



Rewarding Learning

General Certificate of Secondary Education  
2015

Centre Number

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Candidate Number

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# Business and Communication Systems

Unit 1: Use of ICT

MV18

[GBC11]

MONDAY 18 MAY – FRIDAY 22 MAY

## TIME

2 hours, plus your additional time allowance.

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

## 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 four** tasks in order.

## **INFORMATION FOR CANDIDATES**

The total mark for this paper is 100.

Figures in brackets at the end of each question indicate the marks awarded to each question or part question.

Quality of written communication will be assessed in Task **3(i)**.

**Filenames to be used in the completion of this examination:**

**Pupil List.mdb**

**Paris1.jpg Paris3.jpg Letterhead.docx**

**Paris2.jpg Paris4.jpg**

## Introduction

Belfast College is a secondary school. Both boys and girls attend the school. Mr Wilson is a teacher in the school, and he is organising a school trip to Paris. The school trip is for pupils in Years 8, 9 and 10 only. He will be accompanied by another teacher, Mrs Cowan, on the trip.

Some details of the trip are as follows:

Destination:	Paris, France
Dates:	1 – 8 July 2015 (inclusive)
Cost:	£450

Mr Wilson is keen to use ICT to help organise all aspects of the school trip.

Four tasks follow, which will allow you to produce some of the documentation/files that Mr Wilson requires.

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

# Using Word Processing/Desk Top Publishing Software

## Task 1

**Four files (Paris1.jpg, Paris2.jpg, Paris3.jpg and Paris4.jpg) are available to assist you with this task.**

Mr Wilson wants a poster, to be displayed throughout the school, advertising the school trip.

The poster **must** include the following information:

- Destination of the school trip
- Dates of the school trip
- Cost of the school trip
- Two images, appropriately placed

**(a)** Produce an effective A4 poster which includes the essential information. [5 marks]

**(b)** Include two other pieces of appropriate information on your poster. [2 marks]

**(c)** Use effective fonts, styles and design features in your poster. [6 marks]

**(d)** Save this document as **Poster**. Print one copy of the poster. Label the printout **Poster**. [1 mark]

**[14 marks]**

**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 2

Pupils going on the trip must pay a deposit of £50, followed by three further payments.

Mr Wilson would like to use ICT to help manage pupil payments for the school trip.

Your task is to develop a spreadsheet for this purpose.

### Part A

Using a Spreadsheet Software package open a new file called **Payments** and in a new worksheet complete as follows:

- (a) In cell A1 enter the text “School Trip Payments”.  
    Embolden this text and increase the font size to 24.  
    Merge cells A1 to I1 and centre align the text. [3 marks]

(b) Enter the following text in the relevant cells [2 marks]:

<b>Cell</b>	<b>Text to be entered</b>
A2	Name
B2	Class
C2	Deposit
D2	Payment 1
E2	Payment 2
F2	Payment 3
G2	Total Paid
H2	Amount Outstanding
I2	Fully Paid
A3	Michael McGrath
A4	John Magowan
A5	Peter Smith
A6	Judy Evans
A7	Patrick Doherty
A10	Trip Cost
A12	Total Payments Made
A13	Average Payment Made
A14	Largest Payment Made

(c) Format cells A2 to I2 to grey shading. [1 mark]

**BLANK PAGE**

**(Questions continue overleaf)**

(d) Enter the following data in the relevant cells: [2 marks]

<b>Cell</b>	<b>Data to be entered</b>
B3	8A
B4	8A
B5	9B
B6	10C
B7	10C
C3	50
C4	50
C5	50
C6	50
C7	50
D3	100
D4	80
D5	120
D6	150
D7	100
E3	150
E4	200
E5	120
E6	150
E7	90
F3	100
F4	60
F5	50
F6	100
F7	110
B10	450



- (e) Format cells C3 to F7, B10 and B12 to B14 to sterling currency, 2 decimal places. [2 marks]
- (f) Create a formula in cell G3 which will calculate the total payments made (including the deposit) for Michael McGrath. [2 marks]
- (g) Using **absolute cell referencing** and cell B10, create a formula in cell H3 which will calculate the amount outstanding for Michael McGrath. [3 marks]
- (h) Create a formula in cell I3 which will display the word YES if Michael McGrath is fully paid up, or NO if he is not fully paid up. [4 marks]
- (i) Replicate the formulae created in cells G3, H3 and I3 for the other pupils. [2 marks]
- (j) In cell B12 create a formula which will calculate the total payments made (including the deposit) for ALL pupils. [2 marks]
- (k) In cell B13 create a formula which will calculate the average payment made (**not** including the deposit) for ALL pupils. [2 marks]

(l) In cell B14 create a formula which will calculate the largest payment made by any pupil. [2 marks]

(m) Save the file.

Print **one** copy of the spreadsheet data on **one A4 page, landscape, with row and column headings and gridlines visible**.

Make sure that all the data can be seen.

Label the printout **Payments**. [4 marks]

(n) Print **one** copy of the spreadsheet formulae on **one A4 page, landscape, with row and column headings and gridlines visible**.

Make sure that all the formulae can be seen.

Label the printout **Payments Formulae**. [1 mark]

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

## Part B

Using the file **Payments** complete the following:

Create a Bar Chart detailing the deposit and all payments made by Michael McGrath.

Include:

- An appropriate title
- Appropriate titles on each axis
- A data value for each bar on the chart

Place the chart as a new sheet, called Michael McGrath Payments.

Save the file **Payments**.

Print the Bar Chart on one A4 sheet.

Label the print out **Bar Chart**. [6 marks]

[38 marks]

**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 3

Mr Wilson is using a database to store details of pupils who will be going on the school trip.

An optional excursion to a Paris waterpark has been arranged for the pupils.

Using data in the file **Pupil List** complete the following tasks:

- (a) A mistake was made in the design of the Pupil List database. The field “City” should have been called “Town”. Correct this mistake. [1 mark]
  
- (b) Lucy Henderson, a Year 9 pupil, is to be added to the pupil list. She lives at 329 Old Coach Road, Belfast, BT3 4DW. She will not be going on the waterpark excursion.  
Add her details to the Pupil List database. [2 marks]
  
- (c) The pupil whose address is 65 Cregagh Road, Castlereagh has withdrawn from the school trip.  
Delete this pupil’s details from the database. [1 mark]
  
- (d) An error was made when entering Peter Smith’s details. He is actually a Year 9 pupil. Make this change to the database. [1 mark]

- (e) Mr Wilson would like a report showing ALL the pupils going on the trip.  
The report is to be grouped by year and sorted alphabetically on surname, then forename.  
The report must **not** contain any other details about the pupils.  
The title for the report should be “Pupils Going on Paris Trip 2015” and the report must be professional in appearance.  
Create and print this report on one A4 page. [6 marks]
- (f) Carry out a search to display the Forename and Surname **only** of all Year 9 pupils.  
Include field headings.  
Save the search as **Year 9 Pupils**.  
Print the results of the search on one A4 page.  
Label the print out **Year 9 Pupils**. [3 marks]
- (g) Carry out a search to display all pupils who are in Year 10 and are going on the optional excursion.  
Display **only** Forename, Surname, Address, Town and Postcode.  
Include field headings.  
Save the search as **Year 10 Excursion**.  
Print the results of the search on one A4 page.  
Label the print out **Year 10 Excursion**. [4 marks]

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

(h) Using the file **Letterhead** create a short letter for the Parents/Guardians of Year 10 pupils going on the excursion to the waterpark. The letter should contain the following information:

- The optional excursion costs £20
- This must be paid to Mr Wilson by 19 June 2015
- Pupils are expected to be on their best behaviour in the waterpark

Insert other information as appropriate.

Using the mail merge facility, insert only the following fields from the search in the letter:

- Forename
- Surname
- Address
- Town
- Postcode [10 marks]

(i) Print out the standard letter showing the merged fields. Label the printout **Standard Letter**. [6 marks]

- (j) Print out the personalised letters.  
Label the letters **Letter 1**, **Letter 2** etc. for each personalised letter. [3 marks]

**[37 marks]**

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

# Using Multimedia Presentation Software

## Task 4

Mr Wilson has arranged a meeting for all parents/guardians of pupils going on the trip. During the meeting he will give a short presentation.

Using appropriate software, your task is to create a presentation called **Trip Presentation**, which will show the following information:

Destination	Paris
Dates	1 – 8 July, 2015
Hotel	Hotel du Nord
Hotel Telephone	+33 (0) 1 73 11 11 12
Mr Wilson Mobile	07855537232
Mrs Cowan Mobile	07973384644
Rule 1	Maximum Spending Money £200
Rule 2	No Smoking

You may use the files named Paris1.jpg, Paris2.jpg, Paris3.jpg and Paris4.jpg to help you complete the following:

(a) Slide 1 should contain:

- A title “Paris Trip”
- Details of the dates of the trip
- At least one image to enhance the slide [3 marks]



(b) Slide 2 should contain:

- A title “Hotel Details”
- Details of the hotel [2 marks]

(c) Slide 3 should contain:

- A title “Important Telephone Numbers”
- Details of who to contact in an emergency [2 marks]

(d) Slide 4 should contain:

- A title “Some Rules”
- Details of the school trip rules [2 marks]

(e) Save your presentation.

Print slides 1 and 2 in handout mode, **two** per page

Label the printout **Trip Presentation1**

Print slides 3 and 4 full size

Label the printout **Trip Presentation2** [2 marks]

**[11 marks]**

**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

<b>TASK</b>	<b>PRINTOUT LABEL</b>	<b>COMPLETED</b>
<b>1</b>	<b>Poster</b>	
<b>2(a)</b>	<b>Payments</b>	
	<b>Payments Formulae</b>	
<b>2(b)</b>	<b>Bar Chart</b>	
<b>3</b>	<b>Year 9 Pupils</b>	
	<b>Year 10 Excursion</b>	
	<b>Standard Letter</b>	
	<b>Letter1, Letter2 etc</b>	
<b>4</b>	<b>Trip Presentation1</b>	
	<b>Trip Presentation2</b>	

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**THIS IS THE END OF THE QUESTION PAPER**

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<b>For Examiner's use only</b>	
<b>Question Number</b>	<b>Marks</b>
1	
2	
3	
4	
<b>Total Marks</b>	

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