

These functional skills ICT support materials have been developed by OCR in partnership with Guroo. They are free resources which provide innovative and engaging tasks for you to use with your learners when delivering OCR's Functional Skills qualifications.

The content takes the form of a functional challenge at Entry Level 3, Level 1 and Level 2. Each challenge contains three tasks which are supported by a video introduction, worksheets, solutions to the tasks, and a podcast. There is also a set of notes to support you in using the materials. You are free to use them in whatever way best suits your teaching practice and your learners, and we encourage you to be creative!

These materials represent a sample of the content that Guroo has already produced to support the delivery of functional skills across all three subjects and all levels. The Guroo learning materials are based around a series of real life problem solving tasks and challenges. They can be used to practice the understanding and mastery of functional skills in every important area across a range of familiar and unfamiliar contexts and scenarios.

#### Disclaimer

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# Solutions



### Task 1

You are helping to organise a football tour for your local team and need to gather and store important health and safety information before you go. Compose an email using the template on the next page to send to the players and copy to the manager, jberry@hotmail.co.uk.

**The information required for the trip is:**

- full address
- a contact telephone number for their parents or guardian
- their date of birth
- any allergies, medications or food preferences

The players' names and email addresses are:

Andrew Scott	ascott123@yahoo.co.uk
Martin Green	marting@hotmail.com
Alan Hutton	alanhutton@stpats.bhm.sch.uk
John Whitfield	john.whitfield@easymail.com
Paul Hodgson	p.t.hodgson@easymail.com
Dan Mather	danmather2@stpats.bhm.sch.uk
Ray Hughes	rayh56@aol.com
Steve Connell	steveconn@yahoo.co.uk
Tony Bridges	anthony.bridges@msn.com
Ewan MacCloud	ewan@maccloud.co.uk
Chris Furton	cfurton@yahoo.co.uk
Mark MacKay	mark.mackay@stpats.bham.sch.uk
Jonny Matthews	jonathan.matthews@hotmail.co.uk
Kevin Harmon	harmonkevin@aol.com
Chris Dent	chrisdent999@msn.com
Wayne Mannell	wayne.mannell@hotmail.co.uk

### Task 1: Plan it: Feedback

The first part of this problem is about using email to send and receive information. You need to be aware of the importance of accuracy in entering email addresses and ensure that you have a way to check that you have included all the players with their correct email address.

You need to think about the audience you are writing the email to.



Check mail

Compose

Send

1

To:

ascott123@yahoo.co.uk; marting@hotmail.com;

2

Cc:

jberry@hotmail.co.uk

3

Subject:

Information required for cadet training weekend

4

Hi guys

Our tour is in a few weeks time and I need to gather the following information for health and safety.

**The information required is:**

- your full address
- a contact telephone number for your parents or guardian in case of emergency
- your date of birth
- any allergies, medications or food preferences you might have

Please email me back as soon as you – without this information you will not be able to go.

Best regards

5

Bill Green

07753 833767

☒

Copy message to sent folder

Show all contacts

## Task 1: Do it: Feedback

- 1** → The 'To' box should contain the email address of the person you are sending the message to. You should always double-check that you have entered the address accurately to make sure that the message is delivered to the correct person. It's a good idea to enter the email address last after you have completed the message and checked it for any errors. Be careful not to click on the 'Send' button before you are ready!
- 2** → The 'cc' box should contain the email address of the team manager as requested. Again, you should always double-check that you have entered it correctly.
- 3** → People often scan the subject line to decide whether or not to open the message. To make sure that your message is seen, enter a subject that is meaningful and relevant. Don't leave this blank as many people will treat an email with no subject as junk mail and delete it without ever opening it.
- 4** → To make sure you word your message appropriately, you need to recognise the difference between formal and informal text. If you are speaking to a friend, it's ok to use abbreviations and slang. More formal situations, like emailing someone you don't know very well, should have a more formal feel. If you do not know the person, address them as you would in a letter eg Mr, Mrs, Miss, Ms or Dear Sir/Madam. Keep the email focused. Reading on screen is more difficult than reading on paper, so all text should be short and to the point.
- 5** → Always remember to put your name at the end of your email. In a work situation, it's useful to add your job title and telephone number. Some email software will let you do this automatically.

Remember, emails are not secure. The person you are sending the message to may not be the only person who reads it. Be careful what you write and what personal information you include.



## Task 2

You have received all the information from the players and managed to combine it into a single spreadsheet. You need to format the data and create a new spreadsheet for your risk assessment records.

Here is the data below to add to your spreadsheet.

### Task 2: Plan it: Feedback

This part of the challenge is about using appropriate software to enter information.

You need to understand the correct data types to use for each piece of information and be able to use editing and formatting to ensure the data is displayed correctly, especially the numerical data.

FIRST NAME	SURNAME	DOB	ADDRESS	CONTACT TEL NUMBER	ALLERGIES	FOOD PREF
Tony	Bridges	21/07/1992	1 Green Lane	07967043256	Nut allergy	
Andrew	Scott	22/08/1993	23 Abbott Drive	07796804242		
John	Whitfield	22/08/1993	56 Windsor Grove	07553254321		
Steve	Connell	01/06/1992	75 Allonby Mews	01923924532		Vegetarian
Chris	Furton	23/09/1991	25 Hanover Avenue	01837 535323		
Mark	MacKay	15/12/1992	37 Windsor Grove	07869 496433		
Kevin	Harmon	25/04/1991	43 Rydal Road	07673982854	Diabetic	
Wayne	Mannell	17/02/1993	52 Hyde Terrace	07893853422		
Paul	Hodgson	13/08/1992	90 Warkworth Ave	07848 272421		
Martin	Green	02/07/1991	76 Furwell Ave	07986 782375		
Ray	Hughes	10/07/1992	3 Newmouth Tce	018727 54454		
Alan	Hutton	27/11/1992	8 Jubilee Road	01837 472753	Milk intolerant	
Ewan	MacCloud	18/04/1992	10 The Grove	07839 875832		
Dan	Mather	06/09/1992	5 Barrack Road	0782 7146262		Vegetarian
Jonny	Matthews	03/04/1992	33 Kilhope Tce	0777 726 6234		
Chris	Dent	31/03/1992	10 Hyde Tce	0777 856 4434		



## Task 2: Do it: Feedback

Text	Used for all general text and numbers that do not need calculating. For example, names, addresses, postcodes and telephone numbers. Remember: a text field will accept text AND numbers.
Number	Used to do all calculations except money. Remember: a number field will only accept numbers NOT text.
Date/Time	Used to display date and time. You can alter how you want the date and time to be displayed. For example 21-jan-08, 21.01.08, 21/01/08 or 21 January 2008, 2.32pm 16:40 etc.



## Task 3

The players have to pay a contribution of £15.00 for the tour. So far, some have paid in full, others have paid a small amount, and some have paid nothing. The table below shows what each player has paid so far.

On the spreadsheet you have already created, add two columns which show the amount paid and the amount owed. Create a total box for each column with the correct formula to see what you have received and what you are owed. Use the spreadsheet to answer the questions in the box over the page.

E	F	G	H	I
ACT TEL NUMBER	ALLERGIES	FOOD PREFERENCES	PAID	OWED
067043256	Nut allergy		£2.50	£12.50
096804242			£0.00	£15.00
053254321			£13.00	£2.00
023924532		vegetarian	£12.50	£2.50
037 535323			£10.00	£5.00
069 496433			£5.00	£10.00
073982854	Diabetic		£5.00	£10.00
093853422			£2.50	£12.50
048 272421			£14.00	£1.00
086 782375			£12.00	£3.00
0727 54454				£15.00
037 472753	Milk intolerant		£15.00	£0.00
039 875832			£15.00	£0.00
02 7146262		Vegetarian	£3.00	£12.00
07 726 6234			£2.50	£12.50
07 856 4434			£3.00	£12.00
		TOTAL	£115.00	£125.00



## Task 3: Plan it: Feedback

This part of the challenge is about processing numerical data.

You need to know how to use formulas in spreadsheet packages to add up a series of numbers or money amounts and you need to be able to enter these formulas. You also need to be aware of the appropriate formatting to use.

## Task 3: Do it: Feedback

Let's look at how the formulas were worked out.

1



**=sum(H2:H17)**

To work out the 'Total' of the 'Paid' column:

All formulas must start with an equal sign

Sum is the term used to add up a range of cells.

(H2: H17) is the cell range of the 'Paid' column

2



**=sum(I2:I17)**

To work out the 'Total' of the 'Owed' column:

All formulas must start with an equal sign.

Sum is the term used to add up a range of cells.

(I2: I17) is the cell range of the 'Owed' column.

How much is owed by the players?

£125.00

How much has been paid already?

£115.00

The total amount to be collected is?

£240

How much has been paid as a percentage?

48%





### Task 4

The hostel costs £14 per room per night. Each room sleeps three players and you're staying for two nights. You have also bought some provisions for the weekend and the receipt is below.

Work out whether you have overspent or underspent your budget and by how much.

### Task 4: Plan it: Feedback

You have already worked out the total amount of money you will receive from the players. You now need to work out the total amount of money that needs to be paid out to find out the difference. You need to think about whether you will do the calculation on the spreadsheet, use a calculator or use pen and paper.

To check the answer, you could work backwards to see if you get the same value that you started with.

### Task 4: Do it: Feedback

#### Have you overspent or underspent your budget and by how much?

The budget is £240.00 because 16 people are each paying £15 ( $16 \times 15 = 240$ ).

You will need six rooms in the hostel, each room sleeps up to three people so four rooms will have three players in them and two rooms will only have two players. Each room costs £14 a night and you are staying for two nights so the cost is:

$$14 \times 6 \times 2 = £168$$

The amount spent on provisions is £73.06.

The total spent is  $£168 + £73.06 = £241.06$ .

The budget has been overspent by £1.06.