



General Certificate of Secondary Education
June 2012

Business and Communication Systems 413009

Unit 9 Using ICT in Business

Controlled Test

To be conducted between 7 May 2012 and 11 May 2012

For this paper you must have:

- appropriate computer hardware and software
- a stationery folder (enclosed)
- 14 sheets of A4 plain paper.

You may use a dictionary and a calculator.

Time allowed

- 1 hour 30 minutes

Instructions

- You must attempt **all** tasks.
- You should put your Name and Candidate Number as a header or footer on every task before printing.
- The **Examining Body** for this paper is AQA. The **Paper Reference** is 413009.
- Write the information required on the front of the stationery folder.
- This paper must be handed in at the end of the Controlled Test.
- You are **not permitted** to access the internet during the course of this examination.

Information

- The marks for tasks are shown in brackets.
- The maximum mark for this paper is 60.
- You will be told the arrangements for printing at your Centre.
- If required, printing may be carried out after the 1 hour 30 minutes allocated for the paper have expired. No alterations to the text or the layout may be made after the 1 hour 30 minutes have expired.
- You may ask for more plain paper if you require it.
- You are reminded of the need for good English and clear presentation in your answers. Quality of Written Communication will be assessed in your answers to **Task One (f)**, **Task Two (h)** and **Task Three (d)**.

Advice

- You are advised to spend five minutes reading the whole paper before you start work.

Attempt **all** the tasks.

Read the **Background Information**.

Background Information

UK Fit

UK Fit is a national charity covering the whole of the UK. The aim of the charity is to help to reduce the number of obese young people, as this is a growing problem in the UK. The charity gives advice to parents and carers on choosing a healthy lifestyle by providing advice on healthy diets and exercise.

The offices are located in London. The charity has eight members of staff. These are three nutritionists, three fitness experts and two part-time administration assistants.

Task One – Poster**Total for this task: 22 marks**Read **Item A** and then complete the tasks that follow.**Item A**

UK Fit would like doctors and health centres to encourage parents and carers to contact *UK Fit* for advice. They would like to put posters promoting services in waiting rooms. Samantha, the administration assistant, has been given the task of creating the poster.

Samantha is not happy with the slogan – ‘Are you healthy?’. She wants to change it to show that *UK Fit* gives advice on diet and exercise to help people to be healthy.

- 1** Open the file **POSTER**.
Insert your name and candidate number into the header of the document.
- 1 (a)** Correct the e-mail address given for *UK Fit*. It should be enquiries@ukfit.co.uk (1 mark)
- 1 (b)** Open the file **IMAGES**. Copy and paste the *UK Fit* logo into the poster. (1 mark)
- 1 (c)** Change the slogan ‘Are you healthy?’ to show *UK Fit* gives advice on diet and exercise to help people to be healthy. (4 marks)
- 1 (d)** Rearrange the order of the text to create an effective poster which would encourage parents and carers to contact *UK Fit* for advice. (4 marks)
- 1 (e)** From the file **IMAGES**, copy and paste **two** suitable images into your poster to show the range of advice that *UK Fit* provides. (3 marks)
- 1 (f)** Use formatting tools to make your poster look attractive. You should consider:
- the audience
 - the layout, font type and emphasis of the text
 - the suitability and placement of the images. (9 marks)
- 1 (g)** Save and print a copy of your poster.

Turn over ►

Task Two – Database**Total for this task: 21 marks**Read **Item B** and then complete the tasks that follow.**Item B**

People e-mail *UK Fit* to ask for advice on their diet. Samantha, the administration assistant, has been given a list of foods and their benefits. She has created a database of foods that people should eat in a healthy diet. Samantha uses the database to create individual advice sheets. Mrs Smith, a parent, has e-mailed *UK Fit* to request advice on choosing foods that are high in fibre and vitamin C.

2 Open the file **HEALTHY FOODS**.

Insert your name and candidate number into the header of the document.

2 (a) For the item Cherry, change the entry in the field 'Type' to Fruit. (1 mark)

2 (b) Add the following record to the database.

Item: Damson
 Type: Fruit
 Vitamin C: High
 Fibre: High
 Portion size: 4 fruits

Save the database. Print the database in a table in landscape, showing your name and candidate number. (4 marks)

2 (c) Search the database to show all the fruits that are high in vitamin C and high in fibre. Only show the fields for Item, Type, Vitamin C and Fibre. (4 marks)

2 (d) Print just these records in a table.

2 (e) Using the sorted database you created in **2 (c)**, create a report for Mrs Smith with the title 'Fruits High in Vitamin C and Fibre'. Choose a suitable format for your report. (3 marks)

2 (f) Print a copy of your report showing your name and candidate number.

2 (g) Open the file **E-MAIL**.

Insert your name and candidate number into the header of the document.

2 (h) Write a suitable e-mail to Mrs Smith in response to her request for advice on choosing foods that are high in fibre and vitamin C. (9 marks)

2 (i) Save and print a copy of your e-mail.

Task Three – Creating the website home page**Total for this task: 17 marks**Read **Item C** and then complete the tasks that follow.**Item C**

UK Fit have decided that a website would help them to get well known. Samantha does not know how to use web design software but has been asked to design the layout of the home page. She has produced a word processed document to show to the web designer. Samantha would like to include a video and an image but has not yet chosen these.

- 3** Open the file **HOME PAGE** which contains a suitable layout for the home page of the new website.
- Insert your name and candidate number into the header of the document.
- 3 (a)** Complete the navigation bar to include the following:
- Changing your diet
 - FAQs
 - Contact us. (2 marks)
- 3 (b)** Insert your slogan from **Task 1, question 1(c)** into the suggested area on the home page. (2 marks)
- 3 (c)** Use suitable formatting tools to improve the appearance of the home page. (4 marks)
- 3 (d)** In the box instructions for web designer:
- state where there should be animations and explain why you think these would be effective
 - state where there should be hyperlinks and explain why you think these would be suitable. (9 marks)
- 3 (e)** Save and print a copy of your home page.

END OF TASKS

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