

**Functional Skills ICT Assessment
 Entry Level 2**

Learner Name	Learner Signature	Assessment Date
Centre		Run Number
Assessor Name	Assessor Signature	Date

Task	1	2	3	4	5	6	7	8	Total
Available Marks	2	1	1	2	1	5	4	4	20
Assessor Marker									
IQA Marker									

Instructions to learners

You will need the following files for this assessment:

- Cafe Poster E2
- Poster Logos E2
- Poster Images E2

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

Total marks available: 20

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

The cafe needs a poster about special offers on drinks.

The poster must tell the students about the offer.

The poster has been started. You must finish it.

Ready to start

1. Make sure you are sitting comfortably and safely. (2)
 2. Start the computer system. (1)
- (3 marks)

Check your email

3. Open your email program and check for new messages. (1)
4. Open the new email message which contains information to use in the poster.
Read the message. (2)
5. Reply saying you have read the message.
Print the email.
You do not have to send the message, just prepare it. (1)

Finish the poster

6. Open the file **Cafe Poster E2** using the password: **Prices1527**

Use the information from the email message to:

- Check that the offer period in the poster is correct
- Check and update the information about the reduced prices
- Add the telephone number **07909 145145** for Mrs Moss

(5)

7. The poster needs a cafe logo and an image.

(a) Find a suitable logo from the file **Poster Logos E2**.

Put your chosen logo on the poster.

(b) Find a suitable image from the file **Poster Images E2**.

Put your chosen image on the poster.

(4)

8. Make the poster look more interesting.

You could use some of the following:

- Different font styles
- Alignment
- Bold
- Underlining
- Any other formatting

(4)

(13 marks)

Finishing off

You may ask your assessor for help if you need it.

Save the poster.

Print the poster.

Make sure your name is on the printout.

Hand in your printout.

End of Assessment

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