

Paper Reference(s)

FT201/01

Edexcel Functional Skills

Information and Communication Technology

Level 2

Time: 2 hours

Materials required for examination

Short treasury tag

Items included with question papers

Cover Sheet

Instructions to Candidates

Complete your candidate details on the cover sheet provided.

At the end of the examination use a treasury tag to attach your printouts to Page 2 of the cover sheet.

Information for Candidates

The marks for activities are shown in round brackets: e.g. (2).

There are **three** activities in this question paper. The total mark for this paper is **60**.

There are 8 pages in this question paper. Any blank pages are indicated.

Advice to Candidates

Read the instructions on Page 2.

Work through the activities.

Attempt **ALL** activities.

Take breaks away from the computer from time to time.

Label your printouts clearly as instructed in each task.

Printer's Log. No.

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Campsite

Assessment Activities

You will select and use suitable ICT applications to complete a series of tasks to help with the everyday running of a camping and caravan site. You will be marked on the output you will produce in the form of files and printouts as each task is completed.

Time

You have 2 hours to complete the assessment. This includes printing and collation.

Context

You are working at a caravan and camping site as the assistant to the site manager. The manager lives away from the site and communicates with you by email. You also deal with customer requests.

Storage and presentation of assessment tasks

Create a folder with a suitable name to hold the files you will produce in this assessment. Ask your tutor where to locate this folder if you are unsure.

For each document produced, you need to save it, enter the centre name, your name and candidate number into the document footer and print each task as you complete it.

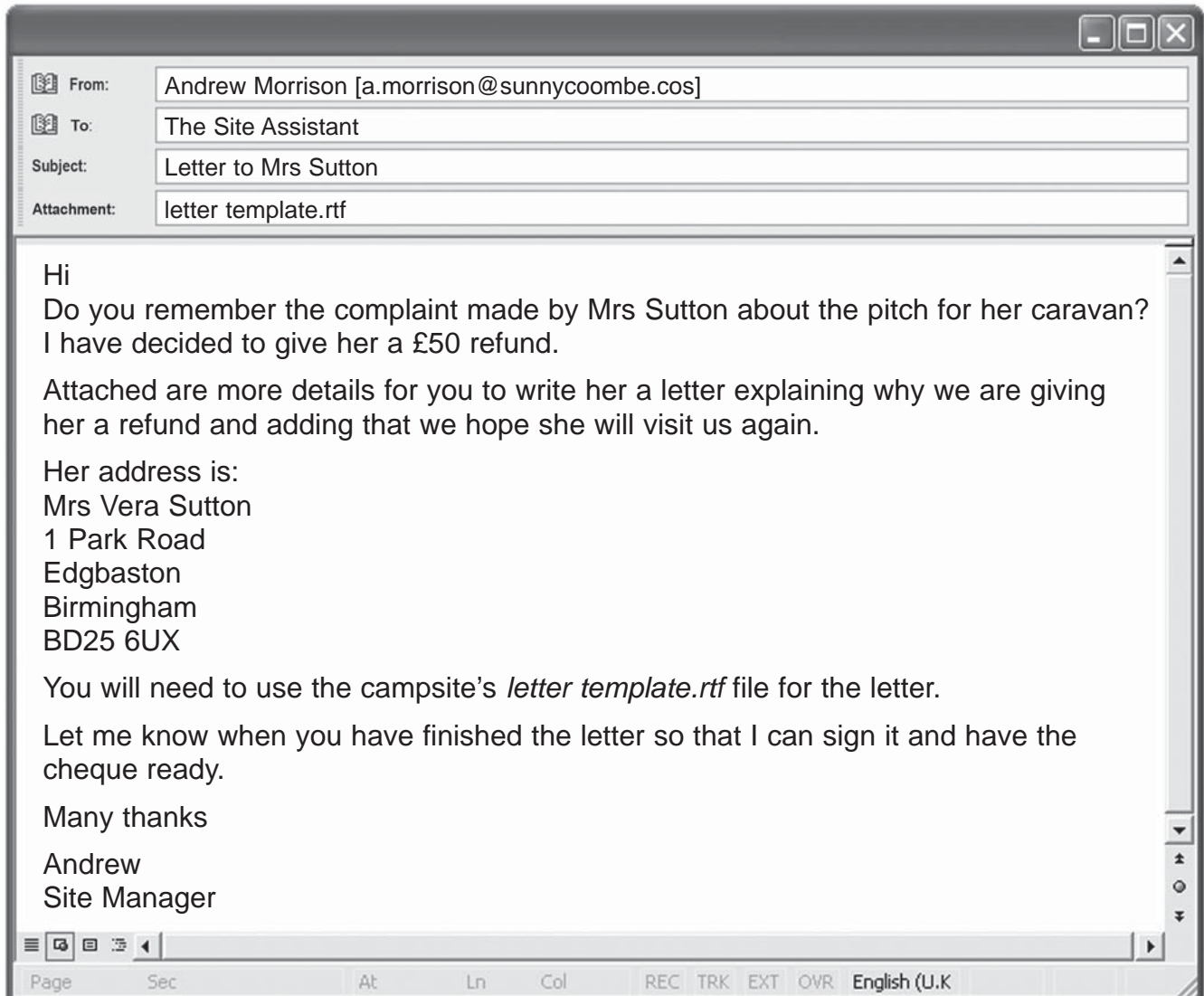
Final checklist

At the end of this test, you will find a checklist telling you to make sure your details are on the footer of each document and the screen prints needed for each activity. Do make sure that everything is there.

Activity 1: Customer Letter

Task 1

The site manager has sent you the email shown below asking you to work on a letter to a customer.



You need to open the file **letter template.rtf** using a suitable application. Create a suitable letter and save with a suitable name and format.

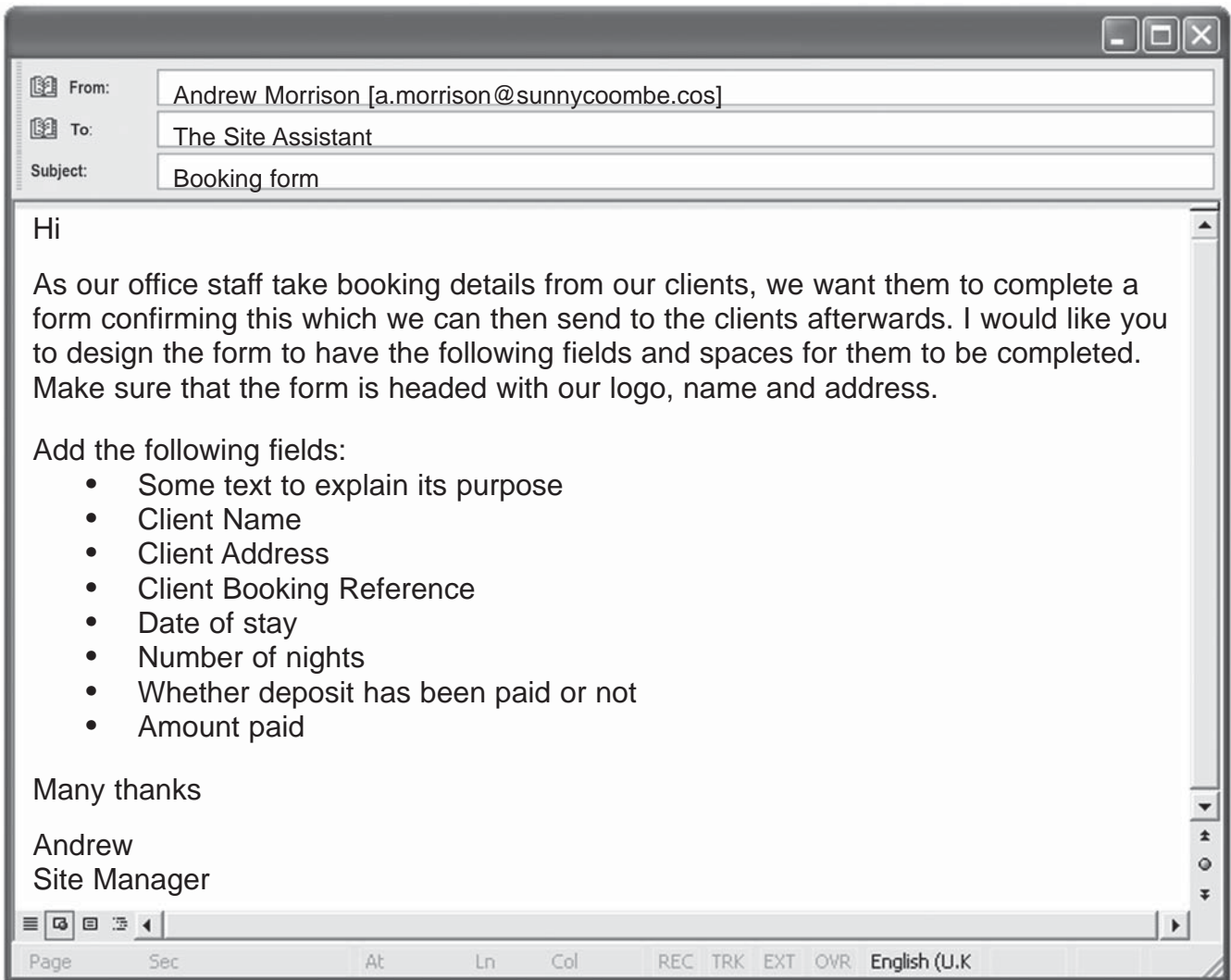
Remember to:

- spell check
- use correct capitalisation
- use a consistent layout
- use a suitable font for your formal, business letter
- keep to the purpose of the letter (to apologise)
- remember the audience (a customer)
- use the standard features you would expect to see in a letter
- use a suitable letter heading
- save the letter and print a copy
- close the file.

(Total 11 marks)

Task 2

The site manager has sent you a second email shown below. Do the work as instructed in the email.



Remember to:

- select a suitable application and create a suitable table
- insert our Sunnycoombe logo, name and address
- use features of the software to make this form look professional and easy to read
- remember it is going out to customers
- save the form and print a copy
- close the file.

(Total 9 marks)

Activity 2: Sunnycoombe Invoice

Task 1

The site manager has sent you an email.

From: Andrew Morrison [a.morrison@sunnycoombe.cos]
To: The Site Assistant
Subject: Client invoice: spreadsheet version

Hello again
We need to create a spreadsheet that generates the client bill automatically so the figures can be calculated.

Below are the invoice details that we need. Please could you produce this document for me?

Invoice details required

VISITOR INVOICE

Client name:
Client address:
Client booking reference:

Arrival date	Departure date	No of nights	No of pitches	Charge per night	Charge
DDMMYY	DDMMYY				£0.00

Number of adults

	£0.00
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Number of children

	£0.00
--	-------

VAT rate 17.5%

Total	£0.00
VAT	£0.00

Total Charge	£0.00
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Many thanks.

Andrew
Site Manager

Page Sec At Ln Col REC TRK EXT OVR English (U.K)

To complete this task, carry out the following:

- Open a suitable application and recreate the form above. You may change/improve upon the design if you wish but must retain all the elements.
- Enter the value that represents 17.5% in a cell on its own next to VAT rate.
- Format the cell beneath “Number of Nights” to display an appropriate format.
- The charge for a pitch per night is £20.00; the charge per adult is £10 and the charge per child is £5.00. Insert these details.
- Enter suitable formulae that work out the charges and the total. Select a suitable cell format.
- Use suitable formulae that work out the VAT and give the total charge.
- Complete your formatting to make the spreadsheet look attractive but purposeful.
- Print a copy of the spreadsheet showing the formulae you have used.

(Total 15 marks)

Task 2

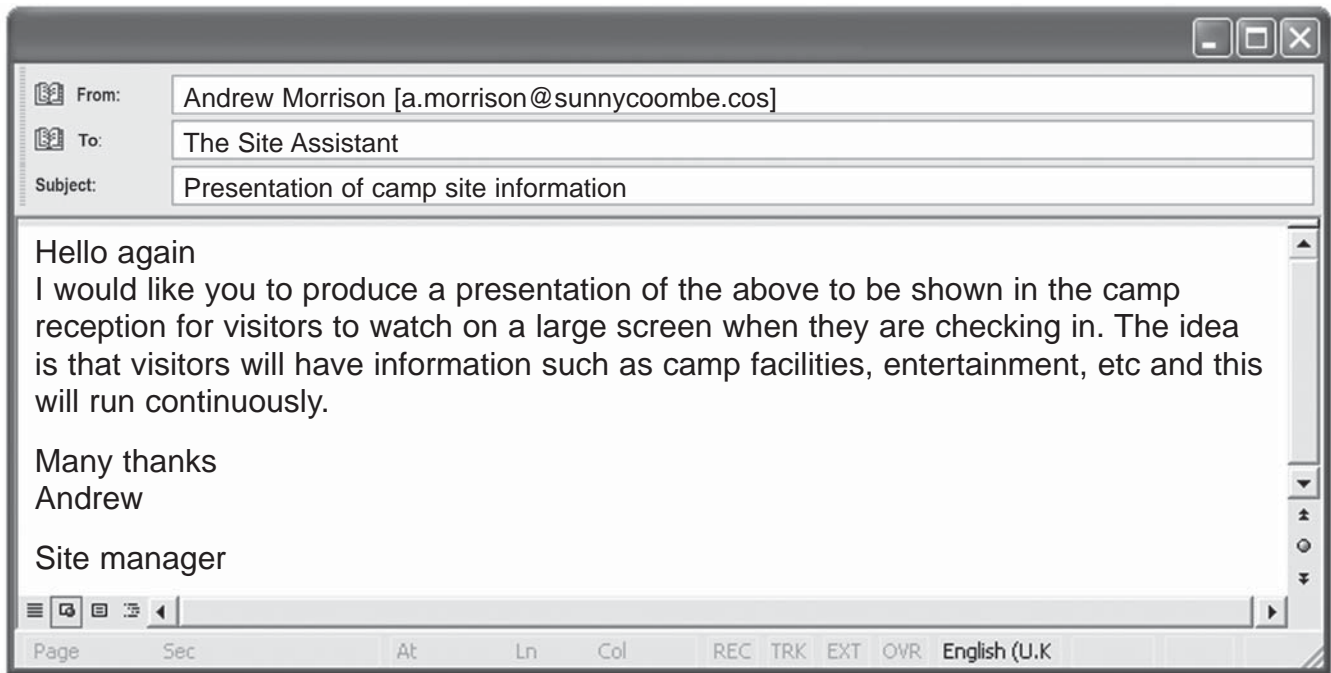
You have been asked to enter the details for a client. Her name is Linda Smith. Her details are below:

Arrival – 22 June
Departure – 29 June
Number of pitches – 2
2 Adults
2 Children

- Save the spreadsheet with an appropriate name.
- Print a copy of the invoice in values view.

(Total 8 marks)

Activity 3: Presentation



You need to open an appropriate application and save with an appropriate name and then do the following:

1. A presentation of 5 slides to include:
 - The Sunnycoombe logo, the date and slide number on every slide.
 - A welcoming opening screen.
 - A slide with the map.
 - A slide giving details of the camp shop.
 - A slide giving details of entertainment planned over the Summer season.
 - A list of staff, eg, Manager, Receptionist, etc.
2. Design the slides with the following:
 - Consistent use of colours, graphics and font sizes throughout.
 - Use features that make the information easy to read and fit for audience/purpose.
3. Print out your presentation.
4. Email to Andrew about your presentation

Now create a text for an email to Andrew with your thoughts about your work in this area and use the following questions to help you evaluate your work.

- How could you improve your presentation of this information using other ICT tools?
- What are the advantages/disadvantages of this type of presentation software?
- Are there other ways of presenting information, using ICT, that may work better?

Save and print the text for your email.

(Total 17 marks)

Final checklist

Have you recorded these important details in the footers of all documents?:

- Your name
- Your candidate number
- Your centre number

Have you provided prints for each activity as detailed in the box below? Remember that missing screen prints will affect marks.

Activity 1:

Letter, ready for signing

Booking form

Activity 2:

Formulae view with all data visible

Values view

Completed invoice

Activity 3:

Prints of slides in handout view

Print of screen shot showing continuous play

Print the text for your email to Andrew

TOTAL FOR PAPER: 60 MARKS

END