



OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 FUNCTIONAL SKILLS

INFORMATION AND COMMUNICATION TECHNOLOGY
ON DEMAND PAPER – A8 TASK AND ANSWER BOOKLET

09876

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	/21
3	/15
4	/13
5	/2
6	/1
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.
cat grooming text
healthy cat image
pet items sales data
- 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.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

PART A

James works in a pet shop. You need to do the following task for James.

TASK 1

James needs to know the cost of a one year subscription to the Crufts magazine.

- (i) Use the internet to find the information that James needs.
- (ii) Prepare an email to send the information you found to James.
James's email address is james@progress-media.co.uk

Evidence you must provide

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

[Turn over

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

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.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

PART B

James works in a pet shop. You need to do the following tasks for James.

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

James has provided you with the files listed below.

cat grooming text
healthy cat image
pet items sales data

TASK 2

James needs you to create some slides that he can show on screen during a talk he has to give about cat grooming. He has provided text and an image for the slides.

- (i) Enter the text and image James has provided into a suitable number of slides.
- (ii) Make sure all the information in these slides is formatted appropriately.

James needs information about cat grooming sessions entered into a new slide.

- (iii) Enter the information shown below into a new slide.

<i>Cat Grooming Training Sessions</i>	
<i>Session Type</i>	<i>Price</i>
<i>Introduction</i>	<i>£5.00</i>
<i>Group supervised grooming</i>	<i>£7.50</i>
<i>Home grooming</i>	<i>£20.00</i>

- (iv) Make sure the information is presented so that it is easy to understand.

Evidence you must provide

Printout(s) of the slides you created.

(21 marks)

[Turn over

TASK 3

James has provided you with the pet items sales data file.

- (i) Use ICT to find the income from each item sold.
(Income is the number sold multiplied by the item price for each item.)
- (ii) Use ICT to find the total income from all items.
- (iii) Make sure the data is formatted appropriately.

Evidence you must provide

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

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

(15 marks)

TASK 4

James needs a pie chart to compare the number sold of each different type of cat collar.

- (i) Produce the pie chart for James.
- (ii) Make sure the information in the pie chart is displayed clearly.

Evidence you must provide

A printout of the chart you created.

(13 marks)

TASK 5

James needs you to protect the **pet items sales data** file with a password.

Evidence you must provide

Screen dump(s) showing the pet items sales data file protected with 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 file(s) you created for James.

(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) showing the search you did and the information you found.
Screen dump(s) showing the email you prepared.

Part B

- Task 2** Printout(s) of the slides you created.
- Task 3** A printout of the data James provided including the information you added.
A printout of how you used ICT to do your calculations (eg a formula printout).
- Task 4** A printout of the chart you created.
- Task 5** Screen dump(s) showing the pet items sales data file protected with a password.
- Task 6** A screen dump showing the file(s) you created for James.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

Oxford Cambridge and RSA Examinations is a Company Limited by Guarantee
Registered in England
Registered Office: 1 Hills Road, Cambridge, CB1 2EU
Registered Company Number: 3484466
OCR is an exempt Charity