



Rewarding Learning

General Certificate of Secondary Education
2024

Centre Number

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Candidate Number

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Business and Communication Systems

Unit 1: Software Applications for Business

MV18

[GSY11]

MONDAY 20 MAY – FRIDAY 24 MAY

Time

2 hours, plus your additional time allowance.

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.

Add your Centre Number, Candidate Number, Task Number and Label to the header or footer of 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.

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

Information for Candidates

The total mark for this paper is 100.

Figures in brackets printed at the end of each question indicate the marks awarded to each task or part task.

Quality of written communication will be assessed in

Tasks **1(a)** and **3(j)**.

Filenames to be used in the completion of this examination:

- Logo.png
- Wheels Bike Club.xlsx
- Charity Bike Entries.accdb
- Letterhead.docx
- Presentation.png

Introduction

Wheels Bike Club is a cycling club based in Keady, County Armagh, which has members of all ages. The Club Chairman for 2024 is Mr Peter Irvine.

Wheels Bike Club contact details are as follows:

Address	56 Clay Road, Keady, BT60 3QU
Telephone	028 37377373
Email	wheelsbikeclub@ni.net
Website	www.wheelsbikeclub.net
Instagram Account	@wheelsbikeclub
Facebook Account	Wheels Bike Club

Four tasks follow, which will require you to produce some of the documentation/files that Peter requires.

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To assist your file management, create a folder in your work area called “BCS Exam Files” and any files you are asked to save should be put in this folder.

Using Word Processing Software/Desktop Publishing Software

Task 1

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

Each year Wheels Bike Club runs a charity event. Peter would like you to create an entry form.

Entries can only be submitted by completing this form online.

The entry form **must** include the following:

- Title
- Forename
- Surname
- Address
- Town
- Postcode
- Date of Birth
- Contact Telephone Number
- Email Address

(a) Using your knowledge of form design, produce an effective A4 data capture form, which includes the essential information. [6 marks]

(b) Include **two** other pieces of appropriate information on your data capture form. [2 marks]

(c) Use appropriate fonts, styles and boxes in your design.
[2 marks]

Save this document as **Entry Form**.

Print one copy of the entry form on one A4 page.

Label the printout **Entry Form**.

[10 marks]

Ensure that your Candidate Number, Centre Number and the Task Number are on all printouts.

Using Spreadsheet Software

Task 2

A file named “Wheels Bike Club” is available to assist you with this task.

Part A

Peter would like to use a spreadsheet to keep track of membership fees. A spreadsheet file, **Wheels Bike Club**, is being developed for this purpose.

Using a spreadsheet software package, open the Wheels Bike Club spreadsheet.

In the worksheet **Membership Fees** complete the following.

- (a) Insert a row above Row 1 and enter the text “Wheels Bike Club Membership Fees” in cell A1.
Embolden the text and increase the font size to 20.
Merge and centre cells A1 to G1. [4 marks]

(b) Enter the following text in the cells shown: [2 marks]

Cell	Text to be entered
B3	White
B4	McBroom
B5	O'Neill
B6	Dorman
B7	Kennedy
B8	McCosh
B9	Carson
B10	Cochrane
B11	Scott
B12	Mallon
B13	O'Kane
B14	Madden
B15	Lagan
B16	Luke

(c) Enter the following numbers in the cells shown:
[2 marks]

Cell	Number to be entered
C3	5
C4	2
C5	5
C6	6
C7	3
C8	1
C9	7
C10	8
C11	1
C12	6
C13	5
C14	4
C15	2
C16	8

(d) Enter a formula in cell F3 which will calculate the Total Paid by Jane White (Fees Paid + Insurance Paid).
[2 marks]

(e) A discount is given to a member who has been with the club for more than 5 years. Enter a formula in cell G3 which will display the word "YES" if Jane White gets a discount, or otherwise display the word "NO".
[4 marks]

- (f) Replicate the formulae created in parts (d) and (e) above for the other members of the club. [2 marks]
- (g) Sort the data alphabetically using Surname. [1 mark]
- (h) Enter a formula in cell F17 which will calculate the Total Paid for all members. [2 marks]
- (i) Using the count function, enter a formula in cell C17 which will count the number of members in Wheels Bike Club. [2 marks]
- (j) Format the cells D3:F16 and F17 to currency, with two decimal places. [2 marks]
- (k) In the header of the worksheet, centre and enter the text “Wheels Bike Club Membership”. [2 marks]
- (l) Save the file as **WBC Membership Data**.
Print one copy of the worksheet data on **one A4 page, landscape, with row and column headings and gridlines visible**.
All the data must be visible.
Label the printout **WBC Membership Data**. [2 marks]

(m) Print one copy of the worksheet formulae on one A4 page, landscape, with row and column headings and gridlines visible.

All formulae must be visible.

Label the printout **WBC Membership Formulae**.

[2 marks]

(n) Open up your saved spreadsheet named WBC Membership Data. Filter this spreadsheet under Insurance Paid to show those who had paid £10.00 only. [2 marks]

(o) Save the file as WBC Membership Filter. Print one copy of the worksheet data on one A4 page, landscape, with row and column headings and gridlines visible.

All the data must be visible.

Label the printout **WBC Membership Filter**. [1 mark]

[32 marks]

Ensure that your Candidate Number, Centre Number and the Task Number are on all printouts.

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(Questions continue overleaf)

Part B

Using the file **WBC Membership Data** created in Task 2 Part A, complete the following.

Create a Bar Chart detailing the surname of members and the number of years they have been a member.

Include:

- Wheels Bike Club logo
- A title for the chart – Wheels Bike Club Membership
- Appropriate titles on each axis
- A data value for each bar on the chart

Save the chart as a new sheet, called **WBC Membership Graph**.

Print the Bar Chart full size, on one A4 sheet.

Label the printout **WBC Membership Graph**.

[7 marks]

Ensure that your Candidate Number, Centre Number and the Task Number are on all printouts.

Using Database Software/Word Processing Software

Task 3

A file named “Charity Bike Entries” is available to assist you with this task.

Peter would like to use a database to store details of all members.

Using the table **Entries** in the file **Charity Bike Entries**, complete the following tasks.

- (a)** The field name “Email Addres” has been spelt incorrectly and needs to be changed to “Email Address”. Make this change to the database design. [1 mark]

- (b) A new member is to be added to the **Entries** table.
Add this new member; details are as follows:
[2 marks]

EntryID	1017
ContactID	CD1
Forename	Gary
Surname	Evans
Street	22 Waterside Avenue
Town	Keady
Postcode	BT60 2GP
Email Address	gevans1971@hotmail.com
Age	51
Gender	Male
Disabled	Yes

- (c) An error was made when entering the details of EntryID 1002.
The Street should be 365 Union Road.
Make this change to the member. [1 mark]
- (d) EntryID 1010 has booked a holiday and can no longer take part in the event.
Delete this member. [1 mark]

- (e) Peter wants the details of all members who are male. Create a query to display only: Forename, Surname and Age.
- Sort the search results in Age ascending.
 - Save the query as **Male**.
 - **Print** the results of the query on one A4 page.
 - Label the printout **Male**. [3 marks]

Using the tables **Entries** and **Contact** in the file **Charity Bike Entries**, complete the following tasks.

- (f) There is a “one to many” relationship between the **Entries** and **Contact** tables. Create this relationship and relationship report.
- Enter your Centre Number and Candidate Number as a label in the relationship report.
 - Save the relationship report.
 - **Print** the relationship report on one A4 page.
 - Label the printout **Relationship for Entries**. [3 marks]

- (g) Peter wants the details of all entries who have identified as being disabled. Create a query to display only the Contact Name, Forename, Surname, Street, Town and Postcode.
- Sort the search results in Forename ascending.
 - Save the query as **Disabled**.
 - **Print** the results of the query on one A4 page.
 - Label the printout **Disabled**. [3 marks]

(h) Peter wants a report giving **all** entry details.

The title of the report is “Entry Details”.

- Include in your report only the Contact Name, Forename, Surname, Street, Town, Postcode, Email Address and Disabled.
- The report is to be grouped by Disabled.
- The Wheels Bike Club logo is to be included and positioned appropriately.
- The report must be professional in appearance and in landscape mode.
- Create this report and save it as **Entry Details**.
- **Print** the report Entry Details on one A4 page.
- Label the printout **Entry Details**. [7 marks]

Ensure that your Candidate Number, Centre Number and the Task Number are on all printouts.

A file named “Letterhead” and query “Disabled” is available to assist you with the following tasks.

Peter would like to invite entrants who are disabled to an event on 14 July 2024 at 2.00 pm. This will be an event which will allow entrants:

- To familiarise themselves with the route
- To view facilities available on the day
- To meet their contact person

Using word processing software, the file named “**Letterhead**” and the query “**Disabled**” created in **part (g)**, complete the following tasks.

- (i) Create a letter addressed to all entrants who have identified themselves as disabled.

The letter must contain three paragraphs:

- To inform them about the event
- Details of the event date and time
- Any other relevant details

Using a mail merge facility insert only the following fields (from the **Disabled** query in the **Charity Bike Entries** file) in the letter:

- Forename
- Surname
- Street
- Town
- Postcode [12 marks]

- (j) Save the letter as **Standard Letter**.
Print out the standard letter showing the merged fields.
Label the printout **Standard Letter**. [5 marks]
- (k) Save the personalised letters as **Personalised Letters**.
Print out the personalised letters.
Label the letters **Letter 1**, **Letter 2**, etc. for each
personalised letter. [2 marks]

[40 marks]

Ensure that your Candidate Number, Centre Number and the Task Number are on all printouts.

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Using Multimedia Presentation Software

Task 4

A file named “Presentation” is available to assist you with this task.

Peter wants to learn more about presentation software features.

Using an appropriate software package, create a presentation for Peter, which explains the following features of presentation software.

The presentation should have **four** slides.

(a) Slide 1 should be a title slide:

- A title “Presentation Features”
- Appropriately place and size the image from the file named “**Presentation**” into Slide 1 [3 marks]

(b) Slide 2 should contain:

- A title “Master Slide”
- Details of what a master slide is [2 marks]

(c) Slide 3 should contain:

- A title “Action Buttons”
- Details of what action buttons are [2 marks]

(d) Slide 4 should contain:

- A title “Slide Transition”
- Details of what slide transition is [2 marks]

(e) Save your presentation as **Features**.

Print slides 1, 2 and 3 in handout mode on one page.

Print slide 4 full size.

Label the printouts **Features 1** and **Features 2**.

[2 marks]

[11 marks]

Ensure that your Candidate Number, Centre Number and the Task Number are on all printouts.

Printout Checklist

Task	Printout label	Completed
1	Entry Form	
2	WBC Membership Data	
	WBC Membership Formulae	
	WBC Membership Filter	
	WBC Membership Graph	
3	Male	
	Relationship for Entries	
	Disabled	
	Entry Details	
	Standard Letter	
	Letter 1, Letter 2, etc.	
4	Features 1	
	Features 2	

This is the end of the question paper

**For Examiner's
use only**

Question Number	Marks
1	
2	
3	
4	

Total Marks	
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