OCR
Oxford Cambridge and RSA

Monday 19 June 2017 – 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) 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 Office Manager at Angeli's Pizza Restaurant in Oxford. The company is owned and managed by Nino Angeli. Nino has introduced spreadsheet software to help organise costs. Nino would like you to help him with the spreadsheet software.

Task 1

Recall the spreadsheet **PIZZA**. **Save** a copy of the spreadsheet into your temporary user's area as PIZZA and your candidate name, for example PIZZA_MARK_JONES.

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

(a) (i) The Hot and Spicy pizza has been discontinued. **Delete** this row. **[1]**

(ii) A new pizza has been introduced to the menu. Nino wants it to be placed at the top of the list of pizzas. **Add** its details to the spreadsheet.

Pizza name	Small Price	Medium Price	Large Price
Angeli's Special	£6.20	£7.20	£8.20

[5]

(iii) Nino wants to change the name of the Meaty pizza to Meaty Mayhem. **Edit** the details. **[1]**

(iv) The price of a small Margarita pizza has increased to £4.50. **Edit** the details. **[1]**

Save the changes which you have made.

(b) Nino would like to know the average cost of each pizza.

(i) In cell E1 add the label Average. **[1]**

(ii) In cell E2 create a formula to calculate the average cost of the pizza. Replicate the formula to work out the average cost of the other pizzas. **[2]**

Save the changes which you have made.

(c) A new customer has telephoned the restaurant to place an order.
Add the following customer details to the spreadsheet.

Customer name	Address Line 1	Address Line 2	Post code
Mr L Rees	3 London Road	Oxford	OX1 1TY

Save the changes which you have made.

[4]

(d) Nino has the following special offer:

> Spend £50 or more on pizzas in one month and get a large pizza free with your next order

Nino would like to use the spreadsheet to calculate if a customer is eligible for the special offer.

(i) So far this month, Mr Rees has ordered 10 medium Margarita pizzas. Create a formula in cell B10 to calculate the total cost of the order. **[1]**

(ii) In cell A18 add the label Free Pizza. **[1]**

(iii) In cell B18 create an IF formula to show if a customer is eligible for the special offer, using the words Yes or No. **[3]**

Save the changes which you have made.

(e) Nino would like the spreadsheet to look more professional.

(i) Use appropriate formatting techniques to improve the appearance of the spreadsheet to make it suitable for a business purpose. **[3]**

(ii) **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]**

(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]**

Save the changes which you have made.

(f) Nino would like you to create a chart to display the prices of all the small pizzas.

Create a **bar chart** to display the Pizza Name and Small Price. The chart must have a suitable title and axis labels.

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

Save the changes which you have made.

Task 2

(a) Nino would like you to create a letter to his customers.

Recall the Word file LETTER. **Save** a copy of this document in your temporary user's area as LETTER and your candidate name, for example LETTER_MARK_JONES.

Using this document, write the letter using the fully blocked style and open punctuation. The letter will be sent today from Nino Angeli.

The letter must include the following details:

- a new pizza has been added to the menu called the Angeli's Special
- the Hot and Spicy pizza has been discontinued
- customers who spend £50 or more on pizzas in one month get a large pizza free with their next order.

Resave your document.

Print one copy of your document on **one** page. Remember your candidate name **must** appear as part of the printed document. **[11]**

(b) Nino has decided to create a website to help promote Angeli's Pizza Restaurant.

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

(i) State and explain **two** features of web creation software which could be used to help create a website for Angeli's Pizza Restaurant. **[6]**

(ii) Discuss whether or not Nino should use web creation software when creating a website to promote Angeli's Pizza Restaurant. **[12]**

Resave your document.

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

END OF QUESTION PAPER

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