cea
Rewarding Learning

General Certificate of Secondary Education

Business and Communication Systems

Unit 1: Software Applications for Business

GSY11

[GSY11]
Assessment

TIME

2 hours.

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 down the right-hand side of pages indicate the marks awarded to each task or part task.

Quality of written communication will be assessed in Tasks **1(a)** and **2 Part C(a)**.

Filenames to be used in the completion of this examination:
- Logo.jpeg
- Letterhead.docx
- Club Energise Spreadsheet.xlsx
- Club Energise Database.accdb

Assessment Level of Control:
Tick the relevant box (✓)

Controlled Conditions	
Other	

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

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

12339.06 **R**

Introduction

Club Energise is a fitness centre set up by Miss Alannah Sweeney in 2018. She employs six fitness instructors: two are full-time – David and Paula – and four are part-time – Sally, Andrea, Patrick and Ben.

Club Energise's contact details are as follows:

Address	222 Belfast Road, Newry, BT35 6RR
Telephone	028 30263344
Email	clubenergise@ni.net
Website	www.clubenergise.net

Alannah is keen to make use of software applications to help with administration in her business.

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

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To assist your file management, create a folder in your working 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.

Club Energise has a vacancy for a Fitness Instructor. Alannah would like an application form for this vacancy to be available for completion on the Club Energise website.

Applications can only be submitted by completing this form online.

The first page of the application form **must** include the following information:

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

    (a) Using your knowledge of form design, produce an effective A4 data capture form, which may be used as page one of the application form and includes the essential information. [6]

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

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

    Save this document as **Application Form**.
    Print one copy of the application form on one A4 page.
    Label the printout **Application Form**.

    [10]

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 "Club Energise Spreadsheet" is available to assist you with this task.

Part A

Alannah would like to use a spreadsheet for recording financial information. A spreadsheet file, **Club Energise Spreadsheet**, is being developed for this purpose.

Your task is to further develop this spreadsheet.

Using a spreadsheet software package, open the **Club Energise Spreadsheet**.
In the worksheet QUARTER 1 complete the following:

(a) In cell A1 enter the text "Quarter 1 Finances".
Embolden this text and increase the font size to 16.
Insert grey shading in cell A1. [3]

(b) Enter the following text in the cells shown:

Cell	Text to be entered
A3	Membership
A4	Drop In
A5	Gym Hire
A14	Bonus
D6	Total Income
B2	January
C2	February
D2	March
E2	Quarter 1

[2]

(c) Enter the following numbers in the cells shown:

Cell	Number to be entered
B3	4500
B4	2000
B5	1000
C3	4500
C4	1800
C5	1400
D3	4500
D4	1750
D5	1200

[2]

(d) Format cell B3:E5 and E6 to sterling currency, 2 decimal places. [2]

(e) Enter a formula in cell E3 which will calculate the Quarter 1 total for "Membership" (January to March). [2]

(f) Replicate the formula created in part **(e)** for the total "Drop In" and "Gym Hire". [2]

(g) Enter a formula in cell E6 which will calculate the "Total Income" ("Membership", "Drop In" and "Gym Hire") for Quarter 1. [2]

(h) Alannah will give a bonus to staff at the end of Quarter 1 if the Total Income for Quarter 1 is greater than the Total Expenses.
Enter a formula in cell B14 which will display the word "YES" if the Total Income for Quarter 1 is greater than the Total Expenses for Quarter 1; otherwise display the word "NO". [4]

(i) In the footer of the worksheet enter the text **Club Energise Task 2**. [1]

(j) Save the file **Club Energise Spreadsheet**.
Print **one** copy of the worksheet data **on one A4 page, landscape, with row and column headings and gridlines visible**.
Make sure all data is visible.
Label the printout **Club Energise Data**. [3]

(k) Print **one** copy of the worksheet formulae **on one A4 page, landscape, with row and column headings and gridlines visible**.
Make sure all formulae are visible.
Label the printout **Club Energise Formulae**. [1]

[24]

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

Part B

Using the sheet QUARTER 1 in the spreadsheet **Club Energise Spreadsheet** complete the following:

Create a Pie Chart detailing Quarter 1 totals for each expense.

Include:
- A title for the chart – Quarter 1 Expenses
- A data value for each slice on the chart
- The Club Energise logo, positioned appropriately

Save the chart as a new chart, called **Expenses Chart**.
Print the Pie Chart full size, on one A4 sheet.
Label the printout **Expenses Chart**.   **[7]**

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

Part C

A file named "Letterhead" is available to assist you with the following tasks.

Alannah is upgrading the facilities in Club Energise. To help pay for this she is increasing the membership fee for all members whose membership type is "Full" and needs to send a letter to such members. The current fee is £300 per year and is to be increased to £330.

Enclosed with the letter will be a list of the new fees for all membership types.

Using word processing software and the worksheet MEMBERS in the file **Club Energise Spreadsheet** complete the following:

   (a) Using the file **Letterhead**, create a letter addressed to all members with membership type "Full".

      The letter must contain **three** paragraphs:
- Details of why the increase in fee is necessary
- Details of the fee increase
- Any other relevant details

      Using a mail merge facility insert only the following fields (from the MEMBER sheet in the **Club Energise Spreadsheet** file) in the letter:
- Title
- Surname
- Address
- Town
- Postcode

      Print out the standard letter showing the merged fields.
      Label the printout **Standard Letter**. [20]

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

                                                                 [22]

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

Using Database Software

Task 3

A file named "Club Energise Database" is available to assist you with the following tasks.

Alannah would like to use a database to store details of classes offered and the instructor for each class. A database file, **Club Energise Database**, is being developed for this purpose.

Using the table CLASS in the file **Club Energise Database**, complete the following tasks:

(a) The field name "Grade" is incorrect, and needs to be changed to "Level".
Make this change to the database design.   [1]

(b) A new class is to be added to the CLASS table.
The new class details are as follows:

Class ID	CE150
Description	Aqua Aerobics
Location	Pool
Day	Saturday
Start Time	10.00
Finish Time	10.45
Level	Beginner
Instructor ID	ENG010

Add this class to the CLASS table.   [2]

(c) The Free Weights class on Wednesday is to be removed from the database.
Delete this class from the CLASS table.   [1]

(d) An error was made when entering details of the class with Class ID CE500.
 • The Start Time for this class should be 19.00.
 • Make this change to the CLASS table.
 • Save the table CLASS.
 • Print the entire contents of the table CLASS.
 • Label the printout **Class Table**.   [1]

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

Using the tables CLASS and INSTRUCTOR in the file **Club Energise Database**, complete the following task:

(e) There is a "one to many" relationship between the CLASS and INSTRUCTOR tables.
- Create this relationship and relationship report.
- Enter your centre number and candidate number as a label in the relationship report footer.
- Save the relationship report.
- Print the relationship report on one A4 page.
- Label the printout **Relationships Report**.   [3]

Using the table CLASS in the file **Club Energise Database**, complete the following tasks:

(f) Alannah would like to see details of classes taking place on Saturdays.
Create a query to display the following details only of such classes:
- Description and Level.
- Save the query as **Saturday Classes**.
- Print the results of the query on one A4 page.
- Label the printout **Saturday Classes**.   [2]

(g) A member has requested details of all Zumba classes for beginners.
Create a query to display the following details only of such classes:
- Location; Day; Start Time; and Finish Time.
- Save the query as **Beginner Zumba Classes**.
- Print the results of the query on one A4 page.
- Label the printout **Beginner Zumba Classes**.   [3]

Using the tables CLASS and INSTRUCTOR in the file **Club Energise Database**, complete the following task:

(h) Alannah wants to see details of all classes for which Sally is the instructor.
Create a query to display the following details only of such classes:
- Description; Location; Day; and Start Time.
- Sort the search results in Description ascending order.
- Save the query as **Sally's Classes**.
- Print the results of the query on one A4 page.
- Label the printout **Sally's Classes**.   [4]

Using the table CLASS in the file **Club Energise Database**, complete the following task:

(i) Alannah wants a report showing some CLASS details. The details to be included are:
Class ID, Location, Description, Start Time, Finish Time and Level.
- The title of the report is to be "List of Classes".
- The Club Energise logo is to be included and positioned appropriately.
- The report is to be grouped by Location.
- The report is to be sorted by Description ascending.
- Enter your centre number and candidate number as a label in the report footer.
- The report must be professional in appearance.
- Create this report and save it as **List of Classes**.
- Print the report **List of Classes** on one A4 page, landscape.
- Label the printout **List of Classes**.   [9]

                                                                              [26]

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

Using Multimedia Presentation Software

Task 4

Alannah is improving her web authoring skills, and is currently learning a new web authoring package. She doesn't know the meaning of the following terms: "Template", "Multimedia" and "Scrolling Marquee".

Using an appropriate software package, create a presentation for Alannah, called **Terms**, which explains the meaning of these terms.

The presentation should have **three** slides.

(a) Slide 1 should contain:
- A title "Template"
- An explanation of the term "Template"   [3]

(b) Slide 2 should contain:
- A title "Multimedia"
- An explanation of the term "Multimedia"   [3]

(c) Slide 3 should contain:
- A title "Scrolling Marquee"
- An explanation of the term "Scrolling Marquee"   [3]

(d) Save your presentation.
Print Slides 1 and 2 in handout mode (two slides per page).
Label the printout **Terms 1**.
Print Slide 3 full size.
Label the printout **Terms 2**.   [2]

[11]

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

PRINTOUT CHECKLIST

Task	Printout label	Completed
1	Application Form	
2	Club Energise Data	
	Club Energise Formulae	
	Expenses Chart	
	Standard Letter	
	Letter 1, Letter 2, etc.	
3	Class Table	
	Relationships Report	
	Saturday Classes	
	Beginner Zumba Classes	
	Sally's Classes	
	List of Classes	
4	Terms 1	
	Terms 2	

THIS IS THE END OF THE QUESTION PAPER