OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 1 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06974**

WORD PROCESSING

Question Paper Reference: **SUMMER 09**

This question paper may be taken within these dates:
1 JUNE 2009 - 21 AUGUST 2009

TIME: 1 HOUR 30 MINUTES

INSTRUCTIONS TO CENTRES

Centres should refer to the Administration Guidance for Vocational Qualifications.

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.

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 is carried out by candidates outside the examination time is supervised by the Invigilator.

Candidates will need to insert a picture in one of the documents. Centres will need to ensure that candidates have access to a range of pictures, including clip art.

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

Document stored as STRESS1: a left margin of 6 cm has been set – margins of 2.5 cm have been used for top, right and bottom margins. Arial 11 font has been used for the recalled text.

Document stored as POSTER: margins of 2.5 cm have been used for all margins – top, left, right and bottom. Arial 11 font has been used for recalled text.

Document stored as RC1: margins of 2.5 cm have been used for all margins – top, left, right and bottom. Arial 11 font has been used for the recalled text.

Pre-stored form stored as APFORM: margins of 2.5 cm have been used for all margins – top, left, right and bottom. Arial 11 font has been used for the form.

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