

General Certificate of Secondary Education  
June 2006

**BUSINESS AND COMMUNICATION SYSTEMS**  
**Paper 2 Controlled Test**  
**Foundation Tier**

3126/2F  
**F**



To be conducted between Monday 15 May 2006 and Friday 19 May 2006.

To be distributed to candidates at the start of the Controlled Test.

**For this paper you must have:**

- appropriate computer hardware and software
- 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. The *Examining Body* for this paper is AQA. The *Paper Reference* is 3126/2F.
- You should complete the front of the stationery folder.
- This paper must be handed in at the end of the Controlled Test.

**Information**

- This paper consists of the following tasks:

<b>Task One</b>	<b>Notice</b>	<i>(10 marks)</i>
<b>Task Two</b>	<b>Spreadsheet</b>	<i>(32 marks)</i>
<b>Task Three</b>	<b>Database of accommodation</b>	<i>(30 marks)</i>
<b>Task Four</b>	<b>Letter composition</b>	<i>(16 marks)</i>
<b>Task Five</b>	<b>Logo</b>	<i>(12 marks)</i>

- The maximum mark for this paper is 100.
- The marks for tasks are shown in brackets.
- 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 Three and Task Four.
- You will be told the arrangements for printing at your Centre.
- If required, printing may be carried out after the two hours allocated for the paper have expired. 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.

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Attempt **all** five tasks.

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**SCENARIO**

*Surf and Sail*

Beth Watson started off in business by opening *Surf and Sail* which is a shop selling surfing gear, eg clothes and surfboards. The shop made very little profit so she had to think of other things that she could do.

Near the shop is a large sandy beach. Beth decided to open a windsurfing school which has been very successful. She now employs two people in the shop and five more to give lessons.

**Task One – Notice****Total for this task: 10 marks**

All watersport activities are dangerous and so each pupil at the windsurfing school receives a set of safety instructions. It is important that these are read and followed. You have been asked to update these instructions.

Recall the word processing file **SAFETY**.

- (a) Correct all errors. *(4 marks)*
- (b) Key in a suitable, eye-catching heading. *(4 marks)*
- (c) The document should be in double line spacing. *(1 mark)*
- (d) Use bullet points for each instruction. *(1 mark)*
- (e) Save the file as **SAFETY2** and print it.

**Turn over for the next task**

**Turn over ►**

**Task Two – Spreadsheet****Total for this task: 32 marks**

Beth is worried by the shop's poor sales. She has started a spreadsheet to help her keep up-to-date records. You have been asked to look at how the spreadsheet could be used.

(a) Recall the spreadsheet file **SALES** which is the Daily Sales Sheet for *Surf and Sail*.

(i) On 30 April 2006 there were two sales.

- Enter the date.
- Enter the necessary data from the receipts below. Make sure that all the information can be seen. (4 marks)

<i>Surf and Sail</i>		
43 North Street		
Denam		
East Sussex		
Cashier Beth	30 April 06	
Goods	Quantity	Selling price
Mambo T-shirt	1	£34.90
	Total	£34.90

<i>Surf and Sail</i>		
43 North Street		
Denam		
East Sussex		
Cashier Beth	30 April 06	
Goods	Quantity	Selling price
Billabong rucksack	1	£48.90
	Total	£48.90

(ii) Use formulae to calculate the following:

- the **Sales income** (**Quantity** × **Selling price**)
- the **Cost to shop** (half the **Sales income**)
- the **Shop profit** (**Selling price** – **Cost to shop**). (3 marks)

(iii) Beth wants the Daily Sales Sheet to have enough rows for ten sales. Leave eight rows blank. The next row will be used to total the sales information. Key in a suitable heading for this row. (2 marks)

(iv) Complete this row by using formulae to calculate the following:

- the total **Sales income**
- the total **Cost to shop**
- the total **Shop profit**. (3 marks)

(v) The title and headings should stand out. Change the appearance of the font to improve them. (2 marks)

(vi) Format all columns containing currency to two decimal places and show the pound sign. (2 marks)

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- (vii) Save your spreadsheet as **SALES2** and print it.
- (viii) Print your spreadsheet showing the formulae. *(1 mark)*
- (b) Recall the spreadsheet file **PROFIT**.
- (i) Key in the total **Shop profit** figure for Sunday 30 April 2006 from your **SALES2** file. *(1 mark)*
- (ii) Create a line chart showing the values for **Shop profit** and **School profit**. *(3 marks)*
- (iii) Your chart should have the following details:
- a chart title
  - titles for the  $x$  and  $y$  axes
  - labels for the  $x$  axis which should be the days of the week – Mon, Tues, etc
  - a key for each data series. *(4 marks)*
- (iv) Save and print your chart.
- (c) Word process a note to Beth.
- (i) Using the information in your chart, explain how the profit from the shop and the school changes over the week. *(4 marks)*
- (ii) Explain **one** advantage of the **SALES** spreadsheet compared with using a calculator. Support your answer with an example from this spreadsheet. *(3 marks)*
- (iii) Save and print your note.

**Turn over for the next task**

**Turn over ►**

**Task Three – Database of accommodation****Total for this task: 30 marks**

Pupils at the windsurfing school often ask Beth about places to stay. At first, Beth kept accommodation details on cards.

Beth has now decided to use a database to store these details and uses the following field headings.

**Name****Road****Acc type** The type of accommodation: bed and breakfast (B&B); hotel; pub; self-catering**No. room** The number of rooms**Price** The price (£) of a room per person for one night**Place** Whether the accommodation is in the town or by the beach

(a) Recall the database file **ACCOM**.

(i) Add the data from the two cards below to the database.

*(6 marks)*

<p><b>Old Rectory</b> Church Road, Denam, East Sussex DM31 7HF 01652 222119</p> <p>Bed and breakfast in an old house in the centre of town. Breakfast using local produce.</p> <p>7 rooms. £25 per person per night.</p>
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<p><b>George Hotel</b> High Street, Denam, East Sussex DM31 7HG 01652 222114</p> <p>A town centre hotel in an old building. There is a wide range of restaurant or bar meals.</p> <p>22 rooms. £40 per person per night.</p>
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(ii) At the moment, there are not enough fields to store all the data from each card.

- Add **two** extra fields to store **some** of the missing data. Give each field a heading.
- Key the new data from the cards above into the fields that you have added.

*(6 marks)*

(b) Beth has received an enquiry from a group who want a place to stay over the weekend. It must have **at least 14** bedrooms. Beth is not sure whether to sort or to search the database to find the answer to this enquiry.

(i) Sort the database in **descending** order of number of rooms.

*(1 mark)*

(ii) Print these records showing the field headings.

*(1 mark)*

(iii) Search the database to answer the above enquiry.

*(2 marks)*

(iv) Print the file.

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- (c) (i) Recall the word processing file **MEMO** which is a copy of *Surf and Sail's* memo heading. Use it to write a memo to Beth. (2 marks)

Give Beth the answers to the following questions.

- (ii) Should the database file be sorted or searched to answer the enquiry in task 3(b) opposite? Explain your choice. (4 marks)
- (iii) What is the advantage to Beth of having any **one** of the fields that you added? (2 marks)
- (iv) What search did you use in task 3(b)(iii)? (3 marks)
- (v) Save and print the memo.

You will be awarded up to three marks for accurate spelling, punctuation and the correct use of specialist terms. (3 marks)

**Turn over for the next task**

**Turn over ►**

**Task Four – Letter composition****Total for this task: 16 marks**

The windsurfing courses are very popular but there are still some problems. The following telephone message has been received at the shop.

***Surf and Sail* – Telephone message**

Date: 12 May 2006

From: Katie Kosonie

Subject: Windsurfing course

She recently booked a weekend course. However, the course was cancelled at the last minute because it was too windy.

She has tried three times to contact us for another date but has not been able to get through. Also wants to know if we have any information about accommodation.

Her address is 29 Winchelsea Road, Longhampton, Surrey, LN3 7EJ

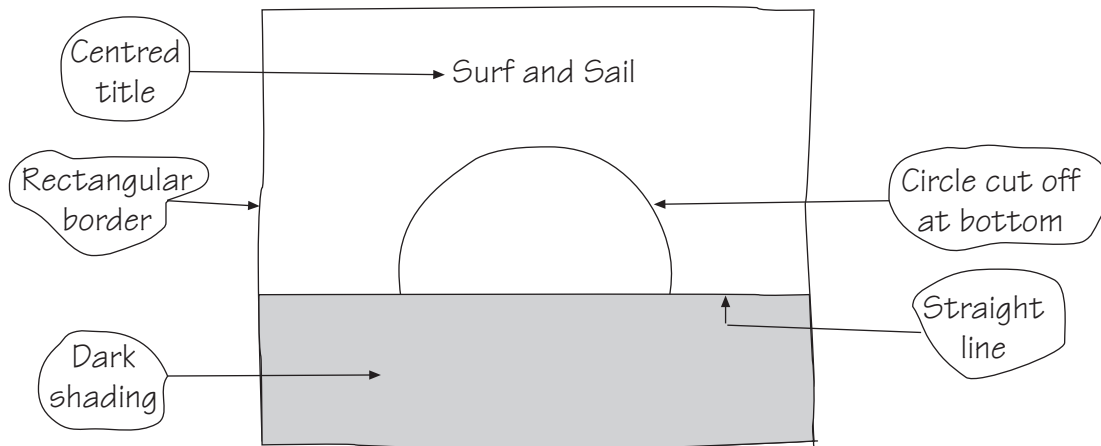
Recall the word processing file **LETTER** which is *Surf and Sail's* letterhead. Use it to compose a reply from Beth to Katie in answer to her enquiry. The next possible date for a course is 24 June.

- (a) Set out the letter correctly using fully blocked style and open punctuation, including all the parts of a letter in the correct places. (10 marks)
- (b) Thank Katie for her enquiry. (1 mark)
- (c) Reply to the points that Katie has made. (4 marks)
- (d) Ask Katie to contact Beth if she wishes to go ahead. (1 mark)
- (e) Save and print your letter.



**Task Five – Logo****Total for this task: 12 marks**

Beth needs a logo for the windsurfing school. She has drawn a rough sketch with some instructions, as shown below.



- (a) Use your computer to draw this logo. It should be about the same size as Beth's sketch. *(8 marks)*
- (b) Save your logo as **LOGO** and print it.
- (c) Re-open the word processing file **SAFETY2** used in **Task One**.
- (d) Copy and paste the logo onto the safety instructions. Reduce it to about half size and place it alongside the heading. *(4 marks)*
- (e) Save the edited file and print it.

**END OF TASKS**

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