

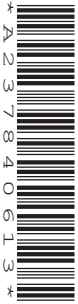
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GCSE BUSINESS AND COMMUNICATION SYSTEMS

A267/01/CV ICT Skills for Business Communication Systems

CONTENTS LIST

JUNE 2013



INSTRUCTIONS TO CENTRES

- This Contents List is to be used alongside the electronic data files for Unit A267/01.
- This Contents List is for centre staff use only.
- This Contents List should be read in conjunction with the Instructions for Teachers.

INFORMATION FOR CENTRES

- This document consists of **2** pages. Any blank pages are indicated.

The 'A267/01 June 2013 data files' folder should include the following files:

File name	Includes
LETTER.doc	text
MAIL_MERGE.doc	text
SALON.xls	spreadsheet

Prior to the examination:

- ensure that you are able to locate, open and view the files **and** the worksheets listed above;
- resolve any issues relating to software within the centre;
- resolve any issues with locating, opening or viewing the data files by contacting OCR as soon as possible.



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