

General Certificate of Secondary Education
June 2004



BUSINESS AND COMMUNICATION SYSTEMS 3126/2F
FOUNDATION TIER
Paper 2

Tuesday 8 June 2004 9.00 am to 11.00 am

F

In addition to this paper you will require:

- a stationery folder;
- 14 sheets of A4 plain paper.

You may use a dictionary and a calculator.

Time allowed: 2 hours

Instructions

- You are to attempt **all** five tasks.
- You should put your Centre Number and Candidate Number (as shown on your Statement of Entry) at the top of every task **before** printing.
- You should complete the front of the stationery folder.

Information

- The Examining Body for this Paper is AQA. The *Paper Reference* is 3126/2F.
- This paper consists of the following tasks:

Task One	Advertisement	<i>(16 marks)</i>
Task Two	Spreadsheet	<i>(40 marks)</i>
Task Three	Database	<i>(25 marks)</i>
Task Four	Data Capture Form	<i>(7 marks)</i>
Task Five	Letter Composition	<i>(12 marks)</i>

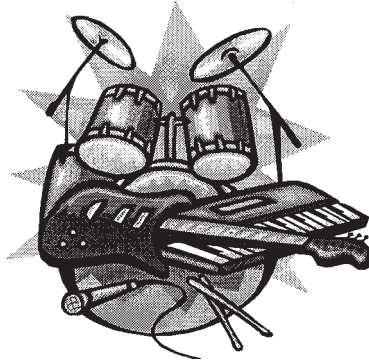
- The maximum mark for this paper is 100.
- Mark allocations are shown in brackets.
- You will be awarded marks for the quality of your written communication including accurate spelling, punctuation and grammar.
- If required, printing may be carried out after the two hours allocated for the paper have expired.
- You will be told the arrangements for printing at your Centre.
- No alterations to the text or layout may be made after the two hours have expired.
- You may ask for more plain paper if you require it.

Advice

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

Attempt **all** five tasks.

SCENARIO



Abandon

Abandon is a business which arranges concerts for pop groups in return for a percentage of the takings. Rock Boatman is the manager. He contacts the owners of suitable venues, such as theatres, town halls and arenas, arranges all the details of the concerts and publicises them.

Rock employs only one other person, his assistant, Jane Pennyworth.

Task One – Advertisement**Total for this task: 16 marks**

- (a)
- Recall the word processing file **ADVERT**, which is a newspaper advertisement for two new publicity assistants. *(1 mark)*
 - Correct all errors. *(3 marks)*
 - Enlarge the font size of the company name, Abandon, to 18 point. *(1 mark)*
 - Put the job title in bold. *(1 mark)*
 - Reduce the font size of Abandon’s address to 10 point. *(1 mark)*
 - Move the salary information so that it appears before the information about experience required. *(1 mark)*
 - Centre the text of the advertisement horizontally and vertically on the page. *(2 marks)*
 - Add a suitable piece of clipart. *(1 mark)*
 - Place a plain border around the page. *(1 mark)*
 - Save and print the advertisement.
- (b) Create a new word processing document. Compose a note to Rock Boatman evaluating the advertisement you have produced. In your note:
- identify and explain **one** way in which the **appearance** of the advertisement will attract suitable applicants; *(2 marks)*
 - identify and explain **one** way in which you think the **appearance** of the advertisement could be improved to attract more applicants. *(2 marks)*
 - Save and print the note.

TURN OVER FOR THE NEXT TASK**Turn over ►**

Task Two – Spreadsheet**Total for this task: 40 marks**

Jane has asked you to set up a spreadsheet to calculate the cost of the new equipment she will need for the new employees.

- Create a new spreadsheet document.
- Insert a suitable title. *(2 marks)*
- Create four columns. Use the headings: Item, Quantity, Price and Total Price. *(1 mark)*
- Emphasise the column headings. *(1 mark)*
- Use the information below to complete the spreadsheet with details of the equipment Jane has already bought:
 - two desks costing £245 each;
 - two chairs costing £27.90 each;
 - two personal computer systems costing £600 each. *(9 marks)*
- **Use the information in the advertisement opposite** to complete the spreadsheet with details of the equipment she still needs to buy:
 - a laser printer;
 - two spare toner cartridges for the laser printer;
 - one spare drum for the laser printer;
 - one CD drive;
 - two mice. *(20 marks)*
- In the Total Price column, insert a formula to work out the total price of each item (quantity × price). *(2 marks)*
- Enter a formula at the bottom of the Total Price column to calculate the total price of all the equipment. *(2 marks)*
- Format the Price and Total Price columns to show pound signs and two decimal places. *(2 marks)*
- Save the spreadsheet as **Equipment**.
- Print a copy of the complete spreadsheet showing the figures.
- Print a copy showing the formulae. *(1 mark)*

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Task Three – Database**Total for this task: 25 marks**

- (a) Recall the file **VENUES**, which is part of the database of buildings which Abandon uses for concerts. The fields in the database are as follows:

ID	a unique number for each different venue
Name	the name of the venue
Town	the nearest main town to the venue
Region	the region of the UK, codes: L = London, M = Midlands, N = North, S = South, SC = Scotland, WA = Wales, NI = Northern Ireland
Contact	the person to contact at the venue
Telephone	the telephone number of the contact person
Seating	the maximum number of spectators allowed in the venue
Cost	the cost to hire the venue for one night

- (i) Search the database for all venues which can seat more than 2000 people and **cost** less than £7000. *(2 marks)*
- (ii) Sort these records in descending order of cost. *(1 mark)*
- (iii) Print showing **only** the Name, Contact, Telephone, Seating and Cost. *(2 marks)*
- (b) Rock has just started to use databases and has asked you to teach him about them. He does not understand why he should use a database to store the venue information and not a word processing package.
- Recall the word processing file **MEMO** and use it to compose a memo to Rock Boatman. *(3 marks)*
 - In the memo you should:
 - (i) explain, using examples, **two** reasons why a database is more suitable than a word processing package for processing the information about venues; *(6 marks)*
 - (ii) identify and explain the data type used for each field in the database. *(8 marks)*
 - You will be awarded up to three marks for accurate spelling, punctuation, grammar and use of specialist terms. *(3 marks)*
 - Save and print the memo.

Task Four – Data Capture Form**Total for this task: 7 marks**

When Jane or Rock visit a new venue, they collect all the information to go into the **VENUES** database.

Using a suitable application, design an A4 form which Rock and Jane can use to record information about a new venue.

- Insert a suitable title. *(2 marks)*
- Use relevant field names from the **VENUES** database as headings. *(2 marks)*
- Create a box of a suitable size for **each** piece of information. *(3 marks)*
- Save and print a blank copy of the form.

TURN OVER FOR THE NEXT TASK

Turn over ►

Task Five – Letter Composition**Total for this task: 12 marks**

Rock has received the letter opposite from a new band. Recall the word processing file **LETTER**, which is Abandon's letterhead. Use it to compose a reply from Rock.

- Set out the letter correctly using fully blocked style and open punctuation, including all the parts of a letter in the correct places. *(8 marks)*
- Acknowledge the letter from Strawberry Fair. *(1 mark)*
- Inform the bandleader that a concert in the North is planned for October. *(1 mark)*
- Tell the bandleader that Rock will get in touch with her with more details in August. *(1 mark)*
- Add a suitable closing sentence. *(1 mark)*
- Save the letter and print a copy.



STRAWBERRY FAIR
270 Penny Lane
Mossley Hill
Liverpool
L18 3GH
0151 778 2345



4 June 2004

Mr R Boatman
Abandon
18 Hartman Street
Newtown
NT2 3UP

Dear Mr Boatman

Strawberry Fair is a new band that is gaining in popularity in pubs and small venues in the North West of England.

We would be interested in playing some larger venues in the North, perhaps supporting a better known group in order to get some publicity for our act.

Please let me know whether you have any opportunities for us in the near future.

Yours sincerely

A handwritten signature in cursive script that reads "Cherry Banks". The signature is written in black ink and is positioned above the typed name and title.

Cherry Banks (Ms)
Bandleader

END OF TASKS

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