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 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.

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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 ARTICLE: the recalled document is on one page.

Document stored as LISTS: OCR provides one picture on disk.

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ENG

- engrave initials or a symbol such as a crest or coat of arms on the knife handle (£0.50 per knife)
- engrave a name on the knife free of charge (maximum of three words)
- offer a free service for cutlery orders which are over £1000 for engraving knife blades.

CL2

Yours sincerely

Josie Hobbs
Sales Director

QCA Accreditation Number: A/501/4224

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