

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06971**

**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**

**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.

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 allowed for this examination. Printing may be undertaken outside the 1 hour allowed for this examination, 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 4 credits.

QCA Accreditation Number: T/501/4173

**H532 AUT09**

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**This document consists of 5 printed pages and 3 blank pages**

## DOCUMENT 1

Recall this datafile stored under  
This datafile will be required for use with Document 2.

. Amend as shown. Save as  
Print one copy.

REFERENCE	TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	MONTH
ED SW RS	Mr	J T	Bradbury	16 Naseby Rise	LINCOLN	LN1 3TB	October
	Mr	K	Fletcher	6 Prospect Place	LOUTH	LN11 6KE	June
JW	Miss	T R	Egan	13 Gregory Crescent 14 Limekiln Road	BOSTON	PE21 5LF	September
LE	Ms	A	Wallis	<del>5 Dale Close</del>	SLEAFORD	NG34 3BG	July
JW	Dr	M V	Tulley	54 Southfield Drive	BOURNE	PE10 2BF	May
ED	Mr	A S	Waters	3 Bridge Crescent	SPALDING	PE11 9CL	August
MN	<del>Mrs</del> Ms	W	<del>Munden</del> Reighton	58 Hall Road	ALFORD	LN13 2PR	October
LE	Mrs	E	Berry	14 Quaker Garth	LINCOLN	LN1 1TE	July
RS	Mr	P	Siddiq	2 Church Lane	SLEAFORD	NG34 3AF	March
RS	Mrs	R K	Rawson	11 Bowling Terrace	BOURNE	PE10 5LD	July
JW	Ms	L P	Lewis	5 Moorcroft Avenue	LINCOLN	LN6 2KA	September
JW	Miss	M C	Martin	62 Greenacre Way	SPALDING	PE11 4JA	October
MN	Mr	U	Drechsler	1 Bunting Drive	SPILSBY	PE23 5CA	March
JW	Mrs	O T	Shardlow	17 Princes Gate	LOUTH	LN11 4PD	July
ED	Mrs	J S	Donworth	4 Station Gardens	SLEAFORD	NG34 2KH	August
RS	Mr	F B	Logan	45 Wiltshire Row <del>20 Moor Road</del>	<del>SPALDING</del> LINGOLN	<del>PE11 9PZ</del> <del>LN11 7DE</del>	June
ED	Miss	V	Nicklin	24 Acacia Road	BRIGG	DN20 8AN	January
JW	Mr	K M	Llewellyn	9 Midland Road	LINCOLN	LN2 4AM	<del>May</del> April
RS	Mr	Z	Underhill	34 Wyvern Close	BOSTON	PE21 3AE	February
ED	Ms	L L	Brodowski	25 Oak Park	ALFORD	LN13 4TC	May

## DOCUMENT 2

Please key in the following standard document to merge with the datafile amended in Document 1. Insert merge codes where indicated by \*. Print one copy of the standard document. Merge and print copies to all the people who live in the town of SPALDING.

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

Dear \*TITLE \*SURNAME

I am writing to thank you for your kind donation to the Mayfield Chamber of Commerce.

As you are aware, we hold a number of events throughout the year to raise funds for local organisations.

In addition, we hold a Christmas party for members of the Chamber of Commerce. As well as the festive meal, we like to give each member a present.

Every year the costs of holding the party increase, therefore your gift is very much appreciated.

Thank you once again for your support.

Yours sincerely

Emphasise this sentence

Millie Jacobs  
 Finance Clerk

### DOCUMENT 3

Please key in the following records as a datafile suitable for use with Document 4. Save and print one copy.

DEMONSTRATION	MONTH	TIME	SPEAKER	MEAL	GROUP
flower arranging	March	7.30 pm	Michael Collins	fish and chip	army cadet unit
cake decorating	April	7.00 pm	Louise Kamudu	pizza and garlic bread	dogs home
wine tasting for beginners	July	8.00 pm	Donald King	chilli and rice	amateur dramatics youth club
make your own greetings cards	August	8.00 pm	Linda Baxter	fish and chip	scouts and guides
photography for beginners	May	7.30 pm	Katy Mansell	pizza and garlic bread	youth band
making stained glass windows	June	7.45 pm	Karen Busby	curry and rice	parent and toddler group
painting made easy	September	8.00 pm	Sam Ball	fish and chip	youth club

## DOCUMENT 4

Please key in the following standard document to merge with the datafile created in Document 3. Insert merge codes where indicated by \*. Print one copy of the standard document. Merge and print all copies.

## INVITATION TO MEMBERS

A \*DEMONSTRATION demonstration will take place at the \*MONTH meeting starting at \*TIME.

\*SPEAKER will be the speaker for this event.

Members will have the chance to have a go themselves, and it should prove to be a fun evening.

Tickets for this event are £10 to include a \*MEAL supper.

A raffle will be held on the night, with the \*GROUP getting the proceeds.

Emphasise these words

Tickets must be purchased in advance from the chairman or secretary of the organisation one week before the event.

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