

Mail Merge Level 2 – 06994 Summer 2009

The mailmerge function was undertaken accurately by the majority of candidates, although some candidates did not select on two criteria for document 5. The OCR letter template should only be used for the letter and not for other documents. There were fewer instances this series where changes were made to the OCR template.

Centres are reminded that all candidates' printouts should be placed in the folders.

Document 1:

Missed amendments, particularly on the Platt record, incurred faults. Although the added TYPE field was generally keyed in accurately, some candidates changed *All-risk* to *All-Risk* or *All – risk*. Some candidates also changed the initial letter of the TYPE field to lower case. Another fault was also incurred by not sorting the records into alphabetical order of town. No penalty was incurred for misalignment of the TYPE field (caused by a problem with the datafile).

Document 2:

An accurate document produced by most candidates, although some candidates did not use full justification for the right margin. A frequently-occurring typographical error was to key *not* instead of *note* in the final paragraph.

Document 3:

Although many candidates produced the standard label document correctly, and also printed a label sheet containing the 9 labels specified, some candidates printed all the labels. A few candidates did not update the standard label document.

Document 4:

Field headings should be keyed as copy. Typographical/keying errors, such as *Adminstration* and *Ashborne*, were often repeated in more than one record, incurring additional penalties. The word *Hotel* was sometimes omitted. Omitted initial capitals incurred a penalty each time.

Document 5:

This document was keyed in accurately by most candidates. Additional merged documents were produced when the 'greater than' option was not used when selecting employees who had worked in the Department for over 20 years.