

# Functional Skills ICT

## Entry 3 sample assessment



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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 access to internet
- access to email, and text processing and spreadsheet software
- access to stored files.

## **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
- Create a poster
- Find an image on your computer
- Edit a spreadsheet
- Save 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:

- **details**
- **car boot items**

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. **3 marks**

### TASK 1

2. Find and open the email from your assessor. **1 mark**
3. Save your assessor's email address to your contacts. **2 marks**
4. Follow the instructions in the email. **10 marks**

### TASK 2

5. Open the file **car boot items**. **1 mark**
6. Use the table below to complete the **Amount received** column. **2 marks**

| <b>Item</b>           | <b>Amount received</b> |
|-----------------------|------------------------|
| Gas Stove             | £10.00                 |
| Paper Back Books      | £2.00                  |
| Vinyl records         | £5.00                  |
| Pint Glasses          | £2.00                  |
| Skate Board           | £12.00                 |
| Barbie Dolls and Jeep | £4.00                  |
| Mirror Large          | £5.00                  |
| Plant                 | £1.00                  |
| Trailer Tent          | £200.00                |
| Other items           | £9.00                  |

7. The **Total amount received** is needed. **2 marks**

In cell **D15** enter the formula  
**=SUM(D4:D13)**

8. Format **Column D** to currency and two decimal places. **2 marks**

9. Underline the heading. **1 mark**

10. Make all of the column headings stand out. **1 mark**

11. Change the font colour of the words '**Trailer tent**'. **1 mark**

12. Make sure all of the data is fully displayed. **1 mark**

13. Save and print your file. **1 mark**

### **TASK 3**

14. Send an email to you assessor to say that you have finished **1 mark**

15. Shut your computer down correctly. **1 mark**

**End of assessment**

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