Centre Number

71

Candidate Number

![cea logo]
Rewarding Learning

General Certificate of Secondary Education
2014

Business and Communication Systems

Unit 1: Use of ICT

[GBC11]

MONDAY 19 MAY – FRIDAY 23 MAY

GBC11

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

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 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 question or part question.
Quality of written communication will be assessed in Task **3(j)**.
Filenames to be used in the completion of this examination:
Members.mdb
Images.doc
Logo.jpg

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

8581

Introduction

The National Trust is a charity that works to preserve and protect historic places and spaces. It was founded in 1895 with the aim of saving our nation's heritage and open spaces.

The National Trust protects historic houses, gardens, mills, coastline, forests, woods, fens, beaches, farmland, islands, archaeological remains, nature reserves, villages and pubs. It also opens them up for ever, for everyone.

There are many National Trust areas and properties in Northern Ireland such as the Mourne Mountains, Mount Stewart House and Garden and the Giant's Causeway.

Some details of the National Trust in Northern Ireland are as follows:
Address: 246 High Street, Belfast BT1 4DR
Telephone: 028 90 333444
Website: www.ntni.co.uk
Manager: Mr A. N. Other

Four tasks follow, which will allow you to produce some documentation/files that National Trust administrators in Northern Ireland might require.

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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

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

The National Trust in Northern Ireland is busier in the summer months than the rest of the year. They wish to recruit seasonal staff, available to work in the months of July and August.

Applications for seasonal employment will be made by completing an online form at www.nationaltrust.co.uk/nirecruitment.

This application form **must** include the following information:

• Applicant Title, First Name, Surname, Address, Town, Postcode, Gender, Date of Birth, Contact Telephone Number and E-mail 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 the application form and includes the essential information.   [11]

   (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]

   (d) Save this document *as* **Application Form**. Print one copy of the application form on one A4 page. Label the printout **Application Form**.   [1]

                                                                                        [18]

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

Staff at the Causeway Visitor Centre would like to use a spreadsheet to calculate pay. Your task is to develop a spreadsheet for this purpose.

Table 1 includes formulae which will assist you in completing this task:

Table 1

Normal Pay = Normal Hours × Hourly Rate
Overtime Pay = Overtime Hours × Hourly Rate × 1.5
Gross Pay = Normal Pay + Overtime Pay
National Insurance = Gross Pay × 0.1
Income Tax = Gross Pay × 0.14
Total Deductions = National Insurance + Income Tax
Net Pay = Gross Pay – Total Deductions

Using a Spreadsheet Software package open a new spreadsheet and save it as **Causeway**. Complete the following:

(a) In cell A1 enter the text "Causeway Visitor Centre Weekly Payroll".
Embolden this text and increase the font size to 30.
Merge cells A1 to L1 and centre align the text. [3]

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

	Text to be entered
A3	Name
B3	Hourly Rate
C3	Normal Hours
D3	Normal Pay
E3	Overtime Hours
F3	Overtime Pay
G3	Gross Pay
H3	National Insurance
I3	Income Tax
J3	Total Deductions
K3	Net Pay
L3	Bonus
A4	John Smith
A5	Peter Jones
A6	Paula Crawford
A7	Chloe Davidson
A8	Christine Magee

[2]

(c) Format cells A3 to L3 to grey shading. [1]

(d) Enter the following numbers in the relevant cells:

Cell	Number to be entered
B4	7.25
B5	7.25
B6	8.5
B7	7.25
B8	10
C4	35
C5	35
C6	35
C7	35
C8	35
E4	10
E5	0
E6	4
E7	5
E8	6

[2]

(e) Format cells B4 to B8, D4 to D8, and F4 to K8 to sterling currency, 2 decimal places. [2]

(f) Using appropriate formulae from Table 1, **enter a formula** in cells D4 and F4 to K4 which will calculate the pay details for John Smith. [7]

(g) Staff will receive a bonus if they work five or more overtime hours per week.
In cell L4 **enter a formula** which will display YES if John Smith qualifies for this bonus, otherwise display NO. [4]

(h) Replicate the formulae created in parts (f) and (g) for the other staff. [2]

(i) Insert a border on all cells in the range A3 to L8. [1]

(j) Enter the text "Total Gross Pay" in cell A10 and "Total Net Pay" in cell A11. [2]

(k) In cell B10 **enter a formula** which will calculate the Total Gross Pay for ALL employees. [2]

(l) In cell B11 **enter a formula** which will calculate the Total Net Pay for ALL employees. [2]

(m) Format cells B10 and B11 to sterling currency with two decimal places. [1]

(n) 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 **Causeway Data**. [4]

(o) 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 **Causeway Formulae**. [1]

[36]

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

Using Database Software/Word Processing Software

Task 3

The National Trust want to use a database to store details of members from Northern Ireland.
A database file **Members** is being developed for this.

Using the file **Members** complete the following tasks:

(a) The field name for Surname has been spelt incorrectly as Surrrname. Correct this
spelling mistake in the database design. [2]

(b) A new member has joined the National Trust.
His details are as follows:

Title	Mr
First Name	William
Surname	Smith
Member Number	42400
Address	22 North Road
Town	Belfast
Postcode	BT33 4TT
Telephone Number	07533377770
Membership Type	Individual
Date of Joining	13/04/2014

Add this member's details to the Members database. [2]

(c) The member whose address is 25 Lakeside Road, Belfast has cancelled their
membership.
Delete this member's details from the database. [1]

(d) A mistake was made when entering Conor Quinn's details. He actually joined the
National Trust on 24/04/2014.
Make this change to the database. [1]

(e) Carry out a search to display the Title, First Name, Surname, and Telephone Number
only of all Senior Citizen members.
Sort the search results alphabetically on surname.
Include field headings. [3]

(f) Save the search as **Senior Citizens**.
Print the results of the search on one A4 page.
Label the printout **Senior Citizens**. [1]

(g) Carry out a search to display all members who joined the National Trust **during** 2014.
Display only Title, First Name, Surname, Address, Town and Postcode.
Include field headings.   [3]

(h) Save the search as **2014 Members**.
Print the results of the search on one A4 page.
Label the printout **2014 Members**.   [1]

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

(i) Create a letter addressed to everyone who has joined in 2014.
The letter must contain two paragraphs:

- Paragraph one should contain "welcome" and/or "thanks for joining" information
- Paragraph two should contain other relevant information

Include the National Trust logo, positioned appropriately.

Insert other information as appropriate.

Using a mail merge facility insert only the following fields from the search, 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.
Label the letters **Letter1**, **Letter2**, etc. for each personalised letter.   [3]

[34]

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

A file named "Images" is available to assist you with this task.

Members of the public often use the Internet to find information on National Trust properties and events.

Using appropriate software create a presentation called **Internet Search Presentation**, which explains some of the main features of Internet searching.

The presentation should have three slides.

You may use the file named **Images** to help you complete the following:

    (a) Slide 1 should contain:
- A title "Search Engines"
- Details of what a **Search Engine** is   [3]

    (b) Slide 2 should contain:
- A title "Search Criteria"
- Details of what **Search Criteria** means   [3]

    (c) Slide 3 should contain:
- A title "Refining a Search"
- Details of what **Refining a Search** means   [3]

    (d) Save your presentation.
Print slide 1 full size
Label the printout **Search Presentation1**

Print slides 2 and 3 in **handout** mode, **two** per page
Label the printout **Search Presentation2**   [3]

                                            [12]

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	Application Form	
2	Causeway Data	
	Causeway Formulae	
3	Senior Citizens	
	2014 Members	
	Standard Letter	
	Letter1, Letter2, etc	
4	Search Presentation1 Search Presentation2	

THIS IS THE END OF THE QUESTION PAPER

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