

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06994**

MAILMERGE

Question Paper
Reference: **AUTUMN 09**

This question paper may only be taken within these dates:

19 OCTOBER 2009 - 11 DECEMBER 2009

TIME: 1 HOUR 30 MINUTES

INSTRUCTIONS TO CENTRES

Centres should refer to the Administration Guidance for Vocational Qualifications (A850).

Centres are responsible for ensuring that the hardware and software to be used for this examination is in full working order and is sufficient to enable candidates to meet all the assessment criteria as specified in this Unit.

Errors occurring as a result of faulty or inappropriate hardware or software will not be taken into consideration by OCR.

Centres must also ensure that hardware and software is set to UK English spelling and UK date format.

The letterhead is supplied by OCR on an examination disk or downloadable from OCR Interchange. Candidates must be made aware of the file location. **Centres must not make any alterations or amendments to recalled text or templates.**

Candidates should use the **Save As** facility, using the filenames given, and should be encouraged to save frequently while working through documents.

Centres must ensure that all printing carried out by candidates is supervised by the Invigilator.

All candidates' work must be sent to OCR, including work candidates have crossed through.

Recalled text is supplied by OCR. **Centres must not make any alterations or amendments to recalled text.**

- 1 For this examination, candidates will be required to access an existing datafile. This is available to download from OCR Interchange or on CD-ROM, and must be saved so that each candidate will have access to an identical datafile which has not been used and cannot be accessed or modified by any other candidate.
- 2 Centres may convert the datafile to any word processing and/or database/spreadsheet software or integrated package to suit the software used by the candidate(s). Centres must ensure that all data is displayed in full. Centres must not amend the content of the datafile.
- 3 Datafile records must be kept in the order shown, with a separate field for each column of information. Candidates will be required to carry out a selected merge.
- 4 Because of the variations between applications, any display of the datafile will be accepted.
- 5 For the examination, candidates must be told where to find the datafile and where to store new documents. Centres must display these details in the examination room so that every candidate has access to the following information.

For Document 1:

- (a) filename and/or location of the datafile stored
- (b) filename and/or location where the revised document must be stored (this may be the same as (a) above).

For all other work:

- (a) document number
 - (b) filename and/or location where the document(s) must be stored.
- 6 **Candidates must carry out their own printing and must submit all their work produced in the examination room. No more than two attempts should be made at printing the merged documents.**
 - 7 Printing may be undertaken outside the 1 hour 30 minutes allowed for this examination, in a period immediately following the examination, and supervised by the Invigilator.

QCA Accreditation Number: Y/501/4229

H535 AUT09

This document consists of 1 printed page and 1 blank page