



General Certificate of Secondary Education
2025

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 19 MAY – FRIDAY 23 MAY

Time

2 hours, plus your additional time allowance.

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

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.

Information for Candidates

The total mark for this paper is 100.

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

Quality of written communication will be assessed in Task **1 (d)** and Task **2 Part C (b)**.

Filenames to be used in the completion of this examination:

- Logo.png
- Fast Track Autos.xlsx
- Letterhead.docx
- Stock.accdb
- Spreadsheet Features.pptx

Introduction

Fast Track Autos is a car sales company based in Newry, County Down. The company is owned by Johnny Hurl and sells both new and used cars. Johnny plans to use software applications to support his business operations.

Fast Track Autos contact details are as follows:

Address	170 Dublin Road, Newry, BT35 8RN
Telephone	028 30053701
Email	fasttrackautos@ni.net
Website	www.fasttrackautos.net
Instagram Account	@fasttrackautos
Facebook Account	Fast Track Autos

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

Johnny is planning an event, named **Mid-Year Car Clearance Sale**, on Saturday 19 July 2025, from 10.00 am to 8.00 pm.

He would like a poster to be produced to advertise this event.

The poster **must** include the following essential information:

- Name of the company
- Name of the event
- Date and time of the event
- Address of the company

Complete the following tasks to create this poster:

(a) Produce an effective A4 poster which includes the essential information. [4 marks]

(b) Insert the company logo. [1 mark]

(c) Include **two** other pieces of appropriate information. [2 marks]

(d) Use effective fonts, styles and design features in your poster. [4 marks]

Save this document as **Poster**.

Print one copy of the poster on one A4 page.

Label the printout **Poster**.

[11 marks]

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

Using Spreadsheet Software/Word Processing Software

Task 2

A file named “Fast Track Autos” is available to assist you with this task.

Part A

Johnny would like to use a spreadsheet to keep track of sales made by each salesperson.

A spreadsheet file, Fast Track Autos, is being developed for this purpose.

Using a spreadsheet software package, open the spreadsheet **Fast Track Autos**.

In the worksheet **Sales** complete the following:

(a) Insert a row above Row 1 and enter the text “Fast Track Autos Sales” in cell A1.

Embolden the text and increase the font size to 20.

Merge and centre cells A1 to F1. [4 marks]

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

Cell	Text to be entered
A4	Ruby Peters
A5	Robert Yang
A6	Elaine Martin
A7	Eva Dixon
A8	Eli O'Neill
A9	Chris Dent
A10	Average

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

Cell	Number to be entered
C4	67950
C5	59950
C6	50975
C7	56750
C8	50650
C9	75500

- (d)** Enter a formula in Cell E4 which will calculate the Total Sales for Ruby Peters. [2 marks]
- (e)** A bonus is paid to any salesperson who has Total Sales over £500,000. Enter a formula in cell F4 which will display the word “YES” if Ruby Peters gets a bonus, or otherwise display the word “NO”. [4 marks]
- (f)** Replicate the formulae created in parts **(d)** and **(e)** above for the other salespeople. [2 marks]
- (g)** Enter a formula in Cell E10 which will calculate the average total sales. [2 marks]
- (h)** Format the cells B4:E9 and E10 to currency, with no decimal places. [2 marks]
- (i)** In the header of the worksheet, enter and underline the text “Task 2 Autos Sales”. [2 marks]

(j) Save the file as **Fast Track Autos 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 **Fast Track Autos Data**. [2 marks]

(k) Save the file as **Fast Track Autos Formulae**.

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 **Fast Track Autos Formulae**.
[2 marks]

[26 marks]

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

Part B

Using the file **Fast Track Autos Data** created in Task 2 Part A, complete the following:

Create a bar chart detailing the total sales for each salesperson.

Include:

- Fast Track Autos logo
- A title for the chart – “Fast Track Autos Sales”
- Appropriate titles on each axis
- A data value for each bar on the chart

Save the chart as a new sheet, called **Fast Track Autos Graph**.

Print the bar chart full size, on one A4 sheet.

Label the printout **Fast Track Autos Graph**.

[7 marks]

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

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(Questions continue overleaf)

Part C

Files named “Letterhead” and “Fast Track Autos” are available to assist you with this task.

Johnny would like to invite customers to the launch of the new BMW X6 on 28 June 2025 at 7.00 pm. This event will give customers the opportunity to view this new vehicle and arrange a test drive. Promotional offers will be available on the night. Enclosed with the letter will be a promotional leaflet for the new BMW X6.

Using word processing software, the file named “**Letterhead**” and the worksheet “**Customer**” in the file **Fast Track Autos** spreadsheet, complete the following tasks:

- (a) Create a letter inviting all customers who have purchased a BMW car from Fast Track Autos.

The letter must contain three paragraphs:

- An explanation that the letter is to inform them of their invite to the launch of the new BMW X6
- Details of the event date and time
- Any other relevant details

Using a mail merge facility, insert only the following fields (from the **Customer** sheet in the **Fast Track Autos** spreadsheet file) in the letter:

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

(b) Print out the standard letter showing the merged fields.
Label the printout **Standard Letter**. [5 marks]

(c) Print out the personalised letters.
Label the letters **Letter 1**, **Letter 2**, etc. for each
personalised letter. [2 marks]

[19 marks]

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

Using Database Software

Task 3

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

Johnny uses the database “Stock” to store details of his cars.

Using the table **Car Stock** in the file **Stock**, complete the following tasks:

- (a) The field name “Yeaar” is spelt incorrectly and needs to be changed to “Year”.
Make this change to the database design. [1 mark]

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

CarID	2021A
Make	Audi
Model	A1
Transmission	Automatic
Fuel Type	Electric
Year	2023
Body TypeID	0303A

(c) An error was made when entering the details of CarID 2010A.

BodyTypeID should be 0303A.

Make this change. [1 mark]

(d) CarID 2017A has been sold.

Delete this car. [1 mark]

(e) Johnny wants the details of all electric cars in stock.

Create a query to display only: CarID, Make, Model and Year.

- Sort the search results by Year ascending.
- Save the query as **Fuel Type**.
- **Print** the results of the query on one A4 page.
- Label the printout **Fuel Type**. [4 marks]

Using the tables **Car Stock** and **Body Type** in the file **Stock**, complete the following tasks:

(f) There should be a “one to many” relationship between the **Car Stock** and **Body Type** tables. Create this relationship and relationship report.

- Enter your Centre Number and Candidate Number as a header in the relationship report.
- Save the relationship report.
- **Print** the relationship report on one A4 page.
- Label the printout **Relationship Report**. [3 marks]

(g) Johnny wants the details of all cars which were manufactured after 2021.

Create a query to display only: Make, Model, Transmission and Body Type.

- Sort the search results by Make ascending.
- Save the query as **Manufactured 2021**.
- **Print** the results of the query on one A4 page.
- Label the printout **Manufactured 2021**. [4 marks]

(h) Johnny wants a report giving details of **all** cars. The title of the report is “**Car Details**”.

- Include in your report: CarID, Make, Model, Year, Body TypeID and Body Type.
- The report is to be grouped by Body TypeID.
- The Fast Track Autos logo is to be included and positioned appropriately.
- The report must be professional in appearance and in landscape.
- Create the report and save it as **Car Details**.
- **Print** the report Car Details on one A4 page.
- Label the printout **Car Details**. [7 marks]

[23 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

Files named “**Spreadsheet Features**” and “**Logo**” are available to assist you with this task.

Johnny wants to give a presentation on some spreadsheet features to his employees.

Open the file named **Spreadsheet Features**.

- (a) A master slide has been created for the presentation. Replace the image currently on the master slide with the company logo. [1 mark]

The presentation should have **four** slides:

- (b) Slide 1 should contain:
- A title, “Data Validation”.
 - An example of data validation. [2 marks]
- (c) Slide 2 should contain:
- A title, “Relative Cell Referencing”.
 - An example of relative cell referencing. [2 marks]
- (d) Slide 3 should contain:
- A title, “Absolute Cell Referencing”.
 - An example of absolute cell referencing. [2 marks]

(e) Slide 4 should contain:

- A title, "Formula".
- An example of a formula. [2 marks]

(f) Insert appropriate action buttons on each slide.
[4 marks]

(g) Save your presentation as **Spreadsheet Features**.
Print slides 1, 2, 3 and 4 in handout mode on one
A4 page.

Label the printout **Spreadsheet Features**. [1 mark]

[14 marks]

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

Printout Checklist

Task	Printout label	Completed
1	Poster	
2	Fast Track Autos Data	
	Fast Track Autos Formulae	
	Fast Track Autos Graph	
	Standard Letter	
	Letter 1, Letter 2, etc.	
3	Fuel Type	
	Relationship Report	
	Manufactured 2021	
	Car Details	
4	Spreadsheet Features	

This is the end of the question paper

For Examiner's use only	
Question Number	Marks
1	
2	
3	
4	
Total Marks	