

Write your name here

Surname

Other names

**Pearson Edexcel
Functional Skills**

Centre Number

--	--	--	--	--

Candidate Number

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Information and Communication Technology Level 2

COVER SHEET

9 – 13 January 2017

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.

P53782A

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1/1/1/1

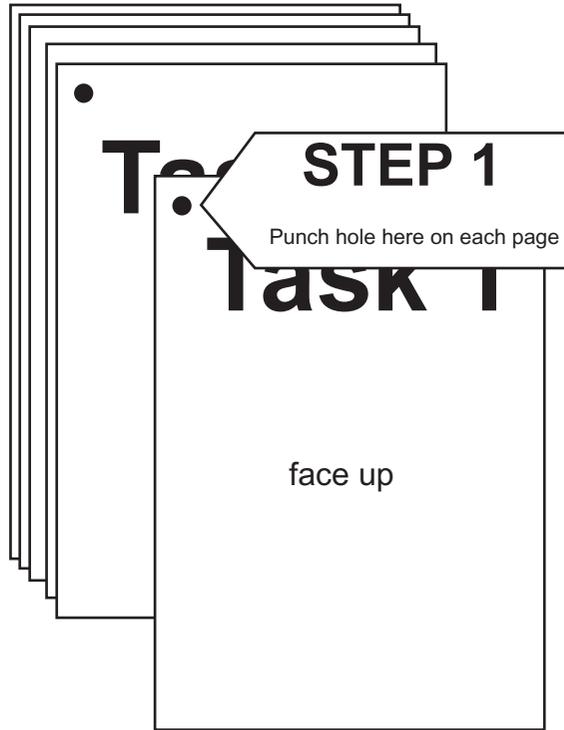


Turn over ►



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	
2a	1	
	2	
2b	3	
	3	
2c	1	
	2	
	3	
2d	3	
	3	
2e	1	
	2	
2f	2	
	2	
2g	1	
	2	
	3	
	4	
	5	
3	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
	11	
	12	
	13	
	14	
	15	
	16	
	17	
	18	
4	1	
	2	
	3	
	4	
5a	4	
	4	
5b	1	
	2	
	2	
1	6	
2	18	
3	18	
4	4	
5	4	





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Pearson Edexcel Functional Skills

Information and Communication Technology Level 2

9 – 13 January 2017

Time: 2 hours

Paper Reference

FST02/01

You must have:

- ResponsesJan17L2
- BoatTripL2
- InformationL2
- ImagesJan17L2
- 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

Mark Costello is the Events Organiser for *Oxthorpe Community Association*.

He has organised a boat trip on the River Thames.

Your task is to help Mark by:

- gathering information
- completing a spreadsheet about prices 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:

- ResponsesJan17L2
- BoatTripL2
- InformationL2
- ImagesJan17L2

Mark Allocation

The marks for the test will be allocated as follows:

Section A	Task 1	6 marks
Section B	Task 2	18 marks
	Task 3	18 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

Mark needs some information about tourist attractions on the River Thames.

Open **ResponsesJan17L2**

Enter your name, candidate number and centre number.

- (a) Use an internet search engine to find an image of the Thames Barrier.

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

Paste the screen shot into **ResponsesJan17L2**

Complete the table in **ResponsesJan17L2**

(4)

- (b) Use the internet to find:

- the reason the Old Royal Naval College was originally constructed
- the name given to the Cutty Sark in 1895.

Complete the table in **ResponsesJan17L2** with your answers.

(2)

Resave **ResponsesJan17L2** for use in **Section B, Task 3** and **Task 5**.

Evidence

*A printout of **ResponsesJan17L2***

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 – Boat trip prices

BoatTripL2 contains details of prices for passengers on the boat trip.

Open **BoatTripL2**

It has two worksheets **Prices** and **Meals**

Enter your name, candidate number and centre number in the footer of the **Prices** worksheet.

- (a) Sort the data in alphabetical order of **First Name** within alphabetical order of **Last Name**

(3)

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.

- (b) If the passenger is aged 16 or over the ticket price is **22.50**, if not the ticket price is **14.50**

Use a spreadsheet function to display the **Ticket Price** for each passenger.

(2)

- (c) The prices for meals are stored in the **Meals** worksheet.

The **Meal Price** depends on the **Meal Code**

Use a spreadsheet function to display the **Meal Price** for each passenger.

(3)

- (d) Enter formulae to calculate the **Price of Trip** for each passenger.

(2)

(e) Enter a formula to calculate the **Total Price of Trip**

(1)

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.

(f) Format the **Prices** worksheet:

- format all currency values to show £ with two decimal places
- 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 price of the trip for each passenger.

Identify each passenger by their **First Name**

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

Save the chart as a separate worksheet within **BoatTripL2**

(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 = 18 marks)

Task 3 – Information sheet

Mark wants an information sheet for the boat trip passengers.

It must:

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

The information sheet must include:

- relevant text selected from **InformationL2**
- the information you found in **Section A, Task 1(b)**
- the logo from **ImagesJan17L2**
- the image you found in **Section A, Task 1(a)**
- **one** other suitable image from **ImagesJan17L2**

Format the programme information 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 = 18 marks)

Task 4 – Prepare an email

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

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

Include a message asking Mark to check that the age of each passenger is correct.

Mark's email address is costellom2@oxcom15.org

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 **ResponsesJan17L2**

Open **ResponsesJan17L2**

- (a) Mark has received an email from someone he does not know.

The email message contains a link to a website.

Identify **two** risks if Mark clicks on the link.

(2)

- (b) Mark plans to make a video of the boat trip.

He wants to send the video to the secretary but it will be too large to send by email.

Give **two** ways he could send the video to the secretary.

(2)

Evidence

*A printout of your completed copy of **ResponsesJan17L2***

(Total for Task 5 = 4 marks)

TOTAL FOR SECTION B = 44 MARKS

TOTAL FOR TEST = 50 MARKS

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