OCR
Oxford Cambridge and RSA

Tuesday 16 June 2015 – 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
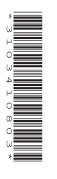
Duration: 1 hour

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.

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Turn over

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, f) or Task 2 (a, b, c).

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

Task 1 – 30 minutes

Task 2 – 30 minutes

Scenario

You are a fundraising coordinator for Sounds, a charity based in a village just outside Exeter. The charity raises money to help people in the local area who are hard of hearing.

You have organised a sponsored swim to raise money for the charity. Pupils from the local school have taken part. Each pupil has been sponsored an amount for each length they swam at the local swimming pool. You are going to use spreadsheet software to work out how much money they have raised.

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Task 1

Recall the spreadsheet **CHARITY**. **Save** a copy of the spreadsheet in your temporary user's area as CHARITY and your candidate name, for example, CHARITY_MARK_JONES.

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

    (a) **(i)** G Iqbal was taken ill and was unable to take part in the sponsored swim. **Delete** his details. **[1]**

        (ii) Two additional pupils completed the sponsored swim. **Add** their details to the spreadsheet.

Pupil ID	Initial	Surname	Lengths (target)	Sponsorship per length
678142	L	Butchers	14	1.80
273812	T	Daniels	11	2.30

[6]

Save the changes which you have made.

    (b) You now need to use the spreadsheet to make some calculations.

        (i) In cell F1 **add** the label Total. **[1]**

        (ii) In cell F2 create a formula to calculate the total money raised by H Stuart. **[1]**

        (iii) Replicate this formula to calculate the total money raised by each pupil. **[1]**

        (iv) In cell E10 **add** the label Total raised. **[1]**

        (v) In cell F10 create a formula to calculate the total raised by all the pupils who took part. **[1]**

        (vi) In cell E11 **add** the label Average. **[1]**

        (vii) In cell F11 create a formula to calculate the average amount of money raised per pupil. **[1]**

    (c) You would like the spreadsheet to look more professional.

        (i) **Format** all the relevant cells to currency and display the £ sign. **[1]**

        (ii) Use appropriate formatting techniques to improve the appearance of the spreadsheet in order to make it suitable for a business purpose. **[2]**

        (iii) **Print** a landscape copy of your formatted spreadsheet in the normal view on **one** page. Remember your candidate name **must** appear as part of the printed document. **[1]**

        (iv) **Print** a landscape copy of your formatted spreadsheet in the formula view on **one** page. Remember your candidate name **must** appear as part of the printed document. **[2]**

(d) You would like to visually compare the total raised by each pupil.

Create a **bar chart** to display the Surname and Total. The chart must have suitable axis labels and title.

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

Save the changes which you have made.

(e) A local business has agreed to double the money raised by each pupil. You would like the spreadsheet to calculate this new figure.

    (i) In cell F2 edit the formula to include the extra money from the local business. **[1]**

    (ii) Replicate this formula for each pupil. **[1]**

(f) You would like the spreadsheet to highlight pupils who have raised more than £100. In column G create an IF formula to show the pupils who have raised more than £100. These pupils should be shown by using the word 'High', all other pupils should be shown by using the word 'Low'. Add a suitable title. **[3]**

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.

Task 2

(a) Every year Sounds holds a conference. Your assistant has created a conference programme for the event and you would like to make some changes and improvements to the document.

Recall the document **CONFERENCE**. **Save** a copy of the document in your temporary user's area as CONFERENCE and your candidate name, for example, CONFERENCE_MARK_ JONES.

    (i) **Insert** the charity's logo in a suitable location on the document (**Insert** image LOGO.jpg).
[2]

    (ii) There is a mistake in the conference programme. The fundraising ideas workshop is actually from 3.00pm to 4.00pm. **Edit** the conference programme. **[1]**

    (iii) An item has been missed out. The Chairperson's closing speech should be from 4.00pm to 4.30pm. **Add** these details following the same format as the rest of the programme.
[2]

Resave your document.

Print a copy of your conference programme. Remember your candidate name **must** appear as part of the printed document.

(b) You would like to tell all staff the details of the conference. Create a memo using word processing software to include the following details:

- the conference will be held on 14 August 2015 in the Monty Suite at the Essex Hotel
- all staff are invited to attend and refreshments will be provided
- staff can pick up a conference programme with more details from your office.

Save a copy of the document in your temporary user's area as MEMO and your candidate name, for example, MEMO_MARK_JONES. **Print** a copy of your memo. Remember your candidate name **must** appear as part of the printed document. **[7]**

(c) At the moment, when you organise a fundraising event, you use paper to plan the event. You would like to buy project planning software to help you organise future events. You must convince your manager that this would be a good idea by telling him all about the software.

Recall the file **PPS.doc. Save** a copy of the document in your temporary user's area as PPS and your candidate name, for example PPS_MARK_JONES.

On the document:

    (i) state **two** features of project planning software and explain how each of the features could be useful when planning events. **[6]**

    (ii) evaluate the extent to which project planning software would be more useful than a paper-based system when planning an event. **[12]**

Save a copy of your document in your temporary user's area as PPS and your candidate name, for example, PPS_MARK_JONES. **Print** a copy of your document. Remember your candidate name **must** appear as a part of the printed document.

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