

**Functional Skills ICT Assessment  
 Entry Level 1**

<b>Learner Name</b>	<b>Learner Signature</b>	<b>Assessment Date</b>
<b>Centre</b>		<b>Run Number</b>
<b>Assessor Name</b>	<b>Assessor Signature</b>	<b>Date</b>

<b>Task</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>Total</b>
<b>Available Marks</b>	1	1	2	4	2	<b>10</b>
<b>Assessor Marker</b>						
<b>IQA Marker</b>						

**Instructions to learners**

You will need the following file for this assessment:

- MenuE1

You should try to complete **ALL** areas of the assessment.

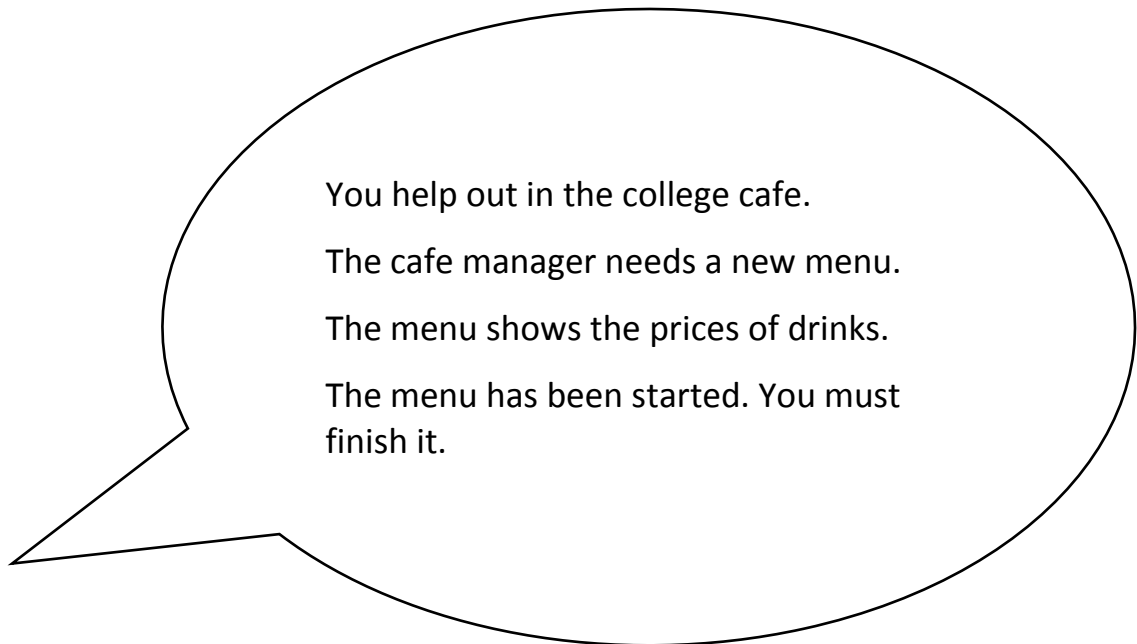
**Total marks available: 10**

Check your work carefully and save your work regularly.

Remember to add your name and the date to the files.

You have **1 hour** to complete the assessment.

**THE TASK**



**Ready to start**

1. Make sure you are sitting comfortably. (1)

2. Start the computer system. (1)

**(2 marks)**

### Finish the menu

3. You have been sent an email.

Open the email.

Read the message about the menu.

(2)

4. Open the file **MenuE1** using the password: **drinks747**

Use the information in the message to:

- change the opening time on the menu
- add **Orange Juice** at the end of the menu

(4)

5. The menu contains an image.

Label the image so that people know what it shows.

(2)

### Finishing off

Ask your assessor to help you save the poster.

Ask your assessor to help you print the poster.

Make sure your name is on the printout.

Hand in your printout.

## End of Assessment

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