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Candidate Number

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General Certificate of Secondary Education
2012

Business and Communication Systems

Unit 1: Use of ICT

[GBC11]

MONDAY 21 MAY–FRIDAY 25 MAY



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Number of printouts attached
(to be completed at the end
of the examination)

TIME

2 hours.

INSTRUCTIONS TO CANDIDATES

Write your Centre Number and Candidate Number in the spaces provided at the top of this page.
Save each document using the name specified in each task.
Always add your Candidate Number, Centre Number, Task Number and Printout Label to every printout produced.
All printouts must be attached to the examination paper at the end of the examination in the correct order.
Use the treasury tag provided to attach your printouts to the examination paper. At this point you should complete the checklist at the back of the examination paper.
You may **not** take the examination paper with you.
Answer **all four** tasks in order.

INFORMATION FOR CANDIDATES

The total mark for this paper is 100.
Figures in brackets printed down the right-hand side of pages indicate the marks awarded to each question or part question.
Quality of written communication will be assessed in Task 3(k).
Filenames to be used in the completion of this examination:
Fun Run Account.xls
Fun Run Entries.mdb
Images.doc
Fun Run Entries.xls

For Examiner's use only	
Question Number	Marks
1	
2	
3	
4	

Total Marks	
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Introduction

Magherafelt District Council is holding a “Fun Run For All” on Saturday, 4 August 2012.

The Fun Run will start and finish in Magherafelt.

Council Manager, Mr Peter Bell, is the person responsible for organising the event. He has a team of employees reporting to him and he must present progress of the event to Council on a monthly basis.

Magherafelt District Council details are as follows:

Address: Town Hall, Magherafelt, BT50 4RR

Telephone: 028 44990022

E-mail: info@mdc.co.uk

Website: www.mdc.co.uk

Four tasks follow, which will allow you to produce some of the documentation/files that Mr Bell thinks he might require.

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To assist your file management, create a folder in your working area called “BCS Exam Files” and any files you are asked to save should be put in this folder.

Using Word Processing/Desk Top Publishing Software

Task 1

A file named “Images” is available to assist you with this task.

Mr Bell has asked Claire Simpson, one of his team, to create an Entry Form which must be completed by all Fun Run entrants.

This data capture form must include the following information:

- Magherafelt District Council name, telephone number and logo
 - Entrant Details: Name, Address, Town (including Postcode), Telephone Number, Age, Gender
 - Entrants must also specify on the form if they have a disability.
- (a) Using your knowledge of Form Design produce an effective A4 data capture form which includes the essential information. [11]
- (b) Include two other pieces of appropriate information on your data capture form. [2]
- (c) Use appropriate fonts, styles and boxes in your design. [4]
- (d) Save this document as **Entry Form**. Print one copy of the entry form on one A4 page.
Label the printout **Entry Form**. [1]

Do not forget to include your Candidate Number, Centre Number and Task Number in the header or footer before printing the above document.

Using Spreadsheet Software

Task 2

Mr Simpson has to report to the Council on finances. He has started a spreadsheet called **Fun Run Account** to help with the task. A local businessman has agreed to help with costs and has donated money towards this.

Part A

Open the file **Fun Run Account** and complete the **Account** worksheet as follows:

- (a) In cell A1 insert the words "Fun Run Account".
Increase the font size for cell A1 to 14. [2]
- (b) Merge and centre these words across cells A1 to F1. [2]
- (c) Embolden the text in cells A7 and D7. [1]
- (d) Enter the following text in the cells identified:
Cell A9 – Businessman Cell D9 – Water bottles
Cell A10 – Sponsorship Cell D10 – Prizes
Cell A13 – Total Income Cell D11 – T-Shirts
Cell D13 – Total Expenditure [2]
- (e) The amounts for some of the items entered in part (d) are as follows:
Businessman – 3750 Water bottles – 2000
Sponsorship – 3000 Prizes – 500

Enter these amounts in the appropriate cells. [2]
- (f) All Fun Run participants will receive a complimentary T-Shirt from the Council.
T-Shirts have been bought for the expected number of entrants, which is already entered in the spreadsheet.
The T-Shirts have cost the Council £2.50 each.
In cell E11 enter a formula which calculates the total cost of T-Shirts. [2]
- (g) Create a formula in cell E13 which will calculate the total Expenditure. [2]
- (h) Replicate this formula in cell B13. [2]
- (i) Format cells B8 to B13, E8 to E13 and cell G13 to currency (£ sterling to two decimal places). [2]

- (j) In cell G12 enter the text "Profit/Loss". [2]
- (k) Create a formula in cell G13 which calculates Total Income minus Total Expenditure. [2]
- (l) The local businessman has decided to give an additional contribution towards costs. He has decided that if there are more than 2500 entrants then he will donate an extra £1,000.
In cell A11 enter the text "Bonus".
In cell B11 enter the appropriate amount. [2]
- (m) Save the file.
Print **one** copy of the spreadsheet data **on one A4 page, landscape, with row and column headings and gridlines visible**.
Make sure that all the data can be seen.
Label the printout **Account Data**. [4]
- (n) Print **one** copy of the spreadsheet formulae **on one A4 page, landscape, with row and column headings and gridlines visible**.
Make sure that all the formulae can be seen.
Label the printout **Account Formulae**. [2]

Do not forget to include your Candidate Number, Centre Number and Task Number in the header or footer before printing the above documents.

Part B

Using the file **Fun Run Account**, complete the following:

- (a) Create a pie chart detailing the Expenditure for the Fun Run.
Include:
- an appropriate title
 - a legend
 - a data value for each slice on the chart
- Place the chart as a new sheet. [4]
- (b) Save the file **Fun Run Account**. Print the pie chart on one A4 sheet.
Label the printout **Chart**. [1]

Do not forget to include your Candidate Number, Centre Number and Task Number in the header or footer before printing the above document.

Using Database Software/Word Processing Software

Task 3

A database is being used to store Fun Run entry details.

Using data in the file **Fun Run Entries**, complete the following tasks:

- (a) There has been a new entrant for the fun run.
His name is Mr Owen Barr, aged 66, he is disabled and his entry number is 20.
His address is 19 Moneymore Road, Magherafelt, BT50 4TW and his telephone number is 07899902200.
Add the entrant's details to the **Fun Run Entries** database. [2]
- (b) The entrant, whose address is 18 Quarry Road, Randalstown, will not be taking part.
Delete this entrant's details from the database. [1]
- (c) A mistake was made when entering Ben Andrews' details. His age is actually 61 and not 16. Make this change to the database. [1]
- (d) Carry out a search to display the full names and telephone numbers only of all current entrants. [2]
- (e) Save the search as **Names and Telephone Numbers**.
Print the results of the search on one A4 page.
Label the print out **Names and Telephone Numbers**. [1]
- (f) Carry out a search to display all junior entrants (aged 14 and under).
Display only First Name, Surname and Age. [3]
- (g) Print the results of the search on one A4 page.
Label the print out **Juniors**. [1]
- (h) Carry out a search to display only the Title, Full Name, Address, Town and Postcode of all entrants from Magherafelt who are aged 50 or above. [3]
- (i) Save the search as **Magherafelt Runners Older than Fifty**.
This search will be used in parts (j) to (l).
Print the results of the search on one A4 page.
Label the print out **Magherafelt Runners Older than Fifty**. [1]

Do not forget to include your Candidate Number, Centre Number and Task Number in the header or footer before printing the above documents.

Using word processing software and the search saved in part (i), complete the following tasks:

- (j) Create a short letter congratulating all entrants from Magherafelt, aged 50 or over for taking part in the Fun Run.

Include the Magherafelt Council logo, positioned appropriately.

Insert other information as appropriate.

Using the mail merge facility, insert only the following fields from the search, in the letter:

- Title
- Surname
- Address
- Town
- Postcode

[9]

- (k) Print out the standard letter showing the merged fields. Label the printout **Standard Letter**.

[6]

- (l) Print out the personalised letters.

Label the letters **Letter 1**, **Letter 2**, etc. for each personalised letter.

[3]

Do not forget to include your Candidate Number, Centre Number and Task Number in the header or footer before printing the above documents.

Using Multimedia Presentation Software

Task 4

Mr Bell has to deliver a short presentation to the Council at their July meeting.

Using appropriate software, create a presentation called **Fun Run Presentation**. The presentation should have only three slides. You may make use of the other files to complete the presentation. Complete the following:

- (a) Create a master slide containing:
 - The Council logo appropriately positioned
 - The text “Peter Bell” in the footer[3]

- (b) Slide 1 should contain general information about the Fun Run:
 - A title “Fun Run For All”
 - The date of the event must be shown
 - The location must be shown[3]

- (c) Slide 2 should contain:
 - A title “Income”
 - Other relevant information[3]

- (d) Slide 3 should contain:
 - A title “Expenditure”
 - Appropriate data or a chart from **Fun Run Account**[3]

- (e) Save your presentation.
Print all three slides, one per page, full size. [3]

Do not forget to include your Candidate Number, Centre Number and Task Number in the header or footer before printing the above documents.

PRINTOUT CHECKLIST

TASK	PRINTOUT LABEL	COMPLETED
1	Entry Form	
2(a)	Account Data	
	Account Formulae	
2(b)	Chart	
3	Names and Telephone Numbers	
	Juniors	
	Magherafelt Runners Older than Fifty	
	Standard Letter	
	Letter 1	
	Letter 2	
4	Letter 3	
	Slide 1	
	Slide 2	
	Slide 3	

THIS IS THE END OF THE QUESTION PAPER

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