

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 CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You must use a word processor and/or database/spreadsheet software or an integrated package to complete this examination.

Key in your Name, Centre Number and Document Number on every page before saving. These details may be written on datafiles.

Complete all documents and save using the filenames as instructed.

The letter must be produced on OCR supplied letterhead, either pre-printed or recalled on a word processor. You must not make any changes to the template headings. Datafiles may be displayed in any format but they must be produced on plain paper and must display at least three records on a page.

Insert today's date on the letter unless otherwise instructed.

You must print all your own work, which must be supervised by the Invigilator. No more than two attempts should be made at printing the merged documents.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked. Do not staple your printouts. All printouts must be submitted.

INFORMATION FOR CANDIDATES

You will be required to access a previously stored datafile. The filename and location for this datafile will be given to you. You will be given the location of the recall files and the templates by the Invigilator.

No amendments can be made to the text after the 1 hour 30 minutes allowed for this examination. Printing may be undertaken outside the 1 hour 30 minutes allowed for this unit, in a period immediately following the examination, and supervised by the invigilator.

ADDITIONAL INFORMATION

Tests taken outside the specified dates using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

Successful completion of the live assessment for this unit will award you with 5 credits.

QCA Accreditation Number: Y/501/4229

H534 AUT09

This document consists of 7 printed pages and 1 blank page

DOCUMENT 1

Recall this datafile stored under
descending numerical order of YEAR. Save as
datafile will be required for use with Documents 2 and 3.

Amend as shown. Sort the amended datafile into
descending numerical order of YEAR. Print one copy. This

Add this field to each record

CODE	TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	YEAR	MONTH	COUNTRY
1271	Mr	C P	Butler	23 Cypress Grove	HALIFAX	HX1 2XC	1988	May	Spain
1367	Dr	S E	Jennings	9 Wetherby Close	SCUNTHORPE	DN16 4BC	1950	June	France
1172	Mrs	F	Smith	44 Craddock Avenue	LEICESTER	LE1 9PR	1957	December	France
1415	Mrs	R S	Alton	64 Edward Street	COVENTRY	CV4 9XX	1967	January	Turkey
1669	Dr	K D	Khan	11 The Park	LISKEARD	PL14 3DQ	1976	March	Italy
1423	Miss	F S	Cook	36 Wensley Drive	WARE	SG12 4FS	1989	April	Greece
1511	Miss	D C	Clifford	93 Wood View 57 Quillings Way	ABERDEEN GHPENNHAM	AB7 7CL SN44 3PZ	1955	May	Wales
1892	Ms	J	Hussain	8 Tennessee Circle	HARROGATE	HG1 5LS	1964	April	Spain
1730	Ms	E	Bradley	19 Cherry Square	EDINBURGH	EH9 2WK	1975	November	Greece
1128	Dr	L D	Peters	47 Jardine Close	HUDDERSFIELD	HD1 4CY	1980	April	Italy
1901	Mr	J	Howarth	53 Warwick Avenue	SWANSEA	SA7 2QS	1963	August	Spain
1245	Mrs	D	Lam	72 Clover Drive	TROWBRIDGE	BA14 3PZ	1970	May	Greece
1246	Miss	A C	Coopey	24 Victoria Meadows	LOWESTOFT	NR33 4ER	1962	June	Italy
1365	Ms	L G	Svensson	66 The Croft	LINCOLN	LN6 8RH	1973	July	Turkey
1389	Dr	E	Noble	38 Acorn Way	HORNCASTLE	LN9 4KK	1982	February	Spain
1234	Mrs Mr	B A	Akhtar	85 Rosehill Street	SHIPLEY	BD18 2VJ	1978	October	Greece
1547	Mr	K	Slack	49 Huntley Avenue	IPSWICH	IP2 9RW	1966	July	Wales
1682	Miss	H	Crozier	17 Lime Grove	STEVENAGE	SG2 3NN	1977	May	France
1683	Rev	G J	Elliott	2 Brownings Circle	NOTTINGHAM	NG1 7ES	1956	March	Italy

1313	Dr	A	Parker	12 The Mount	GLASGOW	G44 2TN	1958	November	France
1272	Mr	T	Ahmed	7 Polar Close	WATFORD	WD25 4PB	1961	July	France
1363	Miss	W O	Gibson	82 Willow Hill	KILMARNOCK	KA3 2DG	1968	May	Greece
1416	Mr	V	Allen	55 Barton Way 39 Newbury Place	PORTSMOUTH	PO4 6YA PO4 3KB	1971	March	Wales
1668	Mrs	Z	Endsor	43 Cross Street	BROXBORNE	EN10 2HU	1981	July	Spain
1422	Mrs	MA	Daniels	26 The Settlement	GRIMSBY	DN32 9DM	1954	May	Italy
1510	Miss	N	Abbott Ferguson	55 Rutland Gardens	PETERBOROUGH	PE3 6AA	1959	December	Greece
1891	Dr	SE	O'Neill	67 Green Lane	TIVERTON	EX16 4YX	1965	January	Greece
1729	Ms	KG	Roberts	70 Chapel Street	SHEFFIELD	S20 5HH	1984	March	Turkey
1243 1243 1427	Dr	TR	Benson	88 Mitchell Road	WOLVERHAMPTON	WV2 6BJ	1979	July	Wales
1902	Ms	C	Stevens	97 Lane End	EXETER	EX2 9BK	1951	October	Spain
1244	Miss	RS	Moffatt	18 Edmund Road	SALTASH	PL12 4SM	1985	May	Italy
1247	Mrs	F	Petrie	91 Church Mews	WARWICK	CV34 7DL	1960	May	Spain
1366	Mr	O	Cowley	28 Green Bank	CAMBRIDGE	CB2 8MZ	1952	July	Greece
1388	Mrs	UR	Lomas Jarrison	19 Downs Crescent 48 New Street	TANTON NEWQUAY	TA6 4TS TR7 9RF	1953	June	Turkey
1235	Ms	Y	Insley	77 South Avenue	PLYMOUTH	PL2 9EE	1969	February	Wales
1548	Dr	AL	Patel	101 Evans Way	LEEDS	LS2 7ND	1974	July	Turkey
1681	Ms	B	Rea	33 Market Square	BASINGSTOKE	RG25 3GH	1983	May	Italy
1684	Mrs	RD	Narduzzo	15 Drummond Hill	LICHFIELD	WS14 9YA	1987	March June	Greece
1314	Dr	G	Rakowski	69 Canal Walk	WEYMOUTH	DT4 6TZ	1986	July	Spain
1685	Mr	BM	Edwards	5 Trinity Boulevard	CROMER	NR27 7GY	1972	July	Turkey
1419	Mr	P	Carter	3 Park Way	HONITON	EX14 2SS	1966	May	Greece
1224	Mrs	J	Reeves	22 Albany Road	CARDIFF	CF36 9AE	1979	April	Italy
1351	Miss	F	Lewis	4 The Grange	DEAL	CT20 7MA	1982	June	Spain

Please add these 3 records to the datafile

DOCUMENT 2

*Please key in the following standard document to merge with the datafile amended in Document 1. Insert merge codes where indicated by * and use full justification. Print one copy of the standard document and also print copies to all people who wish to go to the country of ITALY.*

*TITLE *INITIALS *SURNAME
 *STREET
 *TOWN
 *POSTCODE

Dear *TITLE *SURNAME

Thank you for your enquiry regarding a timeshare purchase. We understand that you are interested in spending some time in *COUNTRY. We have a selection of properties ranging from apartments to villas. These are found at locations around the country and vary from beach to mountain resorts. There is a choice of fixed, floating or flexi weeks.

An important factor to consider is which period to choose. Demand is enormous in the high season. This means that it will be more expensive, but we do have some weeks free that you may want to consider.

Emphasise these words

Please be aware that there is an additional charge for the upkeep of the property. This is paid annually.

The enclosed brochure should cover all your questions. We take great pride in this scheme and are sure that you will find a property to suit.

Yours sincerely

Nathan Wright
 Sales Manager

Enc

DOCUMENT 3

Using the selected Document 2 records of the Document 1 datafile, prepare a label sheet, incorporating the fields shown below. Save the label sheet and print one copy of the sheet showing the merge codes and one copy showing the merged labels.

*TITLE *INITIALS *SURNAME
* STREET
* TOWN
* POSTCODE

DOCUMENT 4

Please key in the following records as a datafile suitable for use with Document 5.
Save and print one copy.

TRADE	NUMBER	COURSE	NAME	PLACE	UNIVERSITY	TOTAL	CONTACT
Hartness	3	English, Economics or Law	Merton	College	Oxford	298	Francesca White
Coolmac	7	Printing and Graphics	Bretton Hall	Campus	Leeds	224	Linda Westerby
Hartness	8	Art, Law or Music	Merton	College	Oxford	290	Francesca White
Bayliss	5	Art, Law or Music	Magdalene	College	Cambridge	346	Ann Marie Hastings
Bayliss	2	English, Economics or Law	Hertford	College	Oxford	371	Mary Wilson
Hartness	6	Chemistry or Physics	Trinity	College	Oxford	291	Mark Needham
Hartness	10	English, Economics or Law	Clare	College	Cambridge	440	Hazel Whitton
Coolmac	9	English, Economics or Law	Trinity	Hall	Cambridge	359	Sanet Morley
Coolmac	11	Fine Art or Finance	Bretton Hall	Campus	Leeds	224	Linda Westerby
Marshall	6	Physics or Law	Pembroke	College	Cambridge	400	Melanie Hunt

DOCUMENT 5

Please key in the following standard document to merge with the datafile created in Document 4. Insert merge codes where indicated by *. Print one copy of the standard document and also print copies for all companies that are offering more than 5 scholarships at a College.

INVITATION

The *TRADE Group is proud to be associated with the education and future careers of our young people.

Emphasise these words

We are now pleased to announce that we will offer *NUMBER scholarships this year.

Students who will be reading a degree in *COURSE are invited to apply.

The scholarships will be granted to students with a place at

*NAME *PLACE

which is part of *UNIVERSITY University.

*NAME *PLACE can take *TOTAL scholars.

In the first instance ring *CONTACT on 01425 662981 for an application form.

The completed form must be returned with a copy of the course offer letter.