

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06999**

**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 45 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 the 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.

Recalled text and an image are supplied by OCR. **Centres must not make any alterations or amendments to recalled text or images.**

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, photocopying and routing carried out by candidates outside the examination time is supervised by the Invigilator.

For all recalled text margins of top/bottom 2.54 cm and left/right 3.17 cm and Arial 11 have been used.

**Document stored as FARMS:** the recalled document is on one page.

**Document stored as CHILDREN:** the recalled document is on one page.

**Document stored as WALKS:** OCR provides one picture on disk.

**Document stored as INCREASE:** the recalled text is part of the paragraphs above and below the table.

**Document stored as HANDS:** the autotext phrases are saved within the OCR letterhead template. It is essential that candidates recall the letterhead provided for this examination and do not use other OCR letterheads which will not have the pre-stored autotext phrases. Please check to see if the autotext phrases work on your system. They are set in Arial 11 and are:

**LID**

Mr Dan Lidster  
Lime Tree Cottage  
29 Tree Walk  
SHEFFIELD  
S17 5TT

**DUT**

- arrive at 11am at the latest
- bring with them all the cakes, scones, tea, coffee and milk. All you need to provide is sugar
- arrange for the delivery of the tea urn, cups, saucers and plates
- clear the tables and wash the dirty dishes.