



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY

09876

ON DEMAND SAMPLE PAPER – A9 TASK AND ANSWER BOOKLET

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

FOR EXAMINER USE ONLY	
Task No.	Mark
1	/8
2	/22
3	/14
4	/13
5	/2
6	/1
<b>Total</b>	<b>/60</b>

This TASK AND ANSWER BOOKLET consists of:

- 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.

- |                                |                   |
|--------------------------------|-------------------|
| clock image                    | fruit image       |
| coffee cup image               | muffin sales data |
| coffee shop opening hours text | summer sun image  |
| coffee table image             |                   |

- A pen with black ink.

YOU HAVE 2 HOURS 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 – 500/8505/0

This document consists of 12 pages. Any blank pages are indicated.

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**PART A**

Tom is the manager of a coffee shop. You need to do the following task for Tom.

**TASK 1**

Tom is going to a meeting at 80 High Street, Bangor, County Down. Tom needs a map to show him where this address is.

- (i) Find a suitable map on the internet for Tom.
- (ii) Prepare an email to send the map you have found to Tom. Tom's email address is tom@progress-media.co.uk

**Evidence you must provide**

Screen dump(s) showing the search you did and the map you have found.

Screen dump(s) showing the email you prepared.

**(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.

**[Turn over**

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**Part B starts on page 7**

- 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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**PART B**

Tom is the manager of a coffee shop. You need to do the following tasks for Tom.

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

Tom has provided you with the files listed below.

**clock image**  
**coffee cup image**  
**coffee shop opening hours text**  
**coffee table image**  
**fruit image**  
**muffin sales data**  
**summer sun image**

**TASK 2**

Tom needs a poster to tell customers about the coffee shop's winter opening hours. The poster should be A4 sized. It will be displayed on the door of the coffee shop.

The winter opening hours are shown below.

<i>Day</i>	<i>Opening Times</i>
<i>Mon</i>	<i>10 am – 7 pm</i>
<i>Tue</i>	<i>10 am – 7 pm</i>
<i>Wed</i>	<i>10 am – 7 pm</i>
<i>Thu</i>	<i>10 am – 8 pm</i>
<i>Fri</i>	<i>10 am – 8 pm</i>
<i>Sat</i>	<i>9 am – 9 pm</i>
<i>Sun</i>	<i>9 am – 9 pm</i>

- (i) Tom wants the poster to include:
- the coffee shop opening hours text provided
  - a suitable image from those provided
  - the winter opening hours shown above.

Create the poster for Tom.

- (ii) Edit the image you have selected appropriately.
- (iii) Make sure that the poster is formatted appropriately.

**Evidence you must provide**

A printout of the poster you created.

**(22 marks)**

**[Turn over**

**TASK 3**

Tom needs to know the total income from the sale of muffins in a week. He has provided you with the muffin sales data for the week.

- (i) Include the total income from the sale of muffins in the file provided.

(Income is the total quantity sold multiplied by the price of £1.39 per muffin.)

- (ii) Make sure all the text and values are displayed clearly for Tom.

**Evidence you must provide**

A printout of how you used ICT to calculate the total income (eg a formula printout).

A printout of the data Tom provided including the information you added.

**(14 marks)**

**TASK 4**

Tom needs a chart for a report he is writing about the flavours of skinny muffins sold in the coffee shop.

- (i) Produce a bar chart to show the number of each flavour of skinny muffin sold in the week.

- (ii) Make sure the information in the chart is displayed clearly.

**Evidence you must provide**

A printout of the chart you produced.

**(13 marks)**

**TASK 5**

Protect the muffin sales data file with a password.

**Evidence you must provide**

A screen dump showing that the muffin sales data file has been protected by a password.

**(2 marks)**



**TASK 6**

Make sure that you have named any files you have created with meaningful filenames.

**Evidence you must provide**

A screen dump showing the files you created for Tom.

**(1 mark)**

**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) of the search you did and the map you found.  
Screen dump(s) showing the email you prepared.

**Part B**

**Task 2** A printout of the poster you created.

**Task 3** A printout of how you used ICT to calculate the total income (eg a formula printout).  
A printout showing the data Tom provided including the information you added.

**Task 4** A printout of the chart you produced.

**Task 5** A screen dump showing that the muffin sales data file has been protected by a password.

**Task 6** A screen showing the files you created for Tom.

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