



Functional Skills ICT Level 2 - Sample assessment



3748-325
Magazine

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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 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 **five** 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.**





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

Part A

Time allowed: 20 minutes

- There are **two** tasks in Part A of this assessment and a total of **nine** 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 prices for A2 colour poster printing.

Save a copy of the web page in web page format eg htm.

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

Bookmark the page.

Paste a screenprint of the bookmark into your evidence document.

Evidence needed:

- Screenprints of your search and results pasted into your evidence document.*
- Screenprint of the bookmark pasted into your evidence document.*

4 marks

2.

Prepare an email to the manager (manager@themagcompany.eu) to say that you have found the information on A2 colour poster printing.

Attach the web page 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 **six** tasks in Part B of this assessment and a total of **41** marks available.
- For Part B you need access to the following data files:
 - **Evidence Document**
 - **Agenda**
 - **Logo**
 - **Price**
 - **Survey.**
- You **must not** use the internet during Part B.

3.

You have been given a file containing information about the reading interests of people surveyed.

Use a function that displays the word 'Include' when the **Average Response %** is 50 or more for **each** subject.

Produce a formula printout.

Evidence needed:

- a) *Printout of your finished spreadsheet.*
- b) *A formula printout.*

9 marks

4.

You have been given a file containing information about **Sale Price** and **Profit**.

Produce a chart to show the **Sale Price** of the magazine and **Profit**.

Profit = Sale Price multiplied by **Estimated Sales** less **Cost to Print**

Make sure the data is formatted correctly and the chart is clear and easy to read.

Print out your finished spreadsheet and chart.

Produce a formula printout.

Evidence needed:

- c) *Printout of your finished spreadsheet and chart.*
- d) *A formula printout.*

13 marks





5.

Prepare a presentation for the manager's meeting.

Include:

- a title slide with the company logo and heading 'New Magazine'
- a slide containing the agenda you have been given
- the chart created in Task 4
- the company name in a footer on all slides
- a suitable background for all slides.

Include a slide transition (animation) in the presentation.

Make sure the presentation is clear, easy to read and has no errors.

Take a screenprint to show how you have set the slide transition and paste it into your evidence document.

Print a copy of the presentation in handout format with **two** slides to a page.

Evidence needed:

- a) Printout of the presentation in handout format with **two** slides to a page.
- b) Screenprint of setting slide transition pasted it into your evidence document.

13 marks

6.

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.

7.

What does it mean when work is said to be in the 'public domain'?

1 mark

8.

Name **two** devices that are both **input** and **output**.

i)

ii)

2 marks

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 the spreadsheet and chart.

A formula printout.

A printout of the presentation with **two** slides to a page.

A screenprint of setting slide transition pasted it into your evidence document.

END OF ASSESSMENT

