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RESOURCE DOCUMENTS

- This resource documentation (pages 5, 6 and 7) contains information needed to answer Part B of the OCR Functional Skills ICT for B8.
- The resource documentation is perforated along the left hand side, so it can be removed from the task and answer booklet.
- Please fold the page(s) along the perforated strip(s) before removing from the task and answer booklet.

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Gallery Information Sheet

McCartney Magic Exhibition

25 August to 5 September

We are pleased to present the paintings of Mary McCartney. Few of the 30 paintings currently exhibited have ever been seen by the general public.



Mary McCartney died several years ago and all her paintings were kept by the family for their private collections. However, the family have now decided to share her gift with the world.

The paintings are not for sale. They are just a feast for our eyes.

Reasons to visit the Gallery

- Learn about art – find out how art is a window into society and politics
- Be inspired – stand back in awe of the talent and genius that produced such works from putting paint on canvas
- Relax – take time out from busy city life and use the peace and quiet to sit and meditate
- Socialise – arrange to meet friends to discuss the exhibition and maybe have lunch
- Shop – find that special gift for someone

Gallery Shop

While you are visiting us why not take some time to browse around our shop. We stock a wide range of gifts, souvenirs and books that are guaranteed to delight for years to come.

The following is a sample of the type of merchandise we carry and our prices.

Item	Price
Fridge magnet sets	from £2.50
Posters	from £1.00
Books	from £5.00
Art postcard pack	from £3.25
Diaries	from £2.00
Calendars	from £3.00

The Gallery Shop is situated at the exit of the Tudor room.

Upcoming Exhibitions

Canaletto and his rivals

13 October 2010 – 16 January 2011

Westwood Wing Exhibition

Book tickets

Young Art: an exhibition of work by primary schools

19 September 2010 – 31 December 2010

Inspired by Renoir's 'The Umbrellas'

Aston Room

Admission free

Events

Storytelling

Tuesday 13 October 1–1.45pm

The stories in South African art

Harry Blake

Aston Room

Admission free

Curator's talk

Wednesday 4 October 1–1.35pm

Modern Architecture: The Death of Beauty

John St John

Howard Room

Admission free

Visitors' Information Sheet

John Glider – Flying Solo

We are delighted to present a solo exhibition by British artist John Glider. The centre piece of this exhibition will be a vast installation. This will feature a new body of aluminium sculptures alongside readymade sculptures including an oil rig and a mechanical horse. Glider's installation will occupy the gallery space, that is, the Tudor room.

The exhibition will run from 1 August to 31 August 2010. Entry is £5.00.

New resource room

The resource room is available to all visitors to research artists and includes a DVD library of works from previous exhibitions. The resource room is opened during restricted periods as it is manned completely by volunteers. The opening days and times are shown below.

Day	Opening Times
Monday	1 pm to 8 pm
Tuesday	Closed
Wednesday	1 pm to 7 pm
Thursday	1 pm to 7 pm
Friday	1 pm to 8 pm
Saturday	2 pm to 6 pm
Sunday	2 pm to 6 pm

The use of the resource room is free, but booking is essential.

Join our membership scheme

We are starting a membership scheme. For an annual fee of £30 you can have:

- unlimited free entry to all exhibitions
- gallery magazines and bi-monthly guides sent directly to you
- fast-track entry and special viewing opportunities.

Your support as a member helps us provide better exhibitions for everyone.

Exhibitions not to be missed



Henry Moore – Tate Britain – 24 February to 8 August 2010

Radical, experimental and avant-garde, Henry Moore (1898–1986) was one of Britain's greatest artists. This exhibition takes a fresh look at his work and legacy, presenting over 150 stone sculptures, wood carvings, bronzes and drawings.

Source: www.progress-media.co.uk

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Part A starts on page 10

- Do not turn over this page until you are told to do so by your supervisor.

PART A

Karl is the manager of an art gallery. You need to do the following task for Karl.

TASK 1

Karl needs you to find information from the internet about the National Portrait Gallery in London for an information sheet.

- (i) Find a map or diagram that clearly shows how to get to the National Portrait Gallery from Charing Cross Station.
- (ii) Find the times that the Gallery is open during December.
- (iii) Save a copy of the information you find. You will need the information you save to complete Task 2c) in Part B of this test.

Evidence you must provide

Screen dump(s) showing the search you did.

Screen dump(s) or a printout of the information you selected.

(8 marks)

END OF PART A

Make sure that you have put your name on EVERY printout. **Printouts without your name will be awarded no marks.**

When you have completed both Part A and Part B of this test, insert your printouts into this booklet in the correct order and hand it to the supervisor.

Part B starts on page 12

- You must not use the internet for Part B
- Do not turn over this page until you are told to do so by your supervisor.

PART B

Karl is the manager of an art gallery. You need to do the following tasks for Karl.

Save your work regularly. You should save any files you create so it is clear to Karl what is in them.

Karl has provided you with the files listed below.

**exhibition information sheet text
paintings data**

TASK 2

Karl needs an information sheet for visitors to an art exhibition. Karl wants you to produce the information sheet for him.

Karl has provided the text he wants in the information sheet in a file. You need to prepare other information required for the information sheet. You will do this in steps a) and b).

- a) The artists exhibiting paintings have agreed to donate some of the money from the sale of their paintings to charity. Karl needs to know the total amount that could be donated to charity from the sale of all the paintings.

Karl has provided a file containing the paintings data.

The charity donation from the sale of each painting is the price of that painting minus £100, with the result multiplied by 3.25%.

Evidence you must provide

A printout showing the values you calculated.

A printout of how you used ICT to do your calculations (eg a formula printout).

(13 marks)

- b) Produce a list that shows each artist and their paintings that are being exhibited in both the Aston room and in the Howard room. The list should clearly show which paintings have been sold.

Karl has provided his notes of which paintings have been sold. Karl's notes can be found in your Resource Documents.

Evidence you must provide

A printout of your list.

(13 marks)

c) Produce the information sheet for Karl. You must include:

- the text Karl has provided in a file
- the total amount you calculated in Task 2a)
- the list you produced in Task 2b)
- the map or diagram and the opening times you found in Task 1.

Karl has provided copies of information sheets he has used previously. These are in your Resource Booklet.

Evidence you must provide

A printout of the information sheet you produced.

(25 marks)

d) (i) Karl needs you to set up an email distribution list to the members of the marketing team. The team consists of 3 people. Their addresses are shown below:

jill@progress-media.co.uk
mambo@progress-media.co.uk
eva@progress-media.co.uk

(ii) Karl needs you to prepare an email to the marketing team attaching a copy of the information sheet you have produced.

(You just have to prepare the email. You do not have to send it.)

Evidence you must provide

A screen dump showing setting up the distribution list.

A screen dump showing the email you prepared.

(11 marks)

END OF TEST

Check that your name appears on EVERY printout. **Printouts without your name will be awarded no marks.**

Insert your printouts into this booklet in the correct order and hand both Part A and Part B to the supervisor.

Evidence checklist:

Part A

Task 1 Screen dump(s) showing the search you did
Screen dump(s) or a printout of the information you selected

Part B

Task 2 A printout showing the values you calculated.
A printout of how you used ICT to do your calculations (eg a formula printout).
A printout of your list.
A printout of the information sheet you produced.
A screen dump showing setting up the distribution list.
A screen dump showing the email you prepared.

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