

Functional Skills
 ICT Assessment
 Entry Level 3

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

Task	1	2	3	4	5	Total
Available Marks	3	5	5	18	9	40
Assessor Marker						
IQA Marker						

Instructions to Learners

You will need the following files for this assessment:

- Catering Menu
- Catering Images
- Invoice

There are 2 sections to complete, Section A and Section B

Total marks available: 40

You **may** use the internet for **Section A**

Section B is not to be accessed whilst Section A is active

CHECK YOUR WORK CAREFULLY AND SAVE YOUR WORK REGULARLY

REMEMBER TO ADD YOUR NAME AND THE DATE TO ALL FILES

You have **one and a half hours** to complete the assessment

Section A

You may use the internet for this task only.

Section B is not to be accessed whilst Section A is still active.

You have **30 minutes** to locate all relevant information. Make sure you save the information as you will not be allowed to return to the internet.

THE TASKS

The college has been asked to provide catering for a party.

You must design and complete the menu and spreadsheet which have been started.

Task 1

Preparation:

- a. Check that the computer setup is safe.
(1 mark)
 - b. Start the computer system.
(1 mark)
 - c. Insert the USB memory stick into the computer which contains the files you will need.
(1 mark)
- (Total 3 marks)

Task 2

You have been asked to find a suitable image to add to the menu.

- a. Search the internet to find an image of salt and pepper pots.

The image must be suitable to be used in the menu.

Save the image.

(3 marks)

All the recipes for the menu were found on the BBC Good Food website.

- b. Search the internet to find the full website address.

Make a note of the full website address.

(2 marks)

(Total 5 marks)

Make sure that you save the image and the website address as you will need them later.

Task 3

You are asked to respond to an email message.

- a. Open your email program and check for new messages.

(1 mark)

- b. Open and read the new email message.

(1 mark)

- c. Reply to the email stating that you will make the changes to the menu as requested.

You will not have to send the email just prepare it.

(2 marks)

- d. Print a copy of the email you have prepared.

(1 mark)

(Total 5 marks)

Your internet access has ended.

You must not use the internet from this point forward.

Using the internet after this point will result in disqualification.

Section B

Not to be accessed until completion of Section A.

The internet may NOT be used to complete any part of Section B.

Task 4

You are required to make changes to the Menu.

a. Find and open the file **Catering Menu** stored on the USB memory stick.
(2 marks)

b. Find and open the file **Catering Images**.
Find the image **College Cafe**.
Insert the image at the top of the menu.
(3 marks)

c. Insert the saved image of the salt and pepper pots, from
the internet search, to the menu.
(1 mark)

d. Complete the menu by adding the following information:
• Add the price of the 'Sandwich Platters' as **£17.50** each
• Add the full BBC Good Food website address found in the internet
search to the bottom of the menu
• Change the date on the menu as requested in the email.
(4 marks)

e. Change the top, bottom, left and right margins to **1cm**.
(1 mark)

f. Change the layout of the menu so that it looks more interesting.
You could use:
• Word Art
• Borders or shading
• Page and text colour
• Different fonts
• Any other formatting
(4 marks)

g. Check the menu to make sure it is correct.
(1 mark)

h. Save the menu and print one copy.
(2 marks)

(Total 18 marks)

Task 5

You are required to make changes to the invoice.

- a. Open the file **Invoice** stored on the USB memory stick, using the password **2308JM**
(2 marks)
- b. Add the following information to the SPARKLING WATER row.
• Quantity: **12**
• Cost: **6.00**
(2 marks)
- c. Create a formula in cell **G36** that calculates the **TOTAL AMOUNT** of the invoice items.
(2 marks)
- d. Save the spreadsheet.
Print the spreadsheet.
(2 marks)
- e. Remove the USB stick from the computer.
Hand the USB memory stick to the invigilator.
(1 mark)
- (Total 9 marks)**

Finishing Off

Check you have all your work printed and your name is on every piece of paper:

Make sure you have the following evidence:

- Print of email reply
- Print of the menu from Task 4
- Print of the spreadsheet from Task 5

End of Assessment

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