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RESOURCE DOCUMENTS

- This resource documentation (page 5) contains information needed to answer Part B of the OCR Functional Skills ICT for B9.
- 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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FUN FIT CLASSES

ID	Fun Fit Class
1	
2	✓
3	
4	
5	
6	✓
7	
8	
9	
10	✓
11	
12	
13	✓
14	
15	
16	✓
17	
18	
19	
20	
21	✓
22	
23	
24	
25	
26	
27	
28	✓
29	
30	
31	
32	✓
33	
34	
35	✓
36	
37	
38	
39	
40	

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Part A starts on page 9

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PART A

Mel is a member of the college student council. You need to do the following task for Mel.

TASK 1

The student council is planning a healthy student campaign. Mel needs you to find information from the internet.

- (i) Find the recommended daily calorie intake for teenagers and select the information for those aged 15 to 18.
- (ii) Save a copy of the information you find. You will need this information to complete Task 2c) in Part B of this test.

Evidence you must provide

Screen dump(s) showing the search you did.

A printout, screen dump or your notes of the information you found.

(6 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 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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PART B

Mel is a member of the college student council. You need to do the following tasks for Mel.

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

Mel has provided you with the files listed below.

student survey data
student fitness classes data
student presentation text

TASK 2

Mel is giving a presentation to the student council. She needs you to create slides that she can show on screen.

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

- a) Produce a graph that shows the relationship between hours of weekly exercise and Body Mass Index (BMI) for the 16 year old students.

Mel has provided a file containing the details of a student height and weight survey.

(BMI is weight divided by the result of height multiplied by height.)

Evidence you must provide

A printout of the graph you created.

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

(18 marks)

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- b) Mel has provided a file containing details of the student fitness classes. She has provided notes of which classes are Fun Fit sessions. These notes can be found in your Resource Document.

Mel needs a list of the classes for beginners that are held at lunch time. The list should clearly show which are Fun Fit sessions.

Produce the list for Mel.

Evidence you must provide

A printout of the list.

(12 marks)

- c) Produce the slides for Mel.

(i) Your slides should include:

- the text Mel has provided in a file
- the graph you produced in Task 2a)
- appropriate details from the list you produced in Task 2b)
- the recommended daily calorie information you found in Task 1.

(ii) Produce a handout of the slides that Mel can give to the student council.

Evidence you must provide

A printout of the handout of the slides you produced.

(25 marks)

- d) Prepare an email to Mel. She needs you to send her the slides and the files that you used to create them in case she needs to edit anything.

Mel's email address is mel@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 the email you prepared.

(4 marks)

- e) Organise the files that you have used and those you have created so they can be found easily.

Evidence you must provide

Screen dump(s) showing how you organised the files.

(5 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.
A printout, screen dump or your notes of the information you found.

Part B

- Task 2** A printout of the graph you created.
A printout of how you used ICT to do your calculations (eg a formula printout).
A printout of the list.
A printout of the handout of the slides you produced.
Screen dump(s) showing the email you prepared.
Screen dump(s) showing how you organised the files.

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