Functional Skills ICT
Level 1 - Sample assessment

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3748-324
Magazine

Candidate Name (First, Middle, Last)

Candidate enrolment number

DOB (DDMMYYYY)

Candidate signature and declaration*

Assessment date (DDMMYYYY)

Centre number

Total time available: 2 hours

- There are **two** parts to this assessment. Part A is 15 minutes. Part B is one hour and 45 minutes.
- You may access the internet during Part A. You **must not** access the internet during Part B.
- You need access to **four** data files during this assessment. Your supervisor will tell you where they are stored.
- One of the data files is called an **Evidence Document**. When asked, paste screenprints of your work into this document.
- Read each instruction carefully.
- You must store and organise your work so that it can be found again easily.
- Printing may be carried out after the time allocated for this assessment.
- Your name must appear on **every** printout. It may be handwritten or in a footer. If your printout does not have your name on it, it will not be marked.
- Insert your printouts into this booklet in the correct order and hand it to your supervisor when you have completed both parts A and B of this assessment.

* **I declare that I have no prior knowledge of the tasks in this assessment and that I will not divulge to any person any information about the tasks.**

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Scenario: You work for 'The Magazine Company'. The manager needs your help to launch a new magazine.

Part A

Time allowed: **15 minutes**

- There are **two** tasks in Part A of this assessment and a total of **seven** marks available.
- For Part A you need access to the file **Evidence Document.**
- **You need to use the internet during Part A.**

1.

Use the internet to search for suppliers of outdoor advertising banners.

Paste a screenprint to show your search and the results into your evidence document.

Copy and paste the web address of a suitable site into your evidence document.

Save the home page as a web page eg htm.

Evidence needed:
a) Screenprints of your search and results pasted into your evidence document.
b) Web address pasted into your evidence document.

2 marks

2.

Prepare an email to the manager (manager@themagcompany.eu) to say that you have found a suitable website.

Attach the webpage you saved in Task 1.

Paste a screenprint of your finished email into your evidence document.
(You just have to prepare the email. Do not send it).

Evidence needed:
Screenprint of your finished email pasted into your evidence document.

5 marks

END OF PART A

Part B

Time allowed: **1 hour 40 minutes**

- There are **five** tasks in Part B of this assessment and a total of **33** marks available.
- For Part B you need access to the following data files:
    - **Evidence Document**
    - **Image**
    - **Survey**
    - **Text.**
- You **must not** use the internet during Part B.

3.

You have been given a file with information about the reading interests of people surveyed. Some changes need to be made.

Change the order of columns to: **Subject, Female Response %, Male Response %, Average Response %.**

Change the **Male Percentage** for **TV** to 70%.

Add a new record for: **Motoring**, **Male Response %** 80, and **Female Response %** 37.

Use a formula that displays the average percentage for **each** subject.

All numbers should be to 0 (zero) decimal places.

Produce a chart to show the **Average Response %** for **each** subject in descending order.

Format the data on the spreadsheet and the chart correctly.

Produce a printout showing the formula/s you have used.

Print out your finished spreadsheet.

Evidence needed:
a) Printout of your finished spreadsheet and chart.
b) Printout showing formulas you have used.

18 marks

4.

Create a poster to advertise the magazine.

You have been given the text and an image to use.

Put a border on the poster.

Make sure the poster is clear, easy to read and free from errors.

***Evidence needed**:*
Printout of your finished poster.

10 marks

5.

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

Paste a screenprint showing the folders you have created into your evidence document.

Paste a screenprint showing the contents of one of the folders you have created into your evidence document.

Print out your evidence document.

Evidence needed:
a) Screenprint showing the folders you have created pasted into your evidence document.
b) Screenprint showing the contents of one of the folders you have created and pasted into your evidence document.
c) Printout of your evidence document.

3 marks

Answer the following questions.
Write your answers under each question.

6.

What does the arrow in the icon shown below mean?

_____

_____

1 mark

7.

State **one** way to stay safe when using a computer.

_____

_____

1 mark

Before handing in your work please read and complete the following instructions.

Check that your name appears on **every** printout. Printouts without a name will **not** be awarded marks.

Insert your printouts into this booklet and hand it to the supervisor.

You should have the following printouts
A printout of your evidence document.
A printout of your spreadsheet and chart.
A printout showing the formulas used.
A printout of your poster.

END OF ASSESSMENT

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