

# Functional Skills ICT

## Entry 3 Sample assessment



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Version 2.2

### Candidate's paper

#### Lost Dog

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 and spreadsheet software
- access to stored files.

## **Introduction**

A friend has asked you for help with some work she is doing to find her lost dog.

You will need to:

- Receive and reply to an email
- Use the internet to search for information
- Search for a folder
- Create a poster
- Find an image on your computer
- Edit a spreadsheet
- Save and print your work

## **Before you start**

Make sure that you are ready to work safely before you start the computer.

Remember to save all of your work so that you can find it again easily.

## Start your assessment.

1. Start your computer system ready to complete the test. **2 marks**
2. Make sure that you work safely and comfortably at all times. **1 mark**
3. Search on your computer for a folder called **Lost Dog Files**. You will need this to complete your work **1 mark**

### Task 1

4. Find and open the email from your assessor. **1 mark**

Follow the instructions given.

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

.....

Write the words you used to search below:

.....

**1 mark**

When you have found the information, write the name below:

.....

**1 mark**

5. Reply to your assessor's email to tell them the name you have found. **3 marks**

### Task 2

6. Open the Lost Dog Poster file. Use the information in it to make a poster. **1 mark**
7. Find a file called **Yorkie**. Insert the picture from this file into the poster. **2 marks**

8. Use formatting to make the poster look better. **3 marks**  
Use **all** of the following at least once:
- Bold text
  - Colour
  - Bigger font size
9. Check that the poster is accurate and fits on one page. **2 marks**
10. Save and print the poster when you have finished your work. **1 mark**

### **Task 3**

11. Open the file **Poster Costs** using the password **COSTS**. **1 mark**
12. The cost of **Labour** is **£55.00**. Add the amount in the correct place. **1 mark**
13. The **Total Cost** is needed. **2 marks**  
In **B7** enter the formula  
**=SUM(B3:B6)**
14. Use suitable formatting to make the text in **Row 1** stand out. **1 mark**
15. Format **Column B** to currency and 2 decimal places. **2 marks**
16. Make sure that all the data is clear and easy to read. **1 mark**
17. Save and print your file. **1 mark**
18. Shut your computer system down correctly. **1 mark**

**End of assessment**

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