

Thursday 19 January 2012 – Morning

GCSE BUSINESS AND COMMUNICATION SYSTEMS

A267/01 ICT Skills for Business Communication Systems

Candidates use the data files as instructed in this paper and print out their responses.

OCR supplied materials:

- Electronic data files
- Working mark sheet

Other materials required:

- Computer
- Access to a printer stocked with white A4 paper
- Access to a personal temporary user's file area on the centre network in which to save your work

Duration: 1 hour



INSTRUCTIONS TO CANDIDATES

- Read each task and question carefully. Make sure you know what you have to do before starting your work.
- Complete **all** the tasks and sub-tasks.
- You will complete this assessment on a computer and print out your work.

INFORMATION FOR CANDIDATES

- The number of marks is given in brackets [] at the end of each task or sub-task.
- The total number of marks for this paper is **60**.
- You may **not** use a dictionary.
- This document consists of **8** pages. Any blank pages are indicated.

INSTRUCTION TO EXAMS OFFICER/INVIGILATOR

- Do not send this Question Paper for marking; it should be retained in the centre or recycled. Please contact OCR Copyright should you wish to re-use this document.

Complete **all** tasks and sub-tasks.

All print-outs of your work **must** show:

Your candidate name, **printed** as part of your document.

In addition to your candidate name, the following information **must** be shown on each print-out (this information may be written onto the document after it has been printed):

- Candidate number;
- Centre number;
- Unit code: A267;
- Task number and print-out reference, eg Task 1 (a,b,c,d,e) or Task 2 (a+b).

You are advised to allocate the following amounts of time to each task:

Task 1 – 30 minutes

Task 2 – 30 minutes

Scenario

You are the personal assistant to Dale Bevan. Dale is the managing director of Italia Ltd, a small chain of Italian restaurants based in the United Kingdom. Dale has introduced spreadsheet software to calculate staff wages. He is trialling this in the Oxford restaurant and hopes to introduce it to other restaurants next year. Dale would like you to help him with the spreadsheet software.

Task 1

Recall the file **ITALIA.xls**. **Save** a copy of the spreadsheet in your temporary user's area as **ITALIA** and your name, for example, **ITALIA_MARK_JONES**.

- (a) (i) H Santos no longer works at the restaurant. **Delete** his details. [1]
- (ii) Dale has employed a new member of staff. **Add** their details to the spreadsheet.

Staff number	Initial	Surname	Position	Rate per hour	Hours worked
738292	E	Wilson	Waiter	6.50	22

[6]

Save the changes you have made.

- (b) You now need to use the spreadsheet to make some calculations.
- (i) In cell G1 **add** the label Wage. [1]
- (ii) In cell G2 create a formula to calculate L Rosato's wage. [1]
- (iii) Replicate this formula to the other members of staff. [1]
- (iv) In cell F9 **add** the label Total Wages. [1]
- (v) In cell G9 create a formula to calculate the total wages for the staff. [1]
- (c) Dale would like the spreadsheet to look more professional.
- (i) **Format** all the relevant cells to currency (two decimal places) and display the £ sign. [1]
- (ii) Use other appropriate formatting techniques to improve the appearance of the spreadsheet. [3]
- (iii) **Print** on **one** page a **landscape** copy of your spreadsheet in the formula view. The contents of all cells must be displayed in full. Remember your candidate name **must** appear as part of the printed document [2]
- (iv) **Sort** the spreadsheet by surname in ascending order. [1]
- (v) **Print** your formatted spreadsheet in the normal view on **one** page. Remember your candidate name **must** appear as part of the printed document. [1]

- (d) Dale would like to compare visually how much each member of staff gets paid.

Create a **column chart** to display the Surname and Wages. The chart must have suitable labels and a title.

Print a copy of your chart. Remember your candidate name **must** appear as part of the printed document. [5]

Save the changes you have made.

- (e) Dale would like to mail merge some of the information in the spreadsheet to create a payslip for staff. **Recall** the file **PAYSLIP.doc**. **Save** a copy of the document in your temporary user's area as **PAYSLIP** and your name, for example, **PAYSLIP_MARK_JONES**.

Merge the correct information into the table.

Print a copy of your standard/unmerged document. Remember your candidate name **must** appear as part of the printed document.

Merge your document and **print** the first copy. Remember your candidate name **must** appear as part of your printed document. **Save** your merged document as **MERGED** and your candidate name, for example, **MERGED_MARK_JONES**. [5]

[Total: 30]

Task 2

- (a) Dale would like to call a staff meeting of all the Oxford restaurant staff to discuss the new payslips.

Word process a Notice of Meeting and Agenda as one document. The meeting will be held in the staff room at 9.00 am on 26 January 2012. As well as the standard agenda items, you must include the following items:

- new payslips
- February specials menu
- health and safety.

Use suitable software features to improve the appearance of your document.

Save your document as **MEETING** and your candidate name, for example, MEETING_MARK_JONES.

Print one copy of your document on **one** page. Remember your candidate name **must** appear as part of the printed document. **[12]**

- (b) Dale would like to have a website for his chain of restaurants. He is unsure whether to have the website created by an external, specialist web design company or to have it created within Italia Ltd using web creation software.

Recall the file **WEB.doc**. **Save** a copy of the document in your temporary user's area as **WEB** and your name, for example, WEB_MARK_JONES. In your document:

- (i) state **three** features of web creation software and explain how each of these features could be useful when creating a website. **[6]**
- (ii) evaluate the usefulness to a business such as Italia Ltd of using web creation software to create a website. **[12]**

Print a copy of your document. Remember your candidate name **must** appear on each part of the printed document.

[Total: 30]

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