron manages the sales.

Getting Started

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

These are:

- ResponsesJun17L1
- DVDSalesL1
- AdvertTextL1
- ImagesJun17L1

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 – Golden eagle

Angus needs an image of a golden eagle for an advert.

Open **ResponsesJun17L1**

Enter your name, candidate number and centre number.

Use an internet search engine to find an image of a golden eagle.

Show how you did this by completing **ResponsesJun17L1** with:

- a screen shot of the search engine page and key words you typed in
- a single image of a golden eagle
- the full website address (URL) that you used.

Resave **ResponsesJun17L1** for use in **Section B, Task 3**.

Evidence

*A printout of **ResponsesJun17L1***

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 – DVD sales

Angus wants to check the sales of DVDs for the year.

DVDSalesL1 shows how many DVDs have been sold each month.

- (a) Open **DVDSalesL1**

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

The sales for Fiona McKay in March, April and May have not been entered.

These are:

March	27
April	11
May	12

Enter these values on the spreadsheet.

(2)

- (b) Use a formula to calculate the **Total Sold** by each **Member**

(2)

- (c) The price of a DVD is 10.75

Calculate the **Total Sales Income** for each **Member**

(3)

- (d) Use a formula to calculate the **Average Sold** each **Month**

(3)

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.

(e) Format the spreadsheet.

(i) Format the **Average Sold** values to 0 decimal places.

(1)

(ii) Make sure the information is clear and easy to read.

(2)

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.

(f) Create a pie chart to display the total sold by each member.

The chart must:

- be clearly labelled
- be easy to understand
- have an appropriate title
- have data labels for the values
- be printed on a separate sheet.

(7)

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 – Advertising the DVD

Angus wants an advert to increase sales of the DVD.

(a) The advert must be:

- **A5** portrait (printed on one page of A4)
- clear and easy to read.

It must include:

- the text from **AdvertTextL1**
- the price of a DVD from **Section B, Task 2(c)**
- the image you found in **Section A, Task 1**
- the logo from **ImagesJun17L1**
- **one** other appropriate image selected from **ImagesJun17L1**

Create the advert.

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

Save the advert with a meaningful file name.

(16)

Evidence

A printout of your A5 advert on one page of A4.

Remember

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

(b) Answer this question in the space provided in **ResponsesJun17L1**

Open **ResponsesJun17L1**

Angus wants to protect the advert with a strong password.

Identify **two** features of a strong password.

(2)

Evidence

*A printout of **ResponsesJun17L1***

Remember

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

(Total for Task 3 = 18 marks)

Task 4 – Email your advert

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

Elaine Campbell is the secretary of *Glenachulish Cultural Society*.

Her email address is elaine.campbell@glenachulishcs.org.uk

Prepare an email to Elaine attaching a copy of your advert.

Include a message asking Elaine to send the advert to local tourist information centres.

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

Save the screen shot using 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.

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

Angus wants a new folder to store documents about the DVD.

Create a new folder called **Sights and Sounds**

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

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

Evidence

*A printout of the screen shot showing the **Sights and Sounds** folder containing **only** your spreadsheet **and** advert.*

Make sure the names of the folder and files 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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