



**Wednesday 18 June 2014 – Afternoon**

**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 James Norden. James is the Manager of The Carter Theatre in Bristol. James has just introduced database software to the Theatre to help him organise its customers' details.

**Task 1**

**Recall** the database file **THEATRE** and **Copy** and **Paste** into your temporary user's area. **Open** the table **CUSTOMERS**.

Complete **all** the following sub-tasks.

- (a) (i) Some new customers need to be added to the database. **Add** their details to the database.

Title	First name	Surname	DOB	Address Line 1	Town	Postcode	Area of interest
Mr	Leslie	Morgan	12/05/1978	10 Kings Road	Bristol	BS4 7YB	Comedy
Mrs	Victoria	John	18/09/1965	12 River Lane	Bristol	BS5 9NM	Music

[8]

- (ii) A customer has written to tell you he has moved house. Shahid Hussain now lives at 18 Dunhill Street, Bristol, BS6 9PH. **Edit** his details. [2]

- (iii) James would also like the field Email to be added to the database so he can start contacting people by email. **Add** the field Email between the fields Postcode and Area of interest. [2]

Take a screen shot of the changed database table. **Paste** it into a Microsoft Word document making sure that you can clearly read all the information. **Save** the Word document as CUSTOMERS and your candidate name, for example CUSTOMERS\_MARK\_JONES.

**Print** your Word document. Remember your candidate name **must** appear as part of the printed document.

(b) James would like to hold special performances during the day for senior citizens at a discounted price.

- (i) Create a **query** to find and display the Title, First name and Surname of those who were born on or before 01/06/1954. The query is to be called Senior. [3]

Take a screen shot of the results of the query. **Paste** it into a Microsoft Word document making sure you can clearly read all the information. **Save** the Word document as QUERY and your candidate name, for example QUERY\_MARK\_JONES.

**Print** your Word document. Remember your candidate name **must** appear as part of the printed document.

- (ii) James would like the results of the query displayed as a report. Create a report of the query Senior. Change the title of the report to Senior Discounted. [3]

Take a screen shot of the finished report. **Paste** it into a Microsoft Word document making sure you can clearly read all the information. **Save** the Word document as REPORT and your candidate name, for example REPORT\_MARK\_JONES.

Print your Word document. Remember your candidate name **must** appear as part of the printed document.

(c) James would like you to write a letter to all the customers whose area of interest is comedy to inform them that Floyd Funny, a comedian, will be performing at the Theatre. You need to write a mail-merged letter using the query COMEDY which can be found in the database THEATRE. **Recall** the Word file **LETTER**. Save a copy of this letter in your temporary user's area as LETTER and your candidate name, for example LETTER\_MARK\_JONES.

Use this document to write the letter using the fully blocked style and open punctuation. The letter will be sent today from James Norden, The Manager.

The letter must include the following details:

- Floyd Funny will be performing from 10–13 July 2014
- Tickets are priced between £10 and £15
- Tickets can be obtained by calling the box office on 01345 829302
- Alternatively tickets can be bought on the Theatre's website

**Save** your changes using the current file name, for example LETTER\_MARK\_JONES. **Print** a copy of your standard document/unmerged letter. Remember your candidate name **must** appear as part of the printed document.

**Merge** your letter and **print** all copies of your merged letter. **Save** your merged letter as MERGED\_LETTER and your candidate name, for example MERGED\_LETTER\_MARK\_JONES. [12]

## Task 2

- (a) James would like to invite all performers to a meeting to discuss changes to the Theatre's performance times.

Word process a Notice of Meeting and Agenda as one document. The meeting will be held in the Grand Ballroom at 12.00pm on 2 July 2014. As well as the standard agenda items, you must include the following items:

- changes to matinee performance times
- new late night performances
- proposed payments for overtime.

Use software features to improve the appearance of your document making it suitable for a business audience.

**Save** your document as AGENDA and your candidate name, for example AGENDA\_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) James needs to obtain sponsorship to support future events at the Theatre. He does this by talking to people and using leaflets/flyers to support what he is saying.

He now wants his presentations to be more professional. He thinks that presentation software will help him to achieve this.

**Recall** the Word file PRESENTATION.doc. **Save** a copy of the document in your temporary user's area as **PRESENTATION** and your candidate name, for example PRESENTATION\_MARK\_JONES.

- (i) State and explain **two** features of presentation software which could be used by James when creating his presentations. **[6]**
- (ii) Evaluate the usefulness of presentation software in enabling James to make his presentations more professional. **[12]**

**Resave** your document.

**Print** a copy of your document, remember your candidate name must appear on each page of the printed document.





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