



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY
ON DEMAND PAPER – A5 TASK AND ANSWER BOOKLET

09876

TIME: 2 HOURS

INSTRUCTIONS

Fill in all the boxes below. Use BLOCK LETTERS.

Your surname or family name	<input type="text"/>
Your first forename (if any)	<input type="text"/>
Your second forename (if any)	<input type="text"/>
Date of birth	<input type="text"/>
Centre name	<input type="text"/>
Centre number	<input type="text"/>
Your OCR candidate number	<input type="text"/>

FOR EXAMINER USE ONLY	
Task No.	Mark
1	/8
2	/22
3	/13
4	/12
5	/2
6	/3
Total	/60

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**
daffodil image tractor image
flower shop sales data
flower shop opening hours text
- 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

Gemma is the manager of a flower shop. You need to do the following task for Gemma.

TASK 1

Gemma is going to visit the Eden Project near St Austell. Gemma needs a map to show her where the Eden Project is.

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

Evidence you must provide

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

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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

Gemma is the manager of a flower shop. You need to do the following tasks for Gemma.

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

Gemma has provided you with the files listed below.

clock image
daffodil image
flower shop sales data
flower shop opening hours text
fruit image
tractor image

TASK 2

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

The summer opening hours are shown below.

<i>Day</i>	<i>Opening Times</i>
<i>Mon</i>	<i>8.30 am – 6 pm</i>
<i>Tue</i>	<i>8.30 am – 6 pm</i>
<i>Wed</i>	<i>8.30 am – 6 pm</i>
<i>Thu</i>	<i>8 am – 6 pm</i>
<i>Fri</i>	<i>8 am – 6 pm</i>
<i>Sat</i>	<i>9 am – 5 pm</i>
<i>Sun</i>	<i>9 am – 12.30 pm</i>

- (i) Gemma wants the poster to include:
- the flower shop opening hours text provided
 - a suitable image from those provided
 - the summer opening hours shown above

Create the poster for Gemma.

- (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)

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TASK 3

Gemma needs to know the total income from the sale of flowers. She has provided you with the flower sales data.

- (i) Use ICT to calculate the income for each type of flower sold.
(Income for each type of flower is the price multiplied by the number sold of that type.)
- (ii) Use ICT to calculate the total income from all flowers.
- (iii) Make sure all the data is formatted appropriately and clearly displayed for Gemma.

Evidence you must provide

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

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

(13 marks)

TASK 4

Gemma needs a chart for a report about the types of roses sold in the flower shop.

- (i) Produce a bar chart to show the number of bunches of each type of rose sold in the flower shop.
- (ii) Make sure the information in the chart is displayed clearly.

Evidence you must provide

A printout of the chart you created.

(12 marks)

TASK 5

Protect the flower sales data file with a password.

Evidence you must provide

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

(2 marks)

TASK 6

Gemma needs you to create a folder for her flower shop files. Put the files you have created into the folder.

Evidence you must provide

Screen dump(s) showing the folder and file(s) you created for Gemma.

(3 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 and the map you found.
Screen dump(s) showing the email prepared.

Part B

Task 2 A printout of the poster you created.

Task 3 A printout of the data Gemma provided including the information you added.
A print out of how you used ICT to do the calculations (eg a formula printout).

Task 4 A printout of the chart you created.

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

Task 6 Screen dump(s) showing the folder and file(s) you created for Gemma.

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