## Functional Skills ICT Level 2 – Sample assessment

# 3748-025

Library

Candidate Name (First, Middle, Last)	
Candidate enrolment number	DOB (DDMMYYYY)
Candidate signature and declarat	ion*
Assessment date (DDMMYYYY)	Centre number

## Total time available: 2 hours

- There are **two** parts to this assessment. Part A is 20 minutes. Part B is one hour and 40 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 screen prints 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 questions in this assessment and that I will not divulge to any person any information about the questions.



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For examiner's use only	
Question	Mark
Part A	
Part B	
Total	

**Scenario**: You are working with a librarian at Minton College Library. He wants some information on e-books to give to customers. He also wants you to find out which books are overdue and to send reminder letters.

#### Part A Time allowed: 20 minutes

- There are **two** tasks in Part A of this assessment and a total of **11** marks available.
- For Part A you need access to the data file **Evidence document**.
- You **need to** use the internet during Part A.

1.

Using the Internet, find the page on Wikipedia that gives information about e-books.

Paste a screen print showing your search and the results into your evidence document.

Copy the sections on **advantages** and **drawbacks** of e-books into a new word processed document.

The librarian also needs you to find a picture of an e-reader.

Paste a copy of the picture into your word processed document.

Make sure that your document is clear and easy to read. Print the document.

#### Evidence needed:

- a) Screen print/s of the searches and the results pasted into your evidence document.
- b) A print out of the word processed document.



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2.

Prepare an email to (<u>librarian@mintoncollege.city</u>) telling him you have found the information he wanted.

Attach the word processed document you saved in task 1.

Paste a screen print of your finished email into your evidence document.

#### You just have to prepare the email. Do not send it.

Add the librarian to your email address book. Save a screen print showing the entry and paste it into your evidence document.

#### Evidence needed:

- a) Screen print/s of your completed email pasted into your evidence document.
- b) Screen print of the address book entry pasted into your evidence document.

5 marks

## **END OF PART A**





#### Part B Time allowed: 1 hour 40 minutes

- There are **six** tasks in Part B of this assessment and a total of **39** marks available.
- For Part B you need access to the following data files:
  - $\circ$  evidence document
  - o Overdue Letter
  - Loan Books
  - o **Logo**
- You **must not** use the internet during Part B.

#### 3.

The librarian needs you to create a database of the books that are on loan.

You have been given a file with this information.

Make sure all the data types are set correctly.

Take a screen print of the completed database design and paste it into your evidence document.

Use the database to create a report of the books that are overdue, as they were due back **on or before 01/04/2011**.

Include only the **Book Title, Author**, **ISBN Number**, **Title**, **Initial** and **Surname** of the person who has borrowed the book and **Date due back**.

Check that your work is formatted correctly. Make sure that the report is clear and easy to read.

Print a copy.

#### Evidence needed:

a) Screen print of the database design pasted into your evidence documentb) Printout of report showing overdue books in ascending order



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4.

The librarian needs you to use mailmerge to send letters to **only** the people who have overdue books.

You have been given the letter.

You have also been given a logo to include.

He wants the library address inserted in the footer:

#### The Village Green, Lower Hampton, Minton XC8 99P

Check that the letter is clear and suitable.

Print a copy of the unmerged letter showing all the merge fields and print the merged letters.

## **Evidence needed**: a) Printout of the unmerged letter showing all merge fields b) Printout of the merged letters to people with overdue books.

#### 18 marks

5.

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

Paste a screen print showing the folder(s) you have created into your evidence document.

Paste a screen print showing the contents of **one** of your folders into your evidence document.

Compress (zip) the folder. Paste a screen print showing the compressed folder into your evidence document.

Print a copy of your evidence document.

#### Evidence needed:

- a) Screen print showing folder(s) and files you have created pasted into your evidence document.
- b) Screen print showing your compressed folder pasted into your evidence document.
- c) A printout of your evidence document.



## You must now answer the following questions.

6.

When might you use an \* (asterisk) in a search?

7.

State **one** way you could make a USB memory stick safe to use after it has been infected by a virus.

1 mark

1 mark

8.

State **two** actions you can perform using the right click facility on a mouse.

i)

ii)



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

- 7 -

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 the word processed document.
- A printout of your report.
- A printout of your merged letters.
- A printout of your unmerged letter.

# END OF ASSESSMENT