

# Functional Skills ICT

## Entry 2 sample assessment



www.cityandguilds.com  
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Version 1.1

### Candidate's paper

#### Car Boot Sale

Length of assessment      2 hours

Candidate's name:

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City & Guilds enrolment number:

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Date of registration:

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Date assessment started:

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Date assessment completed:

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#### **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 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 file:

- **Car Boot Sale**

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**

Write the name of the search engine you used below: **1 mark**

.....

Write the words you used to search below: **1 mark**

.....

Write the webpage you found below: **1 mark**

.....

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

4. Insert the name of the webpage you found. **1 mark**

5. Enter the words **1 mark**

**Lots of bargains**

in the box below the picture.

6. Change **Starts at 7.00am** to **Starts at 7.30am** **1 mark**

7. Use formatting to make the poster look better. **4 marks**  
Use **ALL** of the following:

- Bold
- Underline
- Italics
- Larger font size

8. Centre **all** of the information in the poster. **2 marks**
9. Make sure your poster fits on one page. **1 mark**
10. Make sure your poster looks good and is easy to read. **1 mark**
11. Save the poster when you have finished your work. **1 mark**
12. Print your poster. **1 mark**

**End of assessment**

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