

# OCR

Oxford Cambridge and RSA

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**GCSE BUSINESS AND COMMUNICATION SYSTEMS**

**A267/01/CV** ICT Skills for Business Communication Systems

**CONTENTS LIST**

**JUNE 2016**



## **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 2016 data files' folder should include the following files:

| File name  | Includes           |
|------------|--------------------|
| DANCE.mdb  | 1 table<br>1 query |
| LETTER.doc | text               |
| DTP.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.

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