



Rewarding Learning

General Certificate of Secondary Education
2023

Centre Number

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Candidate Number

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Business and Communication Systems

Unit 1: Software Applications for Business



GSY11

[GSY11]

MONDAY 22 MAY – FRIDAY 26 MAY

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(c)** and **3(j)**.

Filenames to be used in the completion of this examination:

- Logo.png
- Cinema Members.accdb
- Flick Cinema.xlsx
- Letterhead.docx

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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	
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Introduction

Flick Cinema is a cinema chain in Northern Ireland. Flick Cinema has recently opened a new cinema in Coleraine. Jane McCormick is the Managing Director and plans to use software applications to support the operation of the new cinema.

Flick Cinema's contact details are as follows:

Address	2 Ring Road, Coleraine, BT52 1QP
Telephone	028 70388855
Email	flickcinema@ni.net
Website	www.flickcinema.net
Instagram Account	@flickcinema
Facebook Account	Flick Cinema

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

© CCEA

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.

Flick Cinema Coleraine needs to recruit staff. Jane would like you to create an application form which she can place on the Flick Cinema 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
- 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. [4]

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

(c) Use appropriate fonts, styles and boxes in your design. [4]

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

Task 2

Part A

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

Jane would like to use a spreadsheet to keep track of employee working hours and bonuses for each month. A spreadsheet file, Flick Cinema, is being developed for this purpose.

Using a Spreadsheet Software package, open the spreadsheet **Flick Cinema**.

In the worksheet **EMPLOYEE HOURS** complete the following:

- (a) Insert a row above Row 1 and enter the text “Flick Cinema Coleraine Staff Hours” in cell A1.
Embolden the text and increase the font size to 18.
Merge and centre cells A1 to H1.

[4]

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

Cell	Text to be entered
A4	Ben Brown
A5	Peter Smyth
A6	Seamus James
A7	Claire Burns
A8	Erin O’Loughlin
A9	Chloe Compton
A10	Lisa House
A11	Patrick Robinson

[2]

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

Cell	Number to be entered
E4	40
E5	34
E6	33
E7	29
E8	31
E9	34
E10	36
E11	39

[2]

(d) Enter a formula in Cell F4 which will calculate the Total Hours worked by Ben Brown in June. [2]

(e) Using **absolute cell referencing** and cell B15, enter a formula in cell G4 which will calculate the wages for Ben Brown (Total Hours × Hourly Rate). [3]

(f) A bonus is paid to employees who complete 150 or more hours a month. Enter a formula in cell H4 which will display the word “YES” if Ben Brown gets a bonus, or otherwise display the word “NO”. [4]

(g) Replicate the formulae created in parts (d), (e) and (f) above for the other members of staff. [2]

(h) Enter a formula in Cell G12 which will calculate the Total Wages for June. [2]

(i) Format the cells G4:G12 and B15 to currency, with two decimal places. [2]

(j) In the header of the worksheet enter the text “Flick Cinema Coleraine Staff Hours”. Underline the text. [2]

(k) Save the file as **Flick Cinema 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 **Flick Cinema Data**. [2]

(I) 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 **Flick Cinema Formulae.**

[2]

[29]

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

Part B

Using the file **Flick Cinema Data** created in Task 2 Part A, create a Bar Chart detailing the total hours worked in June for each employee.

Include:

- Flick Cinema logo
- A title for the chart – Flick Cinema Coleraine Staff Hours
- Appropriate titles on each axis
- A data value for each bar on the chart

Save the chart as a new sheet, called **Flick Cinema Graph**.

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

Label the printout **Flick Cinema Graph**.

[7]

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

Using Database Software/Word Processing Software

Task 3

Jane would like to use a database to store details of customers who have become members.

A database file “Cinema Members” is available to assist you with this task.

Using the table **MEMBERSHIP** in the file **Cinema Members**, complete the following tasks:

(a) The field name for “GenerID” has been spelt incorrectly and needs to be changed to “GenreID”. Make this change to the database design. [1]

(b) A new member is to be added to the MEMBERSHIP table.
Add this new member; details are as follows:

MemberID	417
GenreID	FCR
Forename	Gary
Surname	Evans
Street	22 Waterside Avenue
Town	Coleraine
Postcode	BT51 3SA

[2]

(c) An error was made when entering the details of MemberID 414.
His address should be 36 West Road.
Make this change. [1]

(d) MemberID 416 has decided not to take up the cinema membership.
Delete this member. [1]

Using the tables **MEMBERSHIP** and **GENRE** in the file **Cinema Members**, complete the following task:

(e) There is a “one to many” relationship between the MEMBERSHIP and GENRE tables. Create this relationship and relationship report.

- Enter your centre number and candidate number as a footer in the relationship report.
- Save the relationship report.
- Print the relationship report on one A4 page.
- Label the printout **Relationships for Cinema Members**.

[3]

Using the **MEMBERSHIP** table in the file **Cinema Members**, complete the following task:

(f) Jane wants the details of all members who live in Coleraine. Create a query to display only: Forename and Surname.

- Sort the search results in Surname ascending.
- Save the query as **Coleraine**.
- Print the results of the query on one A4 page.
- Label the printout **Coleraine**.

[3]

Using the **MEMBERSHIP** and **GENRE** table in the file **Cinema Members**, complete the following tasks:

(g) Jane wants the details of all members in the Romance Genre.

Create a query to display only: Forename; Surname; Street; Town and Postcode.

- Sort the search results in Town ascending.
- Save the query as **Romance**.
- Print the results of the query on one A4 page.
- Label the printout **Romance**.

[4]

(h) Jane wants a report detailing members with their Genre details.

The title of the report is to be “Members Genre”.

- The Flick Cinema logo is to be included and positioned appropriately.
- Include in your report: MemberID; GenreID; Forename; Surname; Street; Town and Genre.
- The report is to be sorted by Surname ascending.
- The report must be professional in appearance and in landscape.
- Create this report and save it as **Members Genre**.
- Print the report Members Genre on one A4 page.
- Label the printout **Members Genre**.

[7]

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

Jane would like to invite members in the Romance Genre to a movie premiere of *The Lovenote* on 15 July 2023 at 7.00 pm. This will be a red carpet event, which will have photographs taken and published in the local newspaper.

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

- (i) Create a letter inviting all Romance Genre members to the movie premiere of the film *The Lovenote*.

The letter must contain three paragraphs:

- Explaining that the letter is to inform them of their invite to the premiere movie screening
- Details of the event date and time
- Any other relevant details

Using a mail merge facility insert only the following fields (from the ROMANCE query in the **Flick Cinema** file) in the letter:

- Forename
- Surname
- Street
- Town
- Postcode

[12]

- (j) Print out the standard letter showing the merged fields.
Label the printout **Standard Letter**.

[5]

- (k) Print out the personalised letters.
Label the letters **Letter 1**, **Letter 2**, etc. for each personalised letter.

[3]

[42]

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

Using Multimedia Presentation Software

Task 4

Jane wants to give a presentation on the use of email software to the new employees.

Using an appropriate software package, create a presentation for Jane, called **Email**, which explains the main features of email.

The presentation should have **three** slides.

- (a) Slide 1 should contain:
- A title "Email"
 - Details of what an email is. [2]
- (b) Slide 2 should contain:
- A title "Distribution List"
 - Details of what a distribution list is. [2]
- (c) Slide 3 should contain:
- A title "Attachment"
 - Details of what an attachment is, with an example. [3]
- (d) Insert appropriate action buttons in the presentation. [3]
- (e) Save your presentation.
Print slides 1 and 2 in handout mode (2 slides per page).
Print slide 3 full size.
Label the printouts **Email 1** and **Email 2**. [2]
- [12]

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	Flick Cinema Data	
	Flick Cinema Formulae	
	Flick Cinema Graph	
3	Relationships for Cinema Members	
	Coleraine	
	Romance	
	Members Genre	
	Standard Letter	
4	Letter 1, Letter 2, etc.	
	Email 1	
	Email 2	

THIS IS THE END OF THE QUESTION PAPER
