



General Certificate of Secondary Education
June 2014

Business and Communication Systems

413009

Unit 9 Using ICT in Business

Controlled Test

To be conducted between 5 May 2014 and 9 May 2014

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 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

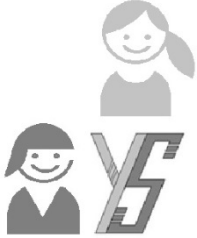
- The marks for tasks are shown in brackets.
- The maximum mark for this paper is 60.
- You will be told the arrangements for printing at your Centre.
- If required, printing may be carried out after the 1 hour 30 minutes allocated for the paper have expired. No alterations to the text or the layout 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 (g)**, **Task Two (f)** and **Task Three (f)**.

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

Young Stowham

The village of Stowham has a small primary school which has not been used for 2 years. The council owns the building. Rather than leaving the building empty, the council is looking for community groups to use it.

Young Stowham is a community group that runs classes and activities for children in the village. It is led by Angus. He is helped by a volunteer called Hannah, who is an administrator with an interest in youth work. The community group is working on a plan to use the old primary school. There are three ideas:



Karting Centre
an indoor track for mini electric go-karts for 6–12 year olds



Cyber Café
a coffee shop providing computers and Internet access for teenagers



Performing Arts Group
drama, dance and music classes for 5–15 year olds.

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

Comparing the costs of the three options will help Young Stowham to decide which one will be best.

Hannah, the administrator, has researched the costs of setting up each of the three options. She has also estimated how much it would cost to run each option for one month. The monthly income from sales figures are Hannah's estimates of the amount of money each option would bring in each month. She needs to compare the profit for each option so that she can recommend which one Young Stowham should choose.

Hannah knows that using charts can make it easier to compare the figures.

- 1 Open the file **FINANCE**.
- Insert your name and candidate number into the header of the document.
- 1 **(a)** The spreadsheet requires the following changes:
- the monthly Phone and Internet cost for the café is not right. It should be £135. Correct the figure.
 - use **two** formatting tools to make the heading in cell A1 clearer.
- [3 marks]**
- 1 **(b)** Hannah needs to calculate the total monthly running costs for each option.
- Insert a row below Row 13.
 - Add a suitable label for the new row.
 - Insert a formula in B14 to show the total monthly running costs for the café for a month.
 - Replicate the formula to show the total monthly running costs for the other two options.
- [4 marks]**
- 1 **(c)** Save and print your spreadsheet, showing the formula.
- 1 **(d)** Use the spreadsheet you saved in **1(c)** to produce the following **two** charts:
- a chart to show the Set-up costs for the three options
 - a chart to compare the likely success of the three options.
- [6 marks]**
- 1 **(e)** Save and print your charts.
- 1 **(f)** Open the file **REPORT**.
- Insert your name and candidate number into the header of the document.
- 1 **(g)** Using the information from the spreadsheet **FINANCE** and your **two** charts, write a short report recommending which option you think is the best. Give reasons for your recommendations.
- [9 marks]**
- 1 **(h)** Save and print a copy of your report.

Task Two – Database**Total for this task: 19 marks**

Read **Item B** and then complete the tasks that follow.

Item B

Young Stowham needs to know which option would be the most popular use for the old primary school. Local families have been completing questionnaires. They were asked to provide information about the ages of their children, which option they would prefer, and how often the family might use their preferred option. They were also asked to provide contact details and to indicate whether they would be willing to be contacted for a brief telephone interview about the proposal.

Information about the codes used in the database is shown below.

KEY to codes

Field Name	Code	Description
Further Contact	Y	Willing to be interviewed
	N	Not willing to be interviewed
Preferred Use	C	Cyber Café
	K	Karting
	P	Performing Arts
Frequency of Use	D	Daily
	W	Weekly
	M	Monthly

- 2** Open the database file **RESULTS**.
- 2 (a)** The file needs to be updated.
- There is an error in Lucinda Leese’s data. Her oldest child is 13. Correct the error.
 - Mrs Linda Wood has sent in a completed questionnaire. Enter the following data as a new record at the end of the file. She has 2 children, aged 13 and 14, would be most interested in the performing arts option, but would probably only use it once a month. She would be willing to be interviewed; her phone number is 07032 874388.
 - Mr Eaton and his family have moved away and he has asked to be removed from the database. Delete his record from the database.
- [4 marks]**
- 2 (b)** Save and print the database.

-
- 2 (c) Hannah would like to find out why the cyber café is not popular with the parents of the oldest children.
- Add a field to the database to record whether a parent has or has not been interviewed. Give the field an appropriate fieldname.
 - Search the database to create a single list of parents who are willing to be interviewed and who have at least one child over the age of 12. Present the list in a suitable order so that Hannah has the information she needs by showing:
 - surname
 - first name
 - preferred use
 - the field you have added and
 - **two** other fields required to carry out interviews.
- [6 marks]
- 2 (d) Print the results of your search.
- 2 (e) Open the file **EMAIL**.
- Insert your name and candidate number into the header of the document.
- 2 (f) Prepare an email to Hannah explaining which option Young Stowham should choose as the best one for the old primary school. Use the information about the views of parents in the database **RESULTS** to help you make your recommendation.
- [9 marks]
- 2 (g) Save and print a copy of your email.

Turn over for the next task

Task Three – Presentation**Total for this task: 19 marks**Read **Item C** and then complete the tasks that follow.**Item C**

A Performing Arts club has opened in the next town. Young Stowham has decided to change its plans. The group will combine the Karting Centre and the Cyber Café into one proposal.

The Young Stowham team plans to present the proposal at a community meeting. They want to gain the support of local people. Invitations will be sent to a mixture of local stakeholders including parents, neighbours and shopkeepers.

As the leader of the group, Angus will give a presentation. It has been started, but is not yet ready. The presentation will be for an adult audience, but it needs more work so that it represents Young Stowham effectively.

3 Open the file **PRESENTATION**.

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

3 (a) Make changes to the **style** of the slides so that they:

- represent Young Stowham more effectively
- present a professional impression
- communicate the information clearly.

[4 marks]

3 (b) Print the slides as a handout with **three** slides per page.

3 (c) Open the file **INFORMATION**.

3 (d) Using the file **INFORMATION** complete the presentation by adding **two** slides. You may also use information from **Task One** and **Task Two**. The final presentation should:

- give information about the proposal
- persuade the people of Stowham to support the combined proposal.

[6 marks]

3 (e) Save and print the presentation as a handout on **one** page.

3 (f) Add speaker notes to **two** of the slides. You may choose which **two** slides, but at least **one** must be one of the new slides that you added in **3(d)**.

[9 marks]

3 (g) Print the notes pages for the **two** slides.

END OF TASKS

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