

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06978**

DOCUMENT PRESENTATION

Question Paper
Reference: **AUTUMN 08**

This question paper may be taken within these dates:
3 NOVEMBER 2008 – 12 DECEMBER 2008

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 the OCR supplied letterhead.

You must print all your own work.

Ruling must be carried out by machine.

Complete all documents.

Number second and subsequent pages of a document or as instructed.

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 three of these documents you will be required to retrieve previously stored documents. The filenames for these documents are given to you.

For some documents, you will be required to refer to the Resource Sheets which are provided at the back of this paper.

No amendments may be made to the text after the 1 hour 45 minutes allowed for this examination. Printing may be undertaken outside the 1 hour 45 minutes allowed.

ADDITIONAL INFORMATION

Tests taken after 12 December 2008 using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

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

QCA Accreditation Number: Y/501/4232

H566 AUT08

This document consists of 8 printed pages and 0 blank pages

Recall the display document stored as RALLY. Amend as shown.
Save as RALLYDAY. Print one copy.

Rally Driving

Move to point
marked (M)

Change the words within the word art to
Rally Drive Experience Retain the word art
shape. Change the font size to 28

ACACIA RALLY SCHOOL

Centre this heading

Insert a picture here, in the centre

operated
Acacia Rally School has ~~been in business in Newton Abbot~~ since 1999. Courses cost from
£80 to £275.

We offer a half-day rally experience of approximately 3 hours consisting of

Insert here a shaded text box with the words
Introduction
Driving Analysis Laps
High Speed Passenger Rally Laps
Debriefing
Use a different font style

Insert a
full-page
fancy border

Our senior instructor, Suzie Williamson, will give a brief introduction to the sport of rallying. She will explain the numerous techniques and vital safety procedures involved. You will then be strapped into a rally car with a full competition safety harness.

You will learn car control and how to get the best out of your vehicle around our specially designed rally course.

(M)

Your driving experience will finish with an exhilarating rally drive with your instructor at the wheel. You will be taken on 2 exciting laps at competition rally speeds.

The session will end with a debrief when you will be presented with a certificate and your assessment sheet.

Vouchers for this experience are available. They make ideal gifts.

For further details, visit our website www.acciarally.com or telephone our Customer Care Team on 01626 667788 (direct line).

Change this paragraph to upper case

Recall the letterhead stored as AOSLHEAD. Key in this circular letter. Save as WELCOME and print one copy.

Our ref LS/PK

Date for month and year only

Dear Friend

Welcome to our village!

The Tor Hotel is right in the heart of the village and is a focal point for villagers. The hotel and restaurant is privately owned and personally managed by my wife and myself with our team of enthusiastic staff. Bridget and I bought the hotel in 2000. We are planning various events to celebrate our 10th anniversary.

We started the Ace of Spades Pudding Club 5 years ago. It meets in the dining room of the hotel on the first Tuesday of every month. During June, July and August seasonal delights such as gooseberry fool, bowls of red berries and summer pudding itself are featured. In the winter we sample such delights as syrup sponge, sticky toffee pudding and chocolate roulade.

Emphasise this sentence

We would like to invite you to come along and join in the fun. If you are interested in joining us, please complete the tear-off slip and either send it to me or pop it through the door next time you are passing.

Yours sincerely

Lawrence Simpson
Secretary

Insert an ace of spades symbol here, as shown

Please send me details about joining the ♠ Pudding Club.

FULL NAME
ADDRESS
TELEPHONE NUMBER

Recall this document stored as ARTS. Amend as shown. Change to double linespacing, except where indicated. Adjust the top and left margins to 5 cm. Use full justification. Save as KARATE and print one copy.

KARATE

Karate is a martial art of Japanese origin that deals with attacks through evasive body movements and blocking as well as counter attacks using kicks, punches and strikes. People of all ages practise karate either as a form of self-defence, a way of keeping healthy, or as a sport.

As a self-defence system, karate does not so much teach a set of standard responses to a variety of limited scenarios, but rather teaches a set of principles that can be applied in any situation.

Inset this paragraph 1.5 cm from left margin

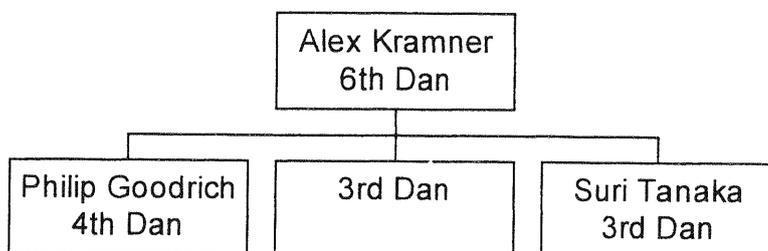
As a method of keeping fit and healthy, karate develops balance, co-ordination, aerobic fitness, strength and flexibility. In addition, it also challenges the brain and requires constant mental alertness and agility.

The sporting element allows people to test their karate skills against others in a safe and controlled environment.

John Kramner recently opened his second club, *AK² Karate Club*, in Exeter. The ages of the members range from 6 up to 84 years.

The instructors (shown below) have many years' experience and have all received their black belt grades from Masao Yahara (8th dan).

Create and insert the organisation chart shown below



Change John to Alex throughout this document

In our everyday lives we often forget the value of exercise to both our physical and mental health. Practice is divided into three categories. Kihon is the drilling of stances, blocks, punches, strikes and kicks. Kata is the pre-arranged forms simulating combat situations and the third, kumite, is sparring.

This paragraph only in single linespacing

John and his instructors will ensure that you are given instruction at the basic level until the techniques become spontaneous. As you progress technically, you will also progress physically as you become involved with more intricate and difficult katas and more dynamic forms of kumite. *As you approach black belt level, technique, stamina, speed and co-ordination become natural as a result of regular practice.*

It is not the possession of great physical strength that makes a strong karateka, rather it is the ability to co-ordinate mind and body. Upon developing this ability, even the smallest person finds that he or she has within himself or herself the power to deliver a devastating ~~and knockout~~ blow to any would-be attacker.

The serious practice of karate also develops composure, a clearer thought process, deeper insight into one's mental capabilities and more self-confidence.

For more details

Insert a telephone symbol here, as shown

☎ John Kramer on 01392 671832

Call in and see for yourself

~~Why not come to a practice session~~ between 5.30 pm and 9.00 pm *Monday to Friday*

Victoria House, Victoria Crescent, Exeter, EX2 9ZX

*Insert MARTIAL ARTS 09
to appear as a footer on every page*

*Refer to the Resource Sheet for information
required to complete the organisation chart*

PART 1

Create the form shown below. (You will complete the form in Part 2.) Print one copy, clearly showing the ruling. Save as EVENT.

OLD GRAND HOTEL

EVENT BOOKING FORM

| | | |
|------------------|-------|----------|
| NAME | | |
| ADDRESS | | |
| TELEPHONE NUMBER | | |
| MOBILE NUMBER | | |
| EMAIL ADDRESS | | |
| EVENT | | |
| GUESTS | | |
| ROOM REQUESTED | | |
| DETAILS | | |
| DATE OF EVENT | ITEMS | COMMENTS |
| | | |
| DATE | | |

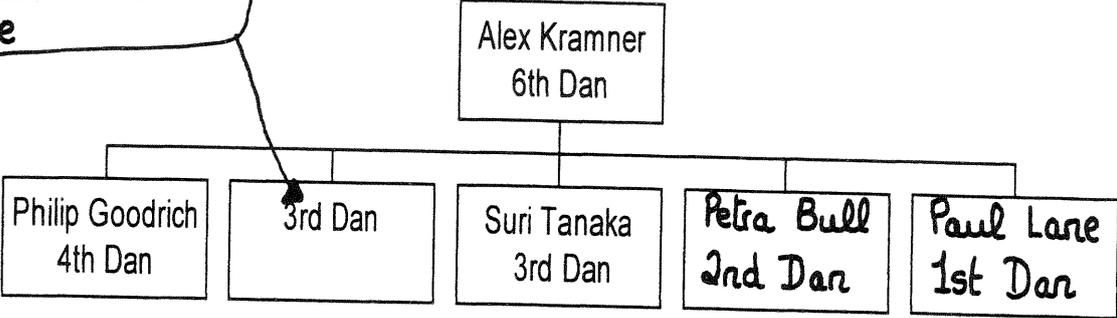
PART 2

Continue working on the form you saved as EVENT. Complete your form using the information given in the Resource Sheet. Remove all ruling from your form and print one copy. Save as BRAMWELL.

RESOURCE SHEET – DOCUMENT 3

Complete the organisation chart as shown below

Insert the name
Shabir Akhtar
here



RESOURCE SHEET – DOCUMENT 4

PART 2

This is the information to be used to complete the form you previously saved as EVENT

Jonathan Bramwell wishes to book an event, Golden Wedding Anniversary Party to be held in the Concorde Suite. The guests will be Mr & Mrs Bramwell (Derrick & Sylvia) plus 100 guests.

DETAILS

| | | |
|-----------------------------------|---|--|
| Wednesday 30 September 2009 | 1 large, rectangular table; other tables in cascade arrangement | Rectangular table to accommodate 8 people |
| | Flowers: 1 bouquet and 1 table arrangement | Pink and white carnations and pink rosebuds |
| | Balloons and streamers | Pink and white |
| | Cake | Fruit cake with soft royal icing |
| | Disco | Mostly 50s and 60s music |
| | Food | Buffet Plan A |
| | Drink | Champagne to be served for all toasts |

Jonathan's address is 62 Princeton Avenue Paignton South Devon
TQ4 1UQ and his email address is jonbramwell@nexus.com
His telephone number is 01803 257743 and his mobile number
is 07792 3435478.