

New Specification



Rewarding Learning

General Certificate of Secondary Education
2010

Business and Communications Systems

Unit 1: Use of ICT

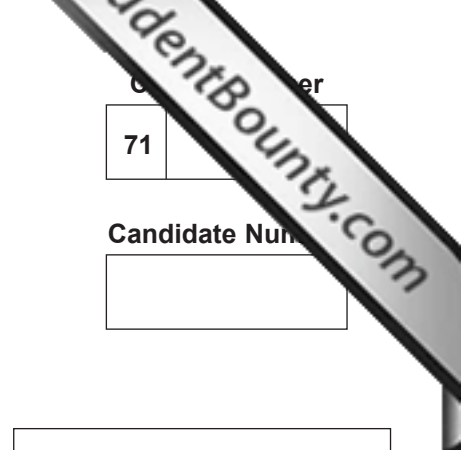
[GBC11]

MONDAY 24 MAY–FRIDAY 28 MAY



Blank box for Candidate Number

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



Centre Number: 71
Candidate Number: [Blank]

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 five** tasks.

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 4(d).

Filenames to be used in the completion of this examination:

Leisure Centre Images.doc

Members Database.mdb

Council Presentation.ppt

Membership Figures.xls

Letterhead.doc

Members Database.xls

For Examiner's use only	
Task Number	Marks
1	
2	
3	
4	
5	

Total Marks	
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Introduction

Leisure Plus is a Leisure Centre owned by Newtownwood District Council.
The Centre is located in High Street, Newtownwood and its telephone number is 9555 34677.

Facilities offered by Leisure Plus include a swimming pool, café and state of the art gym.
Classes currently offered include Aerobics, Circuits and Kick Boxing.

Leisure Plus opening hours are Monday to Saturday from 8.00 am to 8.00 pm and
Sunday from 1.00 pm to 6.00 pm.

The Manager of Leisure Plus is Mr Kelly, and he is keen to implement ICT to help with
administration and to enhance communication.

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

© CCEA

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

Using Word Processing/Desktop Publishing Software

Task 1

A file named 'Leisure Centre Images' is available to assist you with this task.

Mr Kelly is keen to increase the membership of Leisure Plus. He has decided as a special offer, to give a free kit bag to all new members who join up in the months of June or July. He would like to advertise locally and wants a poster designed for this purpose.

(a) Produce an effective A4 poster to communicate the following information:

- Leisure centre name
- Facilities and classes offered
- Details of the special offer [6]

(b) Using the 'Leisure Centre Images' file include at least 2 appropriate graphics. [4]

(c) Insert other appropriate information. [2]

(d) Considering the audience, use appropriate fonts and styles to identify headings. [2]

(e) Save this document as **Poster**. Print one copy of the poster. [1]

[15]

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

Using Word Processing/Desktop Publishing Software

Task 2

Keeping track of the part time Instructors is a problem as Leisure Plus is open seven days a week and there are many part time Instructors. Mr Kelly would like a staff rota list created in the form of a table. The rota should include the Instructor name and the days each is working.

(a) Produce a weekly table with the following information

- John and Natasha work on Monday, Tuesday, Wednesday, Thursday and Friday
- Shane works on Friday, Saturday and Sunday
- Maria works on Friday, Saturday and Sunday
- Chris works Sundays only

[6]

(b) The title is '**Part Time Staff Rota**' and this should be put in the header.

[1]

(c) Use appropriate fonts and styles to identify headings.

[2]

(d) Use appropriate table shading to enhance the appearance and clarity.

[1]

(e) Save the file as **Rota**. Print one copy of the rota.

[1]

[11]

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 3

Part of Mr Kelly's job is to report to Newtownwood District Council on the number of people using the facilities. Mr Kelly is currently developing a spreadsheet into which he is entering the monthly attendance figures under three headings: adult members, child members and guests. He would like to present some of this data in the form of a graph.

Part A

Open the file **Membership Figures** and complete the sheet **Membership** as follows:

- (a) In cell A1 insert the words **Attendance Figures**. [2]
 - (b) Merge and centre these words across cells A1 to M1. [2]
 - (c) Create a formula in cell N5 which gives the yearly total for the number of adult members. [2]
 - (d) Replicate this formula for the child members and guests. [1]
 - (e) Insert an appropriate title in cell N4. [1]
 - (f) Create a formula in cell O5 which gives the monthly average for the number of adult members. [2]
 - (g) Replicate this formula for the child members and guests. [1]
 - (h) Insert an appropriate title in cell O4. [1]
 - (i) In cell B8 create a formula which gives the monthly total attendance figure. [2]
 - (j) Replicate this formula for all months only. [1]
 - (k) Insert an appropriate title in cell A8. [1]
 - (l) Format all text entries to bold. [2]
 - (m) Save the file as Membership Figures. Print **one** copy of the spreadsheet data on one A4 page, making sure all the data can be seen. Label the printout **Membership Figures**. [2]
 - (n) Print **one** copy of the spreadsheet formulae on one A4 page making sure all the formulae can be seen. Label the printout **Membership Figures Formulae**. [2]
- [22]**

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

Using Spreadsheet Software

Task 3

Part B

Using the file **Membership Figures** complete the following:

(a) Create a bar chart showing the monthly (January to December) attendance figures for the **adult members only**. Include:

- Appropriate title
- Appropriate x and y labels
- Data Value for each bar on the chart

Place the chart as a new sheet.

[4]

(b) Save the file **Membership Figures**. Print the bar chart on one A4 sheet. Label the printout **Chart**.

[1]

[5]

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 4

*Leisure Plus offers two types of membership: **Peak** and **Off Peak**. Every Wednesday at 7.00 pm there is a special ladies only aerobics class which is currently available free of charge to members with peak time membership. The fee is £5 to non-members. Mr Kelly wants to inform female off peak members that they can attend this class for the reduced rate of £2. He wants a short letter to be sent out to female off peak members only, detailing this offer.*

Using data in the file **Members Database** complete the following tasks:

- (a) Carry out a search to find the details of female off peak members. Display the following fields only:
- First Name
 - Surname
 - Address
 - Town
 - Postcode
- [4]
- (b) Save the file as Female Off Peak Members. Print the results of the search. Label the printout **Female Off Peak Members**.
- [1]

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

The file **Letterhead** is provided for parts (c) to (e) below.

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

- (c) Using the file **Letterhead** create a short letter detailing the special offer for female off peak members. Using the mail merge facility insert only the following fields in the letter:
- First Name
 - Surname
 - Address
 - Town
 - Postcode
- [8]
- (d) Save the file as Standard Letter. Print out the standard letter showing the merged fields. Label the printout **Standard Letter**.
- [6]

(e) Print out the personalised letters. Label the letters **Letter 1**, **Letter 2** and **Letter 3** for each personalised letter.

[3]

[22]

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

Using Presentation Software

Task 5

Newtownwood District Council would like Mr Kelly to prepare and deliver a short presentation to them on attendance figures for 2008.

Mr Kelly is currently developing a presentation called **Council Presentation**. Open the file **Council Presentation** and complete the following tasks:

(a) Using your knowledge of presentation design, make six improvements to the layout and content of the council presentation. [6]

(b) Save your presentation as **Improvements**.
Print your presentation two slides per page.
Label the printout **Improvements**. [2]

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

Using Presentation Software

Using the **data** and **chart(s)** in the spreadsheet **Membership Figures** produce a multimedia presentation called **Attendance Figures 2008**, containing three slides to be presented to the council as follows:

(c) Slide 1 should contain:
Title slide 'Attendance Figures 2008'
Two action buttons labelled 'Adult Attendance Figures' and 'Child Attendance Figures' which when clicked should move to the appropriate slide [6]

(d) Slide 2 should contain:
A title 'Adult Member Attendance'
A chart/graph imported from **Membership Figures** [4]

(e) Slide 3 should contain:
A title 'Child Member Attendance'
A chart/graph imported from **Membership Figures** [4]

(f) Print one copy of your presentation, one slide per page.
Label the printouts **Slide 1**, **Slide 2** and **Slide 3**.
Save the presentation as **Attendance Figures 2008**. [3]

[25]

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	Poster	
2	Rota	
3 Part A	Membership Figures	
	Membership Figures Formulae	
3 Part B	Chart/graph	
4	Female Off Peak Members	
	Standard Letter	
	Letter 1 Letter 2 Letter 3	
5	Improvements	
	Slide 1 Slide 2 Slide 3	

THIS IS THE END OF THE QUESTION PAPER
