

Functional Skills ICT

Entry 1 sample assessment



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Version 2.1

Candidate's paper

Lost Dog

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

A friend has asked you to finish a poster she is making to find her lost dog.

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:

- **Lost Dog 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: 1 mark
The name of the lost dog.

.....

4. Open the file **Lost Dog Poster** using the password **Dog1**
If you cannot open the file, ask your tutor for help. 1 mark

5. Label the picture with the name of the dog in the box below it. 2 marks

6. Add the telephone number **698252** in the correct place. 2 marks

7. Change the day from **Wednesday** to **Tuesday**. 1 mark

8. Underline the first line of the poster to make it stand out. 1 mark

Save the poster when you have finished your work.

End of assessment

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