Word Processing Level 1 – 06974
Summer 2009

The majority of the candidates completed all four documents. Some candidates changed the font style and/or font size of all or some documents (Marking Criterion 2.3).

Centres should note that candidates are expected to key in text exactly as shown in the draft. Initial capitals must be keyed in as presented in the draft, including those in the table (Document 3). One fault will be incurred for each initial capital that has been keyed in as a lower case character (MC 1.7). Use of initial capitals where initial capitals were not presented in the draft incurs a penalty under MC 4J.

The standard of performance was generally good. Some candidates produced excellent scripts with few errors.

Document 1

Some candidates did not use full justification throughout the document (MC 4S) and did not adjust the left margin to 3 cm (MC 4T). The majority of the candidates created the new paragraph at "There are various …" but some candidates inserted an extra character space at the beginning of this new paragraph (MC 4A). A few candidates did not inset the paragraph beginning "Anxiety is a very …" 2 cm from the left margin (MC 4U). The word "illnesses" was often keyed in as "illness" (MC 2.1) and "pains in the chest" keyed in as "pain in the chest" or "pains in chest" (MC 2.1). There were a number of instances of inconsistent linespacing between paragraphs, but particularly at the point where the 'move' paragraph was originally situated (MC 4I). Most of the candidates keyed in the correct word count. However, some did not key this in at all and others keyed in an incorrect figure, even though there were no errors within the text which might account for this (MC 2.3). Some candidates used double linespacing for the final paragraph (MC 4C) and did not insert the automatic filename and path in the footer area, as instructed; a few inserted the filename only (MC 2.3).

Document 2

The words "Our mobile disco can cater for" were occasionally not centred (MC 4F) and there was not always a clear linespace above and below these words (MC 4B). Some candidates keyed in the centred list so that the first letter of each line started with an initial capital (MC 4J). Some candidates did not key in the words "want to hear" (MC 2.1). A very small number of candidates did not delete the words "popular classical mixes" (MC 2.2) and did not insert a **full-page** border (MC 2.3).

Document 3

This document was well done by many candidates. A few candidates did not modify the columns as instructed; they keyed in the column headings correctly but then keyed in the columns as they appeared in the draft (MC 2.3). A number of candidates did not key in words in the columns with initial capitals as shown in the draft (MC 1.7) and some of the words were not keyed in accurately, particularly "Thomson", "Moseley", "Milsom", and "Braking" as "Barking" (MC 1.2). Some candidates who opted to use gridlines to rule the table were penalised because they left a row of empty cells below the column headings (MC 4L). Those candidates who chose not to rule the table were penalised under MC 4B because they did not leave a clear linespace below the column headings.

Document 4

The form was accurately completed by the majority of the candidates. Some deleted all the lines of ruling (MC 2.3) and deleted the word "afternoon" instead of using strikethrough to carry out the deletion as instructed (MC 2.3). A large number of candidates did not insert "today's date" as instructed on the front cover of the question paper (MC 2.3). Keying errors included "Miller" instead of "Millar" and "Hieghts" instead of "Heights" (MC 2.1/1.2). Some candidates keyed in a dash instead of a hyphen in "Full-time" and "Part-time" (MC 1.2) and keyed in "time" and "present" with initial capitals (MC 4J).