

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06974**

WORD PROCESSING

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:
16 FEBRUARY 2009 - 8 MAY 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 to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Complete all documents.

You must print all your own work.

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.

INFORMATION FOR CANDIDATES

You will be required to retrieve previously stored documents. The filenames for these documents will be given to you.

No amendments can be made to the text after the 1 hour 30 minutes allowed for this examination other than to insert characters not available on the keyboard or printer.

ADDITIONAL INFORMATION

Tests taken after 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

Successful achievement of the live assessment for this unit will award you with 4 credits.

Recall the information sheet stored as TREASURE. Amend as shown. Adjust the left margin only to 6cm. Use full justification. Save as PARKS and print one copy.

NATURAL TREASURES

Britain has many treasures. The jewels in the crown could be easily the National Parks. These are dotted around the country.

The farthest west is Exmoor. The most northern is the Cairngorms in Scotland.

The most recent to join this celebrated group is the New Forest. It is located in Hampshire and covers 37,500 hectares of Crown land.

It has always been renowned for its deer. There are several species in the New Forest.

There is a deer ~~haven~~ ^{sanctuary} at Bolderwood. Visitors can assemble at the viewing platform to see them. They gather during the spring and summer months waiting to be fed by the local keeper. ✓

The New Forest Pony is indigenous to the area and is famed for its versatility and hardiness. They are a source of delight to the visitors when the foals are born. Although these ponies appear to be wild, they all have owners who are called commoners.

Many roam the moorland.

William the Conqueror gave the area its name. He decreed that it should be a royal hunting ground in 1079.

The New Forest attracts ~~tourists in their hundreds~~ ^{many thousands of visitors}. The camp sites are full every year with caravans and tents. A large income is generated for local businesses by these tourists who reside in the many hotels and guest houses. For those wishing to stay in other accommodation there are bed and breakfast establishments and a wide choice of public houses.

There are a number of very popular sports in the region. They include orienteering, horse riding, bird watching, hiking, cycling and fishing.

On completion, ensure you have saved your work and then use your software facilities to perform a word count. Key in this figure on a separate line below the final line of text.

Insert an automatic filename and path in the footer area.

Recall the poster stored as WELFARE. Amend as shown. Save as PETS and print one copy.

SUNNYSIDE ANIMAL WELFARE CENTRE

Emphasise this heading

We are situated in the Vale of Evesham.

Come to our Open Day
View our wide selection of animals
Gates open at 10 am
Refreshments and displays all day

Centre these lines

We need help with our

horses
donkeys
cats
dogs
rabbits

Insert a picture here

Can you help us to provide care for these animals or one of our many other ^{small} pets? You may like to

make a donation
sponsor a pet
offer a caring home
help us to brush and feed the animals

All animals can be fostered.

No animals are sold.

All homes are assessed ~~before animals are placed~~. Checks are made on a yearly basis by one of our inspectors.

Insert a full-page border

Recall the document stored as SALES. Amend as shown. You may include lines of ruling in the table if you wish. Save as BARGAINS and print one copy.

SALES

These days there are many places where items can be bought and sold. High Street shops are now in competition with sellers on the Internet. One major benefit the shops have is that goods can be seen and examined by the customer before purchase. However, Internet sites very often offer the same goods at a much lower price. It really depends on whether a customer wants to spend the time travelling to the shopping centres or sitting at home and browsing the web.

The Christmas season is a good indication of trade. Bargains can be picked up in the sales. Surplus stock is often discounted.

Display the STOCK AVAILABLE column after the CATEGORY column, eg

ITEM	CATEGORY	STOCK AVAILABLE
Lady's corduroy coat	Fashion	13

ITEM	STOCK AVAILABLE	CATEGORY
Lady's corduroy coat	13	Fashion
Towel warmer rack	25	Electrical
Duck feather double duvet	46	Home
Watercolour easel set	14	Leisure
Indigo suede handbag	15	Fashion
Black diamond necklace	11	Jewellery
Giant play mat	16	Nursery
Radio controlled car	57	Toys
Blue mountain bike	35	Leisure
Brass table lamp	28	Home
Velvet evening bag	10	Fashion
Digital video camera	42	Electrical
Sterling silver bracelet	18	Jewellery

Recall the form stored as FORM. Complete the form from the information given below. Save as BREAKS and print one copy.

TOUR COMPANY

Progress Pleasure Breaks Ltd

COMPANY ADDRESS

Holiday House
33 Highfield Road
Bere Regis
Dorset
BH20 4HS

COMPANY FAX NUMBER

01929 481921

TOUR ORGANISER

Mrs Hilary Madison

HOME ADDRESS

71 Oak Leaf Drive
Milton Abbas
Dorset
DT10 3PB

MOBILE TELEPHONE NUMBER

07824 611291

CITY EXCURSION

HOURS MEALS INCLUDED

Danube River Cruise

3

Lunch onboard the boat

Brussels Chocolate Festival

2

Breakfast on ferry to Belgium

Fiesta in Jerez

4

Dinner after sherry tasting

Legacy of Napoleon in Paris

3

Lunch near the Tuileries

Bookings can be confirmed by fax

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