New Specification

cea Rewarding Learning

Centre Number

Candidate Number

General Certificate of Secondary Education
2018

Business and Communication Systems

Unit 1: Software Applications for Business

ML

[GSY11]
MONDAY 21 MAY–FRIDAY 25 MAY

TIME

2 hours, plus your additional time allowance.

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.
Add your Centre Number, Candidate Number, Task Number and Label to the header or footer of 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 printed down the right-hand side of pages indicate the marks awarded to each task or part task.
Quality of written communication will be assessed in Task **3(j)**.
Filenames to be used in the completion of this examination:
- Logo.png
- Finances.xlsx
- Littlefeetdatabase.accdb
- Letterhead.docx
- Homepage.docx

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

For Examiner's use only	
Question Number	Marks
1	
2	
3	
4	
Total Marks	

11727.03 **ML**

Introduction

Little Feet is a day nursery on the Comber Road in Belfast. The business was started in June 2017 and is owned by Annie McCreery.

Little Feet's details are as follows:

Address	Comber Road, Belfast, BT16 4AA
Telephone	028 90011122
Email	info@littlefeet.ni.net
Website	www.littlefeet.ni.net
Opening Hours	Monday – Friday 7.00 am to 6.00 pm

Little Feet offers pre-school services for children aged from six months to four years. Annie and her staff provide a friendly environment for all the children in their care in a purpose-built building.

Annie is developing a website for Little Feet and wants to implement ICT to help with administration in the business.

You have to complete the following four tasks. You will need to produce some of the documentation/files that Annie requires.

© CCEA

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 Software

Task 1
A file named "Logo" is available to assist you with this task.

Little Feet needs a Classroom Assistant. Annie would like an application form for this vacancy to be available on the Little Feet website.

Applications can only be submitted by completing this form online.

The first page of the application form **must** include the following information:

- Applicant Title, Forename, Surname, Address, Town, Postcode, Gender, Date of Birth, Contact Telephone Number and Email Address.

- Applicants must specify on the form if they have a Disability.

    (a) Using your knowledge of form design produce an effective A4 data capture form, which may be used as **page one** of the application form and includes the essential information. [4]

    (b) Include two other pieces of appropriate information on your data capture form. [2]

    (c) Use appropriate fonts, styles and boxes in your design. [4]

    Save this document as **Application Form**. Print one copy of the application form on one A4 page. Label the printout **Application Form**.

    [10]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

Using Spreadsheet Software

Task 2
A file named "Finances" is available to assist you with this task.

Annie would like to use a spreadsheet for planning purposes and to record payments made by parents.

Your task is to further develop the spreadsheet named **Finances**.

Part A

Using a spreadsheet software package open the spreadsheet **Finances**. In the worksheet MONTHLY complete the following:

(a) In cell A1 enter the text "Monthly Plan".
Embolden this text and increase the font size to 18.
Insert grey shading in cell A1. [3]

(b) Enter the following text and numbers in the relevant cells:

Cell	Text to be entered
A15	Income
A16	Fees
A17	Grant
A18	Total
A20	Expenditure
A21	Wages
A22	Other
A23	Total
A25	Income - Expenditure
D2	Total
E2	Discount
F2	Amount Due
J1	Monthly Fee

Cell	Number to be entered
K1	400
B17	500
B21	2500
B22	1000

[2]

(c) Format the following cells to sterling (£) currency, 2 decimal places.

Cells to be formatted
K1
D3:F12
B16:B18
B21:B23
B25

[2]

(d) Using ABSOLUTE CELL REFERENCING and cell K1 enter a formula in cell D3 which will calculate the total amount due for Mrs Amy Clarke.
(Children x Monthly Fee) [4]

(e) A discount of 30% is given to parents who have more than one child enrolled at Little Feet.
In cell E3 enter a formula to display the discount due for Mrs Amy Clarke.
If no discount is to be given display the number zero.
(Discount = Total x 0.3 or Discount = 0) [4]

(f) In cell F3 enter a formula which will calculate the amount due for Mrs Amy Clarke.
(Total – Discount) [2]

(g) Replicate the formulae created in parts (d), (e) and (f) above for the other parents. [2]

(h) In cell B16 enter a formula which will calculate the total fees for all parents.
(Sum of Amount Due) [2]

(i) In cell B18 enter a formula which will calculate the total income.
(Fees + Grant) [2]

(j) In cell B23 enter a formula which will calculate the total expenditure.
(Wages + Other) [2]

(k) In cell B25 enter a formula which will calculate the difference between total income and total expenditure. [2]

(l) Insert your candidate number, centre number and the text "Task 2 Part A" in the footer.
[1]

(m) Save the file **Finances**.
Print **one** copy of the worksheet MONTHLY 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 **Finances Data**. [4]

(n) Print **one** copy of the worksheet MONTHLY 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 **Finances Formulae**. [1]

[33]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

Part B

Using the file **Finances** and the worksheet PAYMENTS complete the following:

(a) Create a Bar or Column Chart detailing the payments made (April, May and June) for Mrs Amy Clarke and Mrs Paula Knight only.

Include:
- An appropriate title
- Appropriate titles on each axis
- A data value for each bar on the chart
- A legend   [6]

Save the chart as a new sheet, called **Payments Graph**.

(b) Save the file **Finances**.
Print the Bar Chart, full size, on one A4 sheet.
Label the printout **Payments Graph**.   [1]

[7]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

Using Database Software/Word Processing Software

Task 3
A file named "Little Feet Database" is available to assist you with this task.

Annie would like to use a database to store details of the children currently enrolled with Little Feet and their parents. A database file, **Little Feet Database**, is being developed for this.

Using the table **CHILD** in the file **Little Feet Database**, complete the following tasks:

(a) The field name for Gender has been spelt incorrectly. Correct this spelling mistake in the table design. [1]

(b) A new child is to be added to the CHILD table. The details of this child are as follows:

ChildID	C200B
Forename	Anna
Surname	Porte
Gender	Female
Date of Birth	3/3/2016
Medical Issue	Yes
Medical Details	Mild Deafness
ParentID	P200

Add this child's details to the CHILD table. [2]

(c) The child with ChildID C330A (Megan Knight) has left Little Feet. Delete this child's details from the CHILD table. [1]

(d) A mistake was made when entering the details of Jack Clarke's Date of Birth.
His Date of Birth is actually 12 June 2013.
Make this change to the CHILD table.

Print the entire contents of the CHILD table on one A4 page, making sure all data is visible.
Label the printout **Child Table**. [1]

Using the **PARENT** table in the file **Little Feet Database**, complete the following tasks:

(e) Annie wants the details of all parents who have said that they would be willing to help with trips.
Create a query to display only the Title, Forename, Surname, Address, Town and Postcode of these parents.

Save the query as **Trips**.
Print the results of the query on one A4 page.
Label the printout **Trips**. [3]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

(f) Annie wants a report detailing ALL parent details.
The title of the report is to be "Parent Details".
The Little Feet logo is to be included and positioned appropriately.
The report is to be sorted by Surname ascending.
The report must be professional in appearance.
Create this report and save it as **Parent Details**.

Print the report Parent Details on one A4 page.
Label the printout **Parent Details**. [5]

Using the **CHILD and PARENT** tables in the file **Little Feet Database**, complete the following tasks:

(g) There is a one-to-many relationship between the PARENT and CHILD tables.
Using the relationship feature, create a one-to-many relationship between Parent and Child tables.

Print the relationship report on one A4 page.
Label the printout **Relationships**. [2]

(h) Annie would like a list of all children's Forename and the Forename, Surname and Contact Number of their parent.
Using both tables create a query to display these details.

Save the query as **Contact Numbers**.
Print the results of the query on one A4 page.
Label the printout **Contact Numbers**. [3]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

Annie is planning to take the children on a trip to Belfast Zoo. The trip will take place on Wednesday 20 June, departing Little Feet at 10.00 am and returning at 2.00 pm. Annie needs extra help for the trip and plans to write to those parents who have said that they would be willing to help with trips.

Using word processing software, the file **Letterhead** and the query created in Part E complete the following tasks:

(i) Create a letter addressed to all parents who have said that they would be willing to help with trips.

The letter must contain three short paragraphs:
- Paragraph one should contain details of the trip
- Paragraph two should contain details of why the parent has been written to
- Paragraph three should contain other relevant information.

Using a mail merge facility insert only the following fields from the Trips query in the letter:
- Title
- Surname
- Address
- Town
- Postcode. [12]

(j) Print out the standard letter showing the merged fields.
Label the printout **Standard Letter**. [5]

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

[38]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

Using Multimedia Presentation Software

Task 4
A file named "Homepage" (containing a screenshot of the Home page of Little Feet's website) is available to assist you with this task.

Annie is developing a website for Little Feet and is having difficulty with some website development features.

Using appropriate software create a presentation called **Website Features**, which explains some web design features.

The presentation should have three slides.

(a) Slide 1 should contain:
- A title "Hyperlink"
- Details of what a "Hyperlink" is, and when it could be used. [3]

(b) Slide 2 should contain:
- A title "Mouse rollover"
- Details of what a "Mouse rollover" feature is, and when it could be used. [3]

(c) Slide 3 should contain:
- A title "Navigation Bar"
- Details of what a "Navigation Bar" feature is, and when it could be used. [3]

(d) Print slide 1 full size.
Label the printout **Website Features1**.

Print slides 2 and 3 in **handout** mode, **two** per page.
Label the printout **Website Features2**. [3]

[12]

Ensure that your Candidate Number, Centre Number and Task Number are on all printouts.

PRINTOUT CHECKLIST

Task	Printout label	Completed
1	Application Form	
2	Finances Data	
	Finances Formulae	
	Payments Graph	
3	Child Table	
	Trips	
	Parent Details	
	Relationships	
	Contact Numbers	
	Standard Letter	
	Letter 1, Letter 2, etc.	
4	Website Features 1	
	Website Features 2	

THIS IS THE END OF THE QUESTION PAPER