

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06996**

MEDICAL WORD PROCESSING

Question Paper
Reference: **SPRING 11**

This question paper may only be taken within these dates:
31 JANUARY 2011 - 25 MARCH 2011

TIME: 1 HOUR 45 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.

You will be given the location of the recall files and the templates by the Invigilator.

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

The letter must be produced on the OCR supplied letterhead template for this examination, either pre-printed or recalled on a word processor. You must not make any changes to the template headings.

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

Complete all documents.

Carry out the printing and routing of all documents yourself. You must print all your own work, which must be supervised by the Invigilator.

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

For all of the documents, you will be required to retrieve previously stored documents. Complete all documents and save using the filenames as instructed.

Extra copies may be produced as additional printouts or photocopies.

Printing, photocopying and routing may be undertaken outside the 1 hour 45 minutes allowed for this examination.

No amendments can be made to the text after the 1 hour 45 minutes allowed for this examination other than to insert characters not available on the keyboard or printer, which must be 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.

Recall this article stored as BRAIN. Amend as shown. Change to double line spacing (except where indicated). Adjust left margin to 3.5cm and the top margin to 5cm. Use Full justification. Save as BRAIN 2 and print one copy.

Copy this sentence to point marked (*)

BRAIN ABSCESS

A brain abscess is a life-threatening infection and can be bacterial, fungal or viral. Symptoms vary, depending on which part of the head is affected. [It usually occurs as a complication caused by infection in another part of the body.

⊙ The swelling can also disrupt the blood and oxygen supply to the head, which can be fatal if left untreated.

ROUTES FOR INFECTION

a number of defences

Disease of the head is very rare because the body has to safeguard this vital organ. One of these defences is a thick membrane which filters out impurities from the blood before allowing it into the brain. In some people infection can breach this defence and infect the brain.

The most common routes for infection are via the blood, direct contagion or direct trauma.

The abscess may rupture causing serious damage or death.

TREATMENT

⊗ Antibiotics can be administered. Treatment depends on the size of the abscess. Intensive medication is often prescribed if the swelling is very small. IF the swelling is larger, then the patient will need to have all the pus removed by aspiration.

Aspiration and excision are carried out using a surgical procedure known as craniotomy.

Page 2 starts here

Change head to brain throughout this document

Page 3 starts here

CRANIOTOMY

The surgeon will shave a section of hair to gain access. The pus will then be drained. A CT scanner is used during the operation so that the surgeon can accurately locate the exact position of the infection. After aspiration, the bone is replaced and held in position with stitches and then allowed to heal.

and remove a small piece of bone

RECOVERY

Following craniotomy the patient will have to stay for several weeks in hospital so that the functions of the body can be supported during recovery from the effects of the brain abscess. A number of CT scans will be carried out to make sure all the infection has been ~~completely removed~~ taken away.

Patients need to rest at home before they are fit enough to return to work or education. The patient should avoid any sport where there is a risk of damage or trauma to the skull.

Move to point marked Ⓞ

The most commonly reported symptoms include pain, fever, confusion and weakness or paralysis on one side of the body. The infection can be extremely serious because the swelling can damage the brain.

After brain surgery ^{it is a legal requirement to inform} you ~~must be sure you notify~~ the Driving and Vehicle Licence Authority (DVLA). They will suspend a driving licence until the GP or surgeon confirms that the patient is now safe to drive. This is due to the increased risk of an epileptic fit and for most patients their licence is returned six months after surgery if no seizures occur.

This paragraph only in single linespacing

Inset this paragraph of text 5cm from the left margin

Insert Progress Hospital to appear as a footer at the left margin on every page

Page number must not appear on Page 1

Recall the notice stored as WASHING. Amend as shown. Save as WASHING2. Print a copy in landscape on one sheet of A4 paper.

HAND WASHING ←

Emphasise this heading

Infectious diseases are spread through contact. These include the common cold, flu and many gastrointestinal disorders, such as infectious diarrhoea.

Most people recover quickly from a cold. Flu can be more serious. People with flu, particularly older adults and those with chronic medical problems can develop pneumonia.

Insert the picture stored as HANDS. Change measurement to 6cm wide with the text wrapped to the left of the picture

make sure that you
You should always wash your hands after

← Centre this line

using the bathroom
dealing with waste
dealing with garbage
handling raw meats
handling animals
sneezing or coughing

Sort list into exact alphabetical order

Hands need washing extremely carefully and methodically. This reduces the risk of spreading germs. Germs are easily spread by touching contaminated surfaces and then by touching other objects.

In the home, use hot, soapy water, lathering both the hands for at least 20 seconds, paying attention to your fingertips, nails and wrists. The hands should then be rinsed thoroughly and dried with a towel.

Hand sanitizers are available in hospitals, doctors' reception areas and nurseries and other situations where soap and water are not available.

Insert an automatic filename and path in the footer area

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.

Recall the document stored as LIBRARY. Amend as shown.
Save as Books and print one copy.

MEDICAL LIBRARY

These items have been added and are available for short term loan. They must be returned by the stipulated date.

Please complete a reservation form if the book you require is not available. Complete all sections of the form clearly.

NEW ADDITIONS	AUTHOR	IMPORTANT DETAILS	
		REFERENCE NUMBER	COPIES IN STOCK
<u>Surgical Publications</u>			
Atlas of Anatomy	Mr David Brownstock	16035	6
Thoracic Surgery	Professor James Brook	14545	2
Sutures in Surgery	Miss Ann Jones	16545	4
General Surgical Operations	Mr Piotr Rostock	19950	5
Curing Inguinal Herniae	Mr Joseph Smith	25010	3
<u>Medical Publications</u>			
Attention Deficit Disorder	Miss Beryl Smith	20050	3
Coping with Incontinence	Dr Gerald Fitzroy	18025	4
Managing Pain	Dr Sanjay Hassan	17525	1
Encyclopaedia of Nutrition	Professor Hugh Willis	30060	6
Controlling Cholesterol	Dr Martin Taylor	37330	5
Parkinson's Disease	Dr Michael Solomons	40025	2

leave a vertical space of
at least 5cm here

The long term loan of books is not usually possible

Modify table so
that the AUTHOR
column becomes
the final column

Sort the REFERENCE NUMBER
column into exact
numerical order within
each section starting
with the lowest number
first. Ensure all
corresponding details
are also rearranged

Recall the letterhead template stored as PRINCESS and key in the following document. Insert the phrases as indicated. Use Trebuchet MS font size 11 consistently throughout. Save as SMITH and print.

Our ref GDM/MD/34789

Insert the auto text phrase stored as Tom

Francis Smith Date of Birth 14/05/1965
35 Chestnut Walk LORTON Cumbria CA12 8JS

Thank you for asking me to see this patient who complains of a cramping pain in his calves and thighs which occurs when walking a short distance. He describes the pain as a tightness. He says the pain is worse when he is walking uphill and when he is carrying heavy objects. With the onset of the pain he eventually begins to walk with a limp but says that the pain is temporarily improved if he has a rest.

I note that he is a heavy smoker and is somewhat overweight.

His symptoms are suggestive of peripheral vascular disease. He is most likely suffering from mild intermittent claudication of both legs.

However, there are many other conditions which can cause pain in the legs. These include arthritis and neuropathy. Neurogenic claudication is due to compression of nerves in the spinal cord. This can be very difficult to distinguish from claudication due to arterial problems.

Insert the auto text phrase stored as USA

It would be beneficial for him to commence on aspirin 75mg daily until his review.

Yours sincerely

Mr James Benjamin
Consultant Vascular Surgeon

Top + 2 please.
One for Stella Jones
and one for our
files. Indicate routing.

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