

General Certificate of Secondary Education  
June 2007



**BUSINESS AND COMMUNICATION SYSTEMS**  
**FOUNDATION TIER**  
**Paper 2**  
**Controlled Test**

**3126/2F**  
**F**

To be conducted between Monday 14 May 2007 and Friday 18 May 2007.

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>Database</b>	(6 marks)
<b>Task Two</b>	<b>Letter</b>	(17 marks)
<b>Task Three</b>	<b>Data capture sheet</b>	(35 marks)
<b>Task Four</b>	<b>Spreadsheet</b>	(25 marks)
<b>Task Five</b>	<b>Flyer</b>	(17 marks)

- 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 Two and Task Three.
- 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 the 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.

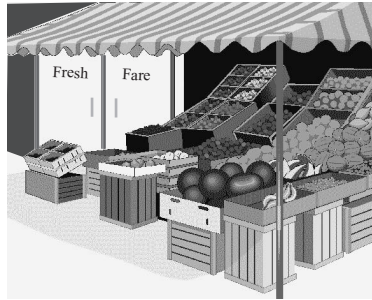
---

Attempt **all** five tasks.

---

### SCENARIO

# Fresh Fare



Paul Johnson owns *Fresh Fare*, a convenience store located in Hereford town centre. He employs two full-time members of staff. The store sells a range of everyday products and is well known for its fruit, vegetables and flowers. Sales are falling because a supermarket has opened in the same town.

Paul knows that he must change the products that he sells if he is to stay in business. His first step is to sell more local farm products.

He also thinks that he would sell more if he improved his advertising.

**Task One – Database****Total for this task: 6 marks**

At the end of each day, Paul prints out the sales information from the electronic till. He keys this into a database file on his computer. All the products that Paul sells are divided into groups.

Recall the database file **SALES**. Paul has used the following field headings.

<b>Group</b>	A number which identifies each group of products
<b>Product</b>	The product group name
<b>Example</b>	Example of a product in the group
<b>Sales value</b>	The total value of sales in that product group
<b>Number of sales</b>	The number of sales of products in the group
<b>Supplier</b>	The location of the main supplier

- (a) At the moment there is no data about the sales of fresh flowers and pot plants in the database. Below is part of the till roll showing the data. Paul has added some handwritten notes to help you.

Group	11	Fresh flowers, eg Carnations - local
Sales value	£54.37	
Number of sales	21	
Group	12	Pot plants, eg Busy Lizzies - London
Sales value	£27.50	
Number of sales	5	

Add the data to the **SALES** file.

(2 marks)

- (b) Sort the database in order of **Sales value**, starting with the best selling product. (2 marks)
- (c) Print the database in list format.
- (d) (i) Paul wants a list of groups that have a local supplier. Search the database to answer this question. (1 mark)
- (ii) Print these records in list format, showing all the fields with their headings. (1 mark)

**Turn over for the next task**

**Turn over ►**

**Task Two – Letter****Total for this task: 17 marks**

Paul wants to stock more products from local farms.

He has decided to ask whether he can attend the next meeting of the Hereford Farmers' Market group.

He would like to find out what local products the farmers could sell to him and whether these could be delivered quickly and regularly.

His first step is to write a letter to the secretary of the Hereford Farmers' Market. Her details are shown below.

Emma Field Ghost Farm Huxted Hereford HD31 9EK
--

Recall the word processing file **LETTER**, which is *Fresh Fare's* letterhead, and compose a letter from Paul to Emma.

- (a) Set out the letter correctly, using fully blocked style and open punctuation. Include all the parts of a letter in the correct places. (10 marks)
- (b) Explain to Emma what Paul would like to do. (3 marks)
- (c) Explain what he would like to find out at the meeting. (3 marks)
- (d) Thank Emma for her help. (1 mark)
- (e) Save and print your letter.

**Task Three – Data capture sheet****Total for this task: 35 marks**

Paul attended the Farmers' Market meeting. He asked the farmers to contact him to let him know what local products the farmers could sell and whether these could be delivered quickly and regularly. Paul has received the following email.

Hi Paul

My business is called Marsh Farm. I make apple juice from my own apples. I can usually supply the next day and would be able to meet repeat orders.

Yours  
Cindy Hoove

Paul has decided to use **word processing** software to design a table to store the data from all the replies.

- (a) Create a table with the following details:
- a title
  - five columns
  - a heading for each column
  - rows for **15** replies, all on one page. (8 marks)
- (b) Enter the data from the email above into the table. (5 marks)
- (c) Save the table as **PRODUCT** and print it, showing the gridlines. (1 mark)
- (d) Open the word processing file **MEMO**, which is a copy of *Fresh Fare's* memo heading. Use it to write a memo to Paul.
- (i) Complete the memo headings. (4 marks)
- (ii) Identify **two** other pieces of information that could be added to the **PRODUCT** table. Explain how these pieces of information will help Paul. (6 marks)
- (iii) Paul could have used **database software** to create this table. Explain **two** advantages to Paul's business in doing this. (6 marks)
- (iv) Explain **one** disadvantage to Paul of using database software. (2 marks)
- (v) Save and print your 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 – Spreadsheet****Total for this task: 25 marks**

Paul uses a spreadsheet to work out his wages costs. He employs two assistants, Ahmed and Leena.

Recall the spreadsheet file **WAGES**. This is made up of two tables: **Weekly wages** and **Wages summary**.

- (a) The **Weekly wages** table shows the wages earned each week in Period 1.
- (i) Enter the hours worked by Ahmed and Leena for Weeks 1, 2, 3 and 4 of Period 1. The hours worked are shown in the table below.

	<b>Ahmed</b>	<b>Leena</b>
Week 1	40	21
Week 2	38	25
Week 3	37	20
Week 4	40	19

*(2 marks)*

- (ii) Use formulae to calculate the **Total weekly wage** for each assistant for each week. *(4 marks)*
- (iii) Insert a new row under Week 4 to calculate the total wage earned by each assistant in Period 1. Give the row a heading. *(1 mark)*
- (iv) Complete the row by using formulae to calculate the total wage earned by each assistant in Period 1. *(2 marks)*
- (b) (i) Paul uses the **Wages summary** table to work out the total wages he pays in each period. Use a formula to complete the **Total wages bill** column for Ahmed and Leena. *(2 marks)*
- (ii) Paul thinks that his total wages bill should not be more than £1500 in any period. This is shown as his target in the **Wages summary** table. Use a formula to calculate the **Difference** between the **Total wages bill** and the **Target for wages bill**. *(1 mark)*
- (c) Format **all** currency amounts correctly. *(3 marks)*
- (d) Save your spreadsheet.
- Print it showing the figures.
  - Print it showing the formulae. *(1 mark)*
- (e) Paul wants to compare Ahmed's and Leena's wages using a chart.
- (i) Create a pie chart to show the **Total weekly wage** earned by Ahmed and Leena in Period 1. *(3 marks)*
- (ii) Key in a chart title. *(2 marks)*
- (iii) Label each segment to show the assistant's name. *(3 marks)*
- (f) Print this chart as a **separate sheet** and save the file. *(1 mark)*

**Task Five – Flyer****Total for this task: 17 marks**

Tropical fruits are popular but they are usually sold only to people passing by the store. Paul wants to increase sales by putting an A4 flyer in the local newspaper.

- (a) (i) Select a software application and use a **wide variety of tools** to design an A4 flyer. It should:
- attract people’s attention
  - encourage them to buy tropical fruit. *(8 marks)*
- (ii) The flyer must have the following information:
- the business name
  - the business address
  - the following examples of fruit for sale and the prices
- |           |        |
|-----------|--------|
| mango     | £1.60  |
| pineapple | £1.35  |
| lime      | £0.25  |
| avocado   | £1.20. |
- (3 marks)*
- (b) Save your flyer as **FRUIT** and print it.
- (c) Compose a note to Paul explaining how you have used a **wide variety of tools** to create a flyer which meets each of the following targets:
- (i) to attract people’s attention *(3 marks)*
- (ii) to encourage people to buy tropical fruit. *(3 marks)*
- (d) Save the note as **FLYER** and print it.

**END OF TASKS**

**There are no tasks printed on this page**