Functional Skills ICT
Entry 1 sample assessment

Candidate's paper
Garden Plants

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 gardener has asked you to finish a notice to remind him to check the temperature of his greenhouse.

You will need to:

- Find some information from an email you have been sent
- Edit a notice
- 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:

- **Garden Plants Notice**

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. **2 marks**

3. Open the file **Garden Plants Notice** using the password you have been sent.
   If you cannot open the file, ask your tutor for help. **1 mark**

4. Change the temperature for when the heating in the greenhouse is turned on from **5** degrees to **2** degrees. **1 mark**

5. Enter the name of the plant **2 marks**

   Orchid

   in the box below the picture.

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

7. Change the title to **Garden Plants**. **1 mark**

8. Make the title text stand out by using **Bold** format. **1 mark**

Save the notice when you have finished your work.

End of assessment

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