



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 FUNCTIONAL SKILLS

**INFORMATION AND COMMUNICATION TECHNOLOGY
ON DEMAND PAPER – B2 TASK AND ANSWER BOOKLET**

09877/02

TIME: 2 HOURS

INSTRUCTIONS

Fill in all the boxes below. Use BLOCK LETTERS.

Your surname or family name

Your first forename (if any)

Your second forename (if any)

Date of birth

Centre name

Centre number

Your OCR candidate number

This TASK AND ANSWER BOOKLET consists of:

- Resource Documents (perforated)
- Part A
- Part B (you must not start Part B until you are told to do so by your supervisor).

YOU NEED

- This task and answer booklet.
- Access to a computer and a printer.
- Access to the internet (**for Part A only**).
- Access to the data files listed below. Your supervisor will tell you where these are stored.
antiques fair information sheet text
furniture prices data
- A pen with black ink.

FOR EXAMINER USE ONLY	
Task No.	Mark
1	/8
2a	/14
2b	/13
2c	/24
2d	/11
Total	/70

YOU HAVE 15 MINUTES TO COMPLETE THE TASK

- Where a question requires a written response, space has been provided for your answer. You may word process your answer if you prefer and provide a printout.
- Printing may be carried out after the time allocated for this assessment.

Ofqual Qualification Reference Number – 500/8509/8

This document consists of 16 pages. Any blank pages are indicated.

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RESOURCE DOCUMENTS

- This resource documentation (pages 5, 6 and 7) contains information needed to answer Part B of the OCR Functional Skills ICT for B2.
- The resource documentation is perforated along the left hand side, so it can be removed from the task and answer booklet.
- Please fold the page(s) along the perforated strip(s) before removing from the task and answer booklet.

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Items Sold				
ID	Purchaser	Deposit Paid	Collect / Deliver	Address (for delivery)
<i>S1018</i>	<i>Sydney Howard</i>	<i>£50</i>	<i>Deliver</i>	<i>6 Main Road, NT21 9LL</i>
<i>S1030</i>	<i>Li Kim Sueng</i>	<i>£100</i>	<i>Collect</i>	
<i>S1037</i>	<i>Patrick Wilson</i>	<i>£75</i>	<i>Collect</i>	
<i>S1022</i>	<i>Adaeze Ombaingo</i>	<i>£100</i>	<i>Deliver</i>	<i>723 Hill Street, NT23 6PT</i>
<i>S1040</i>	<i>Sheila Francis</i>	<i>£50</i>	<i>Collect</i>	
<i>S1025</i>	<i>Philip Yohansen</i>	<i>£100</i>	<i>Collect</i>	
<i>S1035</i>	<i>Linda White</i>	<i>£75</i>	<i>Collect</i>	
<i>S1021</i>	<i>Barry Smith</i>	<i>£150</i>	<i>Deliver</i>	<i>234 Credibility Street, NT20 5PP</i>
<i>S1003</i>	<i>Jonathan Flake</i>	<i>£50</i>	<i>Collect</i>	
<i>S1006</i>	<i>Kirstie Howard</i>	<i>£100</i>	<i>Collect</i>	

Antique Information Sheet

Jones and Jones Exhibition

25 August to 5 September

We are pleased to present the rare collection of Welsh Dressers supplied by Jones and Jones. Few of the 25 dressers currently exhibited have ever been seen by the general public.



18th Century Welsh Dresser, Discovered in Melstown Abbey in 1984. The dresser is a perfect example of Edwardian craftsmanship.

Jones and Jones have been established since 1832 and have several Antique shops throughout the country. However, these dressers are part of a private collection and are not for sale.

Reasons to visit the Antique Exhibition

- Learn about antiques – find out how antiques are a window into society and politics
- Be inspired – stand back in awe of the talent and genius that produced such masterpieces
- Relax – take time out from busy city life and use the peace and quiet to browse a piece of history
- Socialise – arrange to meet friends to discuss the antiques and maybe have lunch
- Shop – find that special gift for someone

Contact Pauline for dates and times of all events – Pauline@progress-media.co.uk

Gallery Shop

While you are visiting us why not take some time to browse around our shop. We stock a wide range of gifts, souvenirs and books that are guaranteed to delight for years to come.

The following is a sample of the type of merchandise we carry and our prices.

Item	Price
Fridge magnet sets	from £2.50
Posters	from £1.00
Books	from £5.00
Antique postcard pack	from £3.25
Diaries	from £2.00
Calendars	from £3.00

The Antique Shop is situated at the exit of the Tudor room.

Upcoming Exhibitions

The works of J J Milliband

Westwood Wing Exhibition
Book tickets

The Edwardians

A history of Edwardian furniture
Aston Room
Admission free
Limited seating

Events

Restoration

The art of restoration explained
Jason Williams
Aston Room
Admission free

Modern Furniture

Modern furniture: The Death of Handmade Furniture
Ally Price
Howard Room
Admission free

Visitors' Information Sheet

Hillary MacDonald – Handmade Furniture

We are delighted to present a solo exhibition by British furniture maker Hilary MacDonald. The centre piece of this exhibition will be her latest creation. This will feature a new design created especially for this exhibition. MacDonald's furniture will occupy the gallery space, that is, the Tudor room.

The exhibition will run from 1st to 31st August. Entry is £5.00.

New image room

The image room is available to all visitors to research furniture makers and includes a DVD library of works from previous exhibitions. The image room is opened during restricted periods as it is manned completely by volunteers. The opening days and times are shown below.

Day	Opening Times
Monday	1 pm to 8 pm
Tuesday	Closed
Wednesday	1 pm to 7 pm
Thursday	1 pm to 7 pm
Friday	1 pm to 8 pm
Saturday	2 pm to 6 pm
Sunday	2 pm to 6 pm

The use of the image room is free, but booking is essential.

Join our membership scheme

We are starting a membership scheme. For an annual fee of £30 you can have:

- unlimited free entry to all exhibitions
- antique magazines and bi-monthly guides sent directly to you
- fast-track entry and special viewing opportunities.

Your support as a member helps us provide better exhibitions for everyone.

Exhibitions not to be missed



Charlotte Perriand,
She studied furniture design at École de l'Union centrale des Arts décoratifs from 1920 to 1925. Famous for furniture made out of chromed steel and anodized aluminum

Source: <http://webexpedition18.com/articles/unique-and-famous-furniture-design-of-charlotte-perriand>

Contact Pauline for dates and times of all events – Pauline@progress-media.co.uk

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Part A starts on page 10

- Do not turn over this page until you are told to do so by your supervisor.

Pauline sells antique furniture. You need to do the following task for Pauline.

TASK 1

Pauline is planning an antiques fair. She needs you to find information from the internet about Shugborough Hall, Stafford.

- (i) Find a visitor map of Shugborough Hall.
- (ii) Find the Adult Day Ticket price and the Concession Day Ticket price for Shugborough Hall.
- (iii) Save a copy of the information you find. You will need the information you save to complete Task 2c) in Part B of this test.

Evidence you must provide

Screen dump(s) showing the search you did.

Screen dump(s) showing the visitor map you found.

A printout of the Day Ticket prices you selected.

(8 marks)

END OF PART A

Make sure that you have put your name on EVERY printout. **Printouts without your name will be awarded no marks.**

When you have completed both Part A and Part B of this test, insert your printouts into this booklet in the correct order and hand it to the supervisor.

Part B starts on page 13

- You must not use the internet for Part B
- Do not turn over this page until you are told to do so by your supervisor.

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Pauline sells antique furniture. You need to do the following tasks for Pauline.

Save your work regularly. You should save any files you create so it is clear to Pauline what is in them.

Pauline has provided you with the files listed below.

antiques fair information sheet text
furniture prices data

TASK 2

Pauline needs an information sheet for visitors to an antiques fair she is organising at Shugborough Hall Estate. Pauline wants you to produce the information sheet for her.

Pauline has provided the text she wants in the information sheet in a file. You need to prepare other information required for the information sheet. You will do this in steps a) and b).

- a) Pauline is going to donate some of the money from the sale of all the furniture to charity. Pauline has provided a file containing the furniture prices data.

Pauline needs to know how much she will donate for each item of furniture when it is sold. She also needs to know the total amount that could be donated from the sale of all the furniture.

The charity donation from the sale of each item of furniture is the price of that item minus £200, with the result multiplied by 2.25%.

Use ICT to calculate the values Pauline needs.

Evidence you must provide

A printout showing the values you calculated.

A printout of how you used ICT to do your calculations (eg a formula printout).

(14 marks)

- b) Pauline needs you to update the furniture prices data file. Pauline needs you to indicate which items of furniture have already been sold. She has listed the items that have been sold. Pauline's list is shown in your Resource Booklet.
- (i) Update the furniture prices data file so that it is clear if the item has been sold or not.
 - (ii) Use the updated file to produce a list that shows the details of the Edwardian dining tables only. Include the appropriate details for each of the items in the list.

Evidence you must provide

A printout of the updated furniture prices data file.

A printout of the Edwardian dining tables list.

(13 marks)

- c) Produce the information sheet for Pauline. You must include the:
- text Pauline has provided in a file
 - map and the Day Ticket prices you found in Task 1
 - total amount you calculated in Task 2a)
 - list you produced in Task 2b)(ii)

Pauline has provided two information sheets she has used previously as examples of layout. These are in your Resource Booklet.

Evidence you must provide

A printout of the information sheet you created.

(24 marks)

- d) (i) Set up an email distribution list to the delivery team for Pauline.

Manjit Singh	msingh@progress-media.co.uk
Lucy Wilson	lwilson@progress-media.co.uk
Brenda Barker	bbarker@progress-media.co.uk

- (ii) Prepare an email to Pauline attaching the information sheet you have produced. Pauline wants you use the distribution list to include the delivery team in this email.

Pauline's email address is psmith@progress-media.co.uk

(You just have to prepare the email. You do not have to send it.)

Evidence you must provide

Screen dump(s) showing setting up the distribution list.

Screen dump(s) showing the email you prepared.

(11 marks)

END OF TEST

Make sure that you have put your name on EVERY printout. **Printouts without your name will be awarded no marks.**

When you have completed both Part A and Part B of this test, insert your printouts into this booklet in the correct order and hand it to the supervisor.

Evidence Checklist:

Part A

- Task 1** Screen dump(s) showing the search you did.
Screen dump(s) showing the visitor map you found.
A printout of the Day Ticket prices you selected.

Evidence Checklist:

Part B

- Task 2** A printout showing the values you calculated.
A printout of how you used ICT to do your calculations (eg a formula printout).
A printout of the updated furniture prices data file.
A printout of the Edwardian dining tables list.
A printout of the information sheet you created.
Screen dump(s) showing setting up the distribution list.
Screen dump(s) showing the email you prepared.

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