OCR
RECOGNISING ACHIEVEMENT

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

# LEVEL 2 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06999**

Question Paper Reference: **SAMPLE PAPER**

## WORD PROCESSING

This question paper may be taken within these dates:
**SAMPLE PAPER**

**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.

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

Letters must be produced on OCR recalled letterhead.

Insert today's date on letters unless otherwise instructed.

Complete all documents.

Carry out the printing and routing of all documents yourself. 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

For all of these documents, you will be required to retrieve previously stored documents. The filenames for these documents will be given to you.

Extra copies may be produced as additional printouts or photocopies.

No amendments may 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 and to route extra copies.

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

### ADDITIONAL INFORMATION

This is a sample paper and must not be used for live assessments.

**Credit**

Successful achievement of the live assessment for this unit will award you with 5 credits.

QCA Accreditation Number: A/501/4224

SAMPLE

**This document consists of 6 printed pages and 0 blank pages**

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DOCUMENT 1

Recall the article stored as ARTICLE. Amend as shown. Change to double linespacing (except where indicated). Adjust left margin to 7.5 cm and the top margin to 5 cm. Use full justification. Save as ARTICLE2 and print one copy.

Inset this paragraph 2 cm from left margin.

THE HISTORY OF CUTLERY

In the Stone Age implements were made from materials such as flint. These ranged in size from small knives to long implements. They were made in many designs. The majority had a straight edge but some were curved.

B

The evolution of cutlery starts with knives, and then forks followed by spoons. Food was cut with a large knife but eaten with the hands and with the occasional use of a spoon. Forks were a later addition. Forks came into use in the 17th century and had only two prongs.

Page 2 starts here

Other pieces of cutlery were developed. For eating soup, tablespoons were replaced by soup spoons. To make it easier to take out bones, fish knives were developed. There are now cake forks, grapefruit spoons and a wide assortment of different knives for a variety of uses.

SILVER

Silver cutlery gradually developed and was given a boost in the 17th century when Huguenot craftsmen left France ~~for London~~. They brought with them elaborate designs which complemented the plainer English designs. Silver plating was developed in the 1830s and 1840s. Manufacturers produced cheaper cutlery for the mass market.

copy this sentence to point marked A

Spoons were needed when eating hot food and liquids.

STAINLESS STEEL

This invention was referred to as "rustless steel". It contains chromium and nickel. Stainless steel does not rust or stain and is hard wearing. It does not corrode.

Page 3 starts here

CERAMICS

The main disadvantage with ceramics is its brittleness ~~These go in and out of fashion~~. If dropped it will break. Its advantage is that it is resistant to heat and corrosion.

PLASTICS

There is a debate as to whether ~~A theory put forward by scientists believes~~ food tastes the same if the cutlery is

SAMPLE

plastic rather than metal. Food would have to inter act with the cutlery for taste to be affected. This is unlikely.

It is probably a psychological belief that the feel of heavy, well-balanced knives and forks can give a feeling of wellbeing and anticipation. It is the same feeling as eating off porcelain plates or drinking wine from a crystal wine glass, rather than plastic plates and glasses.

Move to point marked B

These were replaced by bronze and later iron. The variety of tools expanded with iron. In the 15th century cast iron was invented which meant that large quantities of iron could be produced.

this paragraph only in singleline spacing

Another belief is that cutlery which touches the mouth does not make any difference to flavour but does make a difference to how the mouth feels. Yet another belief is that we expect high quality cutlery to be heavy.

Sales of plastic cutlery are ~~going up~~ now increasing perhaps because consumers do not like washing up. A

which has been put forward

Insert LUCKY CUTLERY to appear as a footer at the left margin on every page

Change belief to theory throughout this document

Number the pages ensuring that Page 1 is not numbered

SAMPLE

Recall the advertisement stored as LISTS. Amend as shown. Save as LISTS2. Print a copy in landscape on one sheet of A4 paper.

This paragraph only in a larger font size

WEDDING LISTS ← Centre this heading

Why not let us take care of your wedding list? We have over 500 brands for you to choose from. A range of products is available from the cheap to the expensive with something to suit every pocket. Friends and relations can contribute to larger items such as furniture.

Consultants are available to offer you advice. This could be on what is good value or what items look well together. Pop into the shop or if you are short of time our consultants will be pleased to give advice by email or telephone.

Insert the picture here stored as WEDDING. Change measurement to 4cm wide with the text wrapped to the left of the picture.

Order our brochure.

Look at our website on www.luckycutlery.co.uk.

The sections are listed below.

Electrical and electronic
Cooking and dining
Cutlery
Cushions
Furniture
Glassware
Garden and patio

sort into exact alphabetical order

You can set up your wedding list on our new website. At any time you can see what has been bought. Items can be added ~~or removed~~. Open your list two or three months before the wedding.

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.

SAMPLE

Recall the document stored as PRICES. Amend as shown.
Retain the Arial 11 font throughout the document.
Save as PRICES2 and print one copy.

# SILVER PLATE PRICE LIST

All designs are available in sterling silver, silver plate and stainless steel. The prices include VAT. For prices, an information sheet or order form please telephone 0114 348 756.

| DESCRIPTION | STOCK CODE | SILVER PLATE CUTLERY NUMBER IN SET | RETAIL PRICE £ |
|---|---|---|---|
| **INNOVATIVE CONTEMPORARY DESIGNS** | | | |
| Sharpening steel | S678 | 1 | 20.50 |
| Place set for seven | S897 | 84 | 375.00 |
| Child's knife and fork | K213 | 2 | 6.50 |
| Two serving spoons included | S772 | 66 | 485.00 |
| Cream handled knives | K598 | 6 | 160.00 |
| **TRADITIONAL DESIGNS** | | | |
| Attractive box | B123 | 60 | 560.00 |
| Sample set of knife and spoon | S648 | 2 | 22.50 |
| Cutlery roll with separators | C980 | 12 | 15.00 |
| Promotional price | P908 | 44 | 420.00 |

Leave a vertical space of at least 5cm here

Knife blades, on all cutlery sets, may be personalised free of charge with your restaurant name. These are etched on the blade but it is possible to remove this at a later date. Handles can be engraved with your initials. This may incur an extra cost.

Modify layout so that TRADITIONAL DESIGNS section comes before INNOVATIVE CONTEMPORARY DESIGNS section

Please sort NUMBER IN SET column into exact numerical order within each section starting with the lowest number first. Ensure all corresponding details are also rearranged

SAMPLE

DOCUMENT 4

Recall the letterhead template stored as LUCKY and key in the following document. Insert the autotext phrases as indicated. Use Comic Sans MS 12 font style for the letter but do not change the letterheading. Use full justification. Save as LUCKY2 and print.

Our ref BC/723

Top + 2 copies please. One for Mike Chase and one for our files. Indicate routing.

Ms J Hobson
The Hill House Hotel
Tudor North Street
SHEFFIELD
S1 8NG

Dear Ms Hobson

Thank you for your letter enquiring about personalising cutlery. We are able to

Insert Autotext Phrase stored as ENG

Engraving is done as part of the manufacturing process. As we are not able to resell cutlery we require payment in full before manufacture. Please send us with the completed order form

- the exact wording for the knife engraving
- a sketch or photograph of the symbol you wish to be engraved on the knife handles.

If you need any advice on how to choose the lettering pattern or the design of the symbol, please contact Mike Chase. He will be very pleased to help. He can send you a range of patterns or arrange to meet you at the factory to show you our designs.

When we have received your order we will send you a quotation, a sample knife and confirmation of your instructions. If you accept this, please arrange for payment so that manufacturing can begin. Final delivery is guaranteed as three working weeks from receipt of payment.

Please contact me if I can be of any further assistance.

Insert Autotext Phrase stored as CL2

SAMPLE