

Functional Skills ICT

Entry 2 sample assessment



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July 2017
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 stored files.

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 and print your work

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 files:

- **Lost Dog Poster**
- **Poster Pictures**

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. **2 marks**
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. Send an email reply to your assessor to say that you have found the name of the dog. **2 marks**
5. Open the file **Lost Dog Poster** using the password **Dog1**
If you cannot open the file, ask your tutor for help. **1 mark**
6. Open the file **Poster Pictures**. **1 mark**
7. Find the picture of the dog in the file. Insert the picture in the **Lost Dog Poster**. **2 marks**
8. The dog's name is Monty. Add his name to the poster in the place shown. **2 marks**
9. Change the day from **Wednesday** to **Tuesday**. **1 mark**
10. Use formatting to make the poster look better. Use **all** of the following at least once: **4 marks**
 - Bold text
 - Underline
 - Bigger font size
 - Italics

11. Make sure the poster fits on one page. **1 mark**

12. Check that your poster looks ready to use. **1 mark**

13. Save the poster when you have finished your work.
Print your poster. **1 mark**

End of assessment

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