

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06999**

**WORD PROCESSING**

Question Paper  
Reference: **SPRING 09**

This question paper may be taken within these dates:  
**16 FEBRUARY 2009 - 8 MAY 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 WATERS:** the recalled document is on one page.

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

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

**Document stored as FLOWERS:** 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:

**AD3**

Mr P Blakeley  
4 Petersham Street  
OKEHAMPTON  
Devon  
EX20 8BP

Dear Mr Blakeley

**ST2**

- All flowers are freshly picked and dispatched by air within 24 hours of receipt of the order.
- Stems are generously wrapped in wet paper towel.
- Plant food sachets are provided.
- Biodegradable packaging is always used for all bouquet arrangements.