

**EDI AWARD IN FUNCTIONAL SKILLS**  
**INFORMATION AND COMMUNICATION TECHNOLOGY**  
**LEVEL 2**

**YOU NEED:**

- This paper
  - An answer envelope
  - Your research activity information
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**TRY TO COMPLETE THE WHOLE ACTIVITY**

**YOU HAVE 90 MINUTES TO FINISH THE ACTIVITY**

**DO NOT SPEND MORE THAN 10 MINUTES ON PART 1**

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**INSTRUCTIONS**

- Make sure your personal details are entered correctly on the answer envelope
  - At the end of the task, hand the test paper, your answer envelope and **all** research activity information to the supervisor
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**INSTRUCTIONS TO CENTRES**

- This paper must not be photocopied



## PART 1 – Knowledge Questions

- 1 To send a document file over the internet the user should
  - A use a wildcard
  - B copyright protect the file
  - C attach the file to an email
  - D add the document to a list of favourites
  
- 2 The text at the bottom of the page in a document is entered once but appears on every page, if it is in a
  - A table of contents
  - B merged cell
  - C page break
  - D footer
  
- 3 In a spreadsheet, column **F** values have been calculated by entering a formula in cell **F4** and then
  - A cutting the formula and pasting into F5
  - B copying the formula and pasting into F8
  - C replicating the formula to cells G5:G8
  - D replicating the formula to cells F5:F8
  
- 4 Before using copyright material, a user should
  - A obtain permission from the author
  - B use a grammar checker
  - C take regular breaks
  - D run a virus check

- 5 To mark a website for frequent visits, the user should use
- A hyperlinks
  - B a search engine
  - C email addresses
  - D bookmarks or favourites
- 6 To be able to recover some data if a disk fails, the user should
- A switch off the computer
  - B change passwords frequently
  - C keep the computer switched on
  - D frequently backup to a secure medium
- 7 A search criterion suitable for finding files named Tell, Teal and Tea is
- A Tea?
  - B T?ll
  - C Te\*
  - D T?
- 8 The user has saved an important document with the name Sales Report, but cannot remember its location. The user could find the file using
- A a password
  - B a search engine
  - C find and replace
  - D a folder or directory search

- 9 An attachment to an email is
- A a file
  - C a web page link
  - B an email address
  - D the address list for the email
- 10 In a DVD Library, the search criteria to find all the DVDs on loan that have a **Value** above £18.00 is
- A Status ="On Loan" AND Value >=18.00
  - B Value >18.00 NOT Status ="On Loan"
  - C Status ="On Loan" AND Value >18.00
  - D Status ="On Loan" OR Value >18.00

**End of Knowledge Questions**

## **PART 2 - Assessment Activity**

### **Background**

**South Birmingham Community and Leisure Centre** (see attached)

You are a member and you help at the centre each week. You receive the following note from the Manager, Gerry Mann:

“Thank you for your note. I need to give this information to the Committee.

We shall use

- light blue paint on the side walls
- wallpaper reference number AB7658 on the end walls.

Put the details about the paint and wallpaper into a spreadsheet table.

Use the following headings:

#### **PAINT**

- Supplier
- Local or Internet
- Cost of 5 litres of paint
- Area of a side wall (=  $17.36\text{m} * 4.5\text{m}$ )
- Area covered by 5 litres of paint (35.8 square metres)
- Number of tins needed
- Total cost of paint.

#### **WALLPAPER**

- Supplier
- Local or Internet
- Cost of 1 roll of wallpaper
- Area of end wall (=  $9.65\text{m} * 4.5\text{m}$ )
- Area covered by 1 roll of wallpaper (2.25 square metres)
- Number of rolls needed
- Total cost of wallpaper
- Cost of wallpaper paste at £3.49 per 12 rolls
- Total cost of paper and paste.

Arrange the information in each section by supplier.

Save this spreadsheet in your folder.

Save a second version which shows your calculations.

We have a budget of £500 for the materials.

Decide where we should buy the materials if we want to stay within this budget.

Send me an email to tell me where we should buy the materials and say why. Attach the 2 spreadsheets you have created.

Send it to [Gerry.Mann@sbirmlis.org.uk](mailto:Gerry.Mann@sbirmlis.org.uk)”

### **Print**

The first note to Mr Mann.

The 2 spreadsheets.

A copy of your email to Mr Mann including the attachments.

A screen print of your folder, showing the files you have created.

## **SOUTH BIRMINGHAM COMMUNITY AND LEISURE CENTRE 2009-2010**

The centre has a wide variety of programmes aimed at introducing people to wide ranging leisure activities at a reasonable cost and offering advice and support to those who need it. The centre is particularly supportive of people who have only recently arrived in the UK from other countries, and volunteers help with advice on how to get the best bargains from the local supermarkets, for example, in addition to advice about obtaining accommodation, help with education, benefits etc.

The leisure activities do not include sports and fitness, but they do focus on getting the best out of life, by taking part in painting, drama, music, pottery, a reading club and a creative writers' club etc.

Everyone who wishes to take part in activities at the centre is made to realise that the word 'community' is very important; in other words, the people attending help with painting, decorating etc, there is a rota for stocking and keeping the small cafeteria open so that everyone can enjoy a drink and a snack at reasonable prices and there is a bartering system for books, toys, games etc. Jumble sales are a regular feature to bring in much needed funds and the next big venture is to open a children's play area on the open space which belongs to the centre, but is currently just overgrown wasteland. Plans are being made to clear the ground and design an area for play equipment etc.

Funding has recently been made available to buy an adjacent building to set up a nursery and out of that activity, it is likely that a number of national vocational qualifications will be offered.

If you are interested in any of our activities, why not pop in to see the staff on duty or email us on [sbirmleis@localmail.co.uk](mailto:sbirmleis@localmail.co.uk).