



## GCSE BUSINESS AND COMMUNICATION SYSTEMS INTEGRATED TASK

# Shine Machine Car Wash

### TASK 1 – Create a Flyer

“Shine Machine” is a new car wash about to open in town. Your task is to create a ‘flyer’ on A4 paper that will be delivered to every house in the area informing the local residents of the new business. Include the following in the flyer:

- The name of the business and details of what the business will do
- Location - it will be on Meadow View Road, Swansea
- Opening date – the first Monday of next month (look up the date)
- A money off coupon for 50p they can cut out
- Suitable graphics

### TASK 2 – Create a Spreadsheet

“Shine Machine” has now been open for a week. The following data shows the first week’s sales figures for the business.

| WASH                | PRICE | MON | TUES | WED | THUR | FRI | SAT | SUN |
|---------------------|-------|-----|------|-----|------|-----|-----|-----|
| Basic               | 3     | 10  | 9    | 9   | 12   | 15  | 21  | 29  |
| Basic & wheel scrub | 3.25  | 7   | 7    | 6   | 5    | 12  | 18  | 20  |
| Super-soap          | 4     | 16  | 14   | 17  | 19   | 24  | 29  | 30  |
| Soap & wax          | 4.5   | 10  | 8    | 8   | 11   | 12  | 19  | 22  |
| <b>DAILY TOTALS</b> |       |     |      |     |      |     |     |     |

- Using an appropriate spreadsheet package write in a suitable heading in cell A1.
- Copy down the data from the table.
- Format the **PRICE** column to 2 decimal places and show the £ sign.
- Using a suitable formula calculate the **DAILY TOTALS** for each day.
- Add a column after **SUNDAY** with the heading **WEEKLY TOTAL**. This will show how many of each type of wash was sold during the week.
- Insert another column at the end to show how much money was taken from each carwash. Put the heading **REVENUE** and multiply the **WEEKLY TOTAL** by the **PRICE** charged for each wash.
- Save and print 2 copies of your spreadsheet – one showing the values (£) and the other showing the formulae that you used.
- Create a bar graph showing the **DAILY TOTALS** of car washes sold throughout the first week. Print a copy of your graph.

### TASK 3 – Create a Memo

Miss Sarah Mabbett, owner of the “Shine Machine” has asked you for a brief summary of the first week of trading, as well as some advice about running the office.

Write a Memo to Sarah that contains the following:

- A breakdown of the amount of REVENUE (money taken) from each type of wash during the first week. Which are the most popular washes?
- Your graph showing the daily totals of sales (import this from your spreadsheet package). What do you notice about this?
- The advantages of using spreadsheets to store and work with information about sales.

### TASK 4 – Create a Notice

Sarah Mabbett has noticed that the office staff are not backing up files when they save them. She is worried about this and has asked you to prepare a notice which will be displayed in the office informing staff of the importance of backing up files.

