

To be opened on receipt

GCSE BUSINESS AND COMMUNICATION SYSTEMS

A267/01/CV ICT Skills for Business Communication Systems

CONTENTS LIST

JANUARY 2013



INSTRUCTIONS TO CENTRES

- This Contents List is to be used alongside the electronic data files for Unit A267/01.
- This Contents List is for centre staff use only.
- This Contents List should be read in conjunction with the Instructions for Teachers.

INFORMATION FOR CENTRES

- This document consists of **2** pages. Any blank pages are indicated.

The 'A267/01 January 2013 data files' folder should include the following files:

| File name | Includes |
|-----------------|----------------------------------|
| *AMAN.mdb | 1 Table STAFF 1 Query CASHIER |
| LETTER.doc | text |
| ADVERTISING.doc | text |

Prior to the examination:

- ensure that you are able to locate, open and view the files **and** the worksheets listed above;
- resolve any issues relating to software within the centre;
- resolve any issues with locating, opening or viewing the data files by contacting OCR as soon as possible.

*N.B.

As Microsoft Access operates in Realtime the database will open on the final view before it was last closed, eg the menu of the object last viewed. Therefore, please ensure that before you close the database you return to the menu of the first object listed above, ie the Table menu.



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