



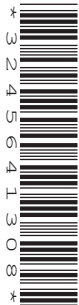
To be opened on receipt

GCSE BUSINESS AND COMMUNICATION SYSTEMS

A267/01/CV ICT Skills for Business Communication Systems

CONTENTS LIST

JUNE 2014



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 June 2014 data files' folder should include the following files:

File name	Includes
THEATRE.mdb	1 table 1 query
LETTER.doc	text
PRESENTATION.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.



Copyright Information

OCR is committed to seeking permission to reproduce all third-party content that it uses in its assessment materials. OCR has attempted to identify and contact all copyright holders whose work is used in this paper. To avoid the issue of disclosure of answer-related information to candidates, all copyright acknowledgements are reproduced in the OCR Copyright Acknowledgements Booklet. This is produced for each series of examinations and is freely available to download from our public website (www.ocr.org.uk) after the live examination series.

If OCR has unwittingly failed to correctly acknowledge or clear any third-party content in this assessment material, OCR will be happy to correct its mistake at the earliest possible opportunity.

For queries or further information please contact the Copyright Team, First Floor, 9 Hills Road, Cambridge CB2 1GE.

OCR is part of the Cambridge Assessment Group; Cambridge Assessment is the brand name of University of Cambridge Local Examinations Syndicate (UCLES), which is itself a department of the University of Cambridge.