CENTRE GUIDE

g gateway
qualifications

Standardisation Material 2025
Essential Digital Skills L1
Instructions and Mark Scheme

Creating a presentation (11 marks)

Candidate instructions

A catering company has asked you to create a presentation for new staff.

Download the files **Presentation text** and **Hands** from the links below.

a) Open a suitable software application and copy all of the text from the file **Presentation text** and paste it into your presentation.
Ensure the text is organised across **at least** three slides excluding the title page. (2 marks)

b) Add a title slide to your presentation. Insert the following title to the first slide of your presentation: **Handwashing and Food Safety Presentation**. (1 mark)

c) Add slide numbers and today's date to all slides in your presentation. (2 marks)

d) Make your presentation clear and easy to read. Add at least **three** formatting features suitable for a presentation. (3 marks)

e) Insert the image file, **Hands**, into a suitable position in the presentation and resize it appropriately. (2 marks)

f) Crop the image to remove the border. (1 mark)

Creating a presentation: Mark scheme (11 marks)

a)	1 mark for copying all the text from Presentation text into a suitable software application. (Do not award if word processing or desktop publishing software used. Candidate must use presentation software.)	1
	1 mark for arranging text over a minimum of 3 slides	1
b)	1 mark for adding the following title to the title slide: **Handwashing and food safety Presentation**	1
c)	1 mark for slide numbers added to every slide in the presentation (allow if missed off title slide)	1
	1 mark for adding today's date to every slide. *Award these marks if the candidate uses insert page/date option or enters number and date manually to each slide*	1
d)	Up to 3 marks for adding formatting features to the presentation. For example: • Line spacing • Subheadings • Design/theme • Use of bold, larger font and colour	3
e)	1 mark for adding the image, **Hands**, to the presentation in a suitable position, i.e. after, or on the same slide as the text- **"Follow the steps shown here when washing your hands in the kitchen or bathroom"**	1
	1 mark for resizing the image appropriately so that it can be clearly seen and does not cover any text. *Do not award if image has been distorted/stretched*	1
f) 1 mark for removing (cropping) the border from the image		1

Stimulus

Presentation Text

Introduction

Handwashing is an essential step in food preparation to help prevent food being contaminated by bacteria. Handwashing should be effective. Use soap and water, hand sanitiser is not enough. This presentation shows you when and how to wash your hands effectively.
All information taken from
https://www.food.gov.uk/sites/default/files/media/document/handwashing.pdf
When to wash your hands
It is important to wash hands before handling any food, even if you are going to be wearing gloves. This includes food that is uncooked such as raw meat, fish and vegetables, as well as cooked foods such as baked goods and sandwiches.
Other times you need to wash your hands include:
After going to the toilet
After touching or emptying bins
After using cleaning products
After serving customers, i.e. touching money or cutlery
After touching phones, light switches, door handles
Make sure to wash your hands before putting on gloves
How to wash your hands
Follow the steps shown here when washing your hands in the kitchen or bathroom.
Remember it is also important to dry your hands. Use the hand dryer or paper towels provided. If you notice that the bathroom or kitchen has run out of soap or paper towels, it is your job to tell the supervisor in charge. Hand washing and food safety is everyone's responsibility.

Hands

Creating a newsletter

Candidate Instructions

The Plastic Free Network (PFN) is launching a campaign to tackle the overuse of plastic.

You have been asked to create a newsletter for your community about how they can help.

Download the files

– **Plastic**

– **Logo**

– **Rubbish**

a) Use a suitable application to insert all the text from **Plastic** to create a newsletter. (1 mark)

b) Arrange the layout of the text into paragraphs. (1 mark)

c) Insert the **Logo** and crop the unwanted white space. (1 mark)

d) Position the logo at the top left of the newsletter. (1 mark)

e) Insert the following text in the newsletter header: PFN Newsletter v1.0 (1 mark)

f) Adjust the left and right margins to **3cm**. (1 mark)

g) Insert a table under the text: The countries in the table below produce the most plastic. Enter the following information. (2 marks)

Country	Million tonnes
China	60
USA	38
Germany	14.5

h) Add shading to the table to make it attractive. (1 mark)

i) Insert the image **Rubbish** and position appropriately. (1 mark)

j) Add a caption to the image with the text: Help spread the word! (1 mark).

Creating a newsletter:

Mark scheme (11 marks)

Candidates can use a word processing or desktop publishing application. a) 1 mark for inserting all text from file **Plastic** to create a newsletter. (175 - 188 words) 0 marks if inappropriate software used, e.g., PowerPoint	1
b) 1 mark for arranging text into paragraphs (at least 2 paragraphs to award mark).	1
c) 1 mark for inserting logo and cropping/removing the unwanted whitespace 0 marks if logo is inserted but whitespace not cropped/removed, is stretched/distorted, and/or logo is placed in front of text, overhanging, anywhere else on the page	1
d) 1 mark for positioning logo at the top left of the newsletter 0 marks if logo is positioned incorrectly	1
e) 1 mark for inserting header with text PFN Newsletter v1.0. 0 marks if header incorrectly inserted, e.g., incorrect position, text overlaps logo or header tool not used.	1
f) 1 mark for adjusting the left and right margins to 3 cm. Both margins must be adjusted to award mark.	1

g) 1 mark for inserting a table under the text: The countries in the table below produce the most plastic. 	Country	Million tonnes	 	China	60	 	USA	38	 	Germany	14.5	 The table should have a suitable number of columns and rows, eg 2 columns and 4 rows, and fit within the page. Do not deduct marks if there are extra columns/rows, as long as the information is displayed. 0 marks if table is not appropriate size to fit within page..	1
1 mark for entering the text into the table. Award mark if errors in text	1
h) 1 mark for adding shading to the table but the text must remain clearly visible, e.g. shading could be applied to column headers, entire table, every other row.	1
i) 1 mark for inserting the image **Rubbish** in an appropriate position. Do not award if image is stretched/distorted, over text, hanging off page, etc.	1
j) 1 mark for inserting a caption to the image with text: Help spread the word! Candidates can use the captioning tool or a text box.	1

Stimulus

Plastic

Plastic Free Network

Let us free where we live from plastic. We live in a plastic world. It is an extraordinarily useful, versatile, cheap material but it is everywhere - in our homes, streets, parks, and beaches. If it is on our street today, then it is in our rivers tomorrow, and our beaches and oceans forever. The Plastic Free Network is tackling overuse of plastic. Wherever you live, whether you are on shore or inland, urban or rural, high-tide or high-rise, we're uniting communities in the fight against plastic use. There are 8,000,000 pieces of plastic pollution that find their way into the ocean every day. There are 320,000,000 tonnes of plastic generated globally every year. This is set to double by 2034. There are 5,000 items of plastic pollution per one mile of beach in the UK. The countries in the table below produce the most plastic. Here is what you can do to help: hook up with your community and join a street, park, beach or river clean. Think global, act local.

Logo

Rubbish

Spreadsheet: Home Budget (12 marks)

Candidate instructions

You have decided to keep track of your household income and outgoings to see how much you have leftover for food and savings.

Download the file **Home Budget** by clicking on the link at the bottom of the page.

a) Enter all the data from the file **Home Budget** into a new spreadsheet. (2 marks)

b) Format the spreadsheet so that:

- all data is viewable on screen

- the column headings and title stand out

- the outgoing costs are displayed as currency (£) with zero (0) decimal places.

 (3 marks)

c) On your spreadsheet add a formula which calculates the **Total outgoing** costs for January. Replicate the formula for the remaining months. (2 marks)

d) On your spreadsheet calculate the **Household income** minus the **Total outgoing** to find out the **Total left over** for January. Replicate the formula for the remaining months. (2 marks)

e) Sort the data into alphabetical order based on **Monthly expenses**. (2 marks)

f) Add your name to the spreadsheet header. (1 mark)

Spreadsheet mark scheme (12 marks)

a) 2 marks for entering the data from the file, **Home Budget**, correctly 1 mark if data is entered with up to 2 omissions or errors. No marks if data entered contains 3 or more omissions or errors. If the candidate makes errors entering the data, they may still be awarded marks for formatting. No marks deducted for spelling errors.	2
b) 1 mark for each of the following: • All data can be seen (no truncation) • The title (Home Budget) **and** column headings are emphasised e.g. bold, underlined, colour etc (row headings do not need to be emphasised for the mark) • Outgoing costs have been changed to currency (£) with zero decimal places	3
c) 1 mark for adding a formula to calculate the total outgoing costs for January (1230) For example: = SUM(B4:B11) or =B4+B5+B6+B7+B8+B9+B10+B11	1
1 mark for replicating the formula across the remaining months.	1
d) 1 mark for adding a formula to calculate the total left over for January (570) For example, =B14-B12.	1
1 mark for replicating the formula across the remaining months.	1
e) 2 marks for data which has been sorted into alphabetical order based on monthly expenses (childcare should be first). 1 mark only if sort includes other rows e.g. total outgoing or heading rows.	2
f) 1 mark for adding name to header. Allow if name added to footer	1

Example answer

Joe Smith

Home Budget							
Monthly expenses	**January**	**February**	**March**	**April**	**May**	**June**	
Childcare	£50	£35	£0	£75	£75	£0	
Credit card / loan	£0	£200	£200	£200	£200	£200	
Gas / electricity	£134	£134	£134	£134	£134	£134	
Mobile phone	£35	£35	£35	£35	£35	£35	
Rent / mortgage	£750	£750	£750	£750	£750	£750	
Social / personal care	£50	£0	£150	£35	£20	£35	
TV / internet	£99	£99	£99	£99	£99	£99	
Water	£112	£112	£112	£112	£112	£112	
Total outgoing	£1,230	£1,365	£1,480	£1,440	£1,425	£1,365	
Household income	£1,800	£1,800	£1,800	£1,800	£1,800	£1,800	
Total left over	£570	£435	£320	£360	£375	£435	

Marks may not be awarded for Task 5 if evidence has not been uploaded or incorrect software chosen
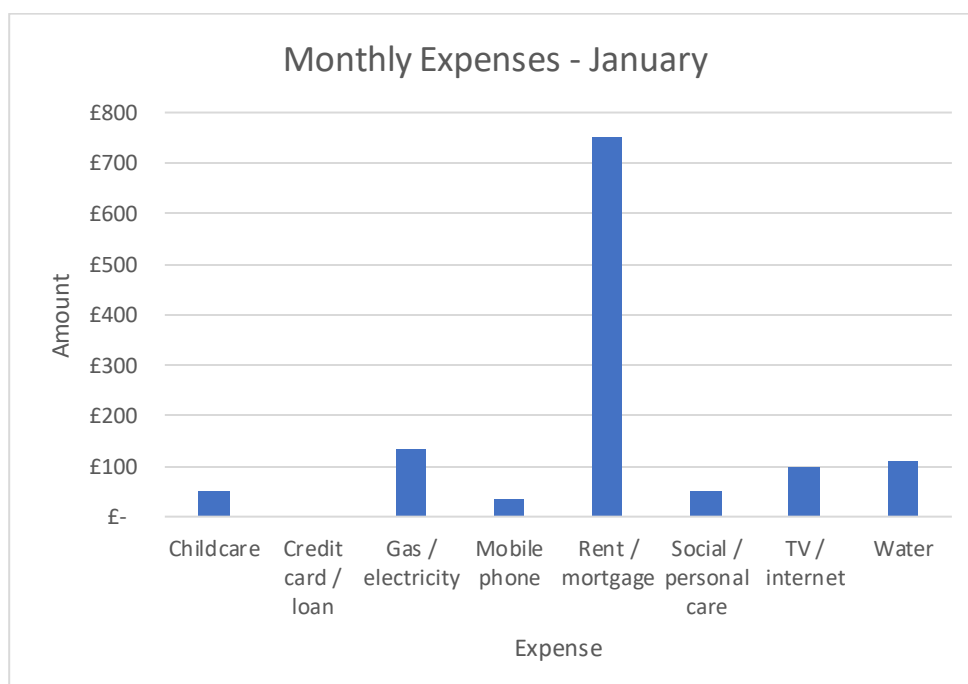
Spreadsheet: Graphs and charts

Candidate instructions

g) Create a suitable chart to show the monthly expenses for January only. (1 mark)

h) Add a suitable title and axis labels to your chart so it is easily understood.
(2 marks)

Mark scheme

g) 1 mark for creating a bar chart or line graph with the correct information Do not award if total outgoing is included. (8 bars/points only)	1
h) 1 mark for adding suitable title, e.g. Monthly Expenses for January. Do not accept *January* as this is default. 1 mark for adding **at least one** suitable axis label, e.g. Month or Expense.	2

Example answer

Candidate's response may differ slightly depending on how they have sorted the data.