

Functional Skills ICT

Entry 1 sample assessment



www.cityandguilds.com
July 2017
Version 1.1

Candidate's paper

Car Boot Sale

Length of assessment 2 hours

Candidate's name:

City & Guilds enrolment number:

Date of registration:

Date assessment started:

Date assessment completed:

Candidate's declaration:

I confirm that this assessment is my own work.

Candidate's signature _____ Date _____

Candidate instructions

You have **2 hours** to complete this assessment.

- Read the paper carefully
- Answer **all** the questions
- The maximum marks for each question are shown
- You may use a dictionary
- Save all of your work so that you can find it again easily

You need:

- a pen with black or blue ink.
- paper
- access to a computer
- browser with internet access
- access to email and text processing software
- access to a stored file.

Introduction

You have been asked you to finish a poster about a car boot sale.

You will need to:

- Find some information from an email you have been sent
- Edit a poster
- Save your file

Before you start

Make sure that you are ready to work safely before you start the computer.

Make sure that you know where to find the file:

- **Car Boot Sale Poster**

Remember to save all of your work so that you can find it again easily.

Start your assessment.

1. Start your computer system and work safely at all times. **1 mark**

2. Find and open the email from your assessor. **1 mark**

3. From the email find and write below:

The name of the person to contact. **1 mark**

.....

The contact number. **1 mark**

.....

4. Open the file **Car Boot Sale Poster** using the password **carboot**
If you cannot open the file, ask your tutor for help. **1 mark**

5. Use the information you found earlier to:

Make sure that the poster has the correct telephone number.
You should change it if you need to. **1 mark**

Add the name of the person to contact, next to the words
Contact Name: **2 marks**

6. Centre the picture in the poster. **1 mark**

7. Enter the words **1 mark**

A busy morning

in the box below the picture.

Save the poster when you have finished your work.

End of assessment

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1 Giltspur Street
London
EC1A 9DD
www.cityandguilds.com**

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