

Functional Skills ICT

Entry 3 sample assessment



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Version 1.1

Candidate's paper

Garden Plants

Length of assessment 2 hours

Candidate's name: _____

City & Guilds enrolment number: _____

Date of registration: _____

Date assessment started: _____

Date assessment completed: _____

Candidate's declaration:

I confirm that this assessment is my own work.

Candidate's signature _____ Date _____

Candidate instructions

You have **2 hours** to complete this assessment.

- Read the paper carefully
- Answer **all** the questions
- The maximum marks for each question are shown
- You may use a dictionary
- Save all of your work so that you can find it again easily

You need:

- a pen with black or blue ink
- paper
- access to a computer
- browser with internet access
- access to email, and text processing and spreadsheet software
- access to stored files.

Introduction

You have been asked to help to finish a presentation for a garden centre sale.

You will need to:

- Receive and reply to an email
- Search for a folder
- Search a document for information
- Finish a presentation
- Edit a spreadsheet
- Save your work

Before you start

Make sure that you are ready to work safely before you start computer.

Remember to save all of your work regularly so that you can find it again easily.

Start your assessment.

1. Start your computer system ready to complete the test. **2 marks**
2. Make sure that you work safely and comfortably at all times. **1 mark**
3. Search on your computer for a folder called **Garden Plant Files**. You will need this to complete your work. **1 mark**

Task 1

4. Find and open the email from your assessor. **1 mark**
5. Read the email and write the answer to the question below. **1 mark**
.....
6. Send a reply to your assessor with the answer to the question. **2 marks**

Task 2

7. Open the **Plant Sale** file. **1 mark**
8. Open and search the **Plant Suppliers Catalogue** file to find a picture of a Crocus. **1 mark**
9. Insert the picture on the first slide of the presentation. **3 marks**
10. Add the text below at the bottom of the list on slide 2: **1 mark**

Tulip

11. Use formatting to make the poster 'Plant Sale' look better. **3 marks**

Use **all** of the following at least once:

- Bold text
- Italics
- Bigger font size

12. Check that the presentation is accurate. **1 mark**

13. Save the file. **1 mark**

Task 3

14. Open the file **Customer Order** using the password **plants**. **2 marks**

15. Use the file **Plant Suppliers Catalogue** to find the price of **Tulips**. **1 mark**
Write this below

.....

16. Enter the price of **Tulips** in cell **B6** **1 mark**

17. The **Total Cost** of the order is needed. **2 marks**

In **B10** enter the formula

=SUM(B3:B9)

18. Use suitable formatting to make the heading **Customer Order** stand out. **1 mark**

19. Set the format of the **Price** column to currency with 2 decimal places. **1 mark**

20. Make sure that all the data is clear and easy to read. **1 mark**

21. Save and print your file. **1 mark**

22. Shut your computer system down correctly. **1 mark**

End of assessment

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