

Text Processing (Business Professional)

Document Presentation (Level 3) – 03934 Autumn 2008

The majority of the candidates completed all four documents. Some candidates changed the font style and/or font size for some of the documents, but particularly in Document 4 (Marking Criterion 2.3).

The standard of performance was generally good.

Document 1:

The majority of the candidates inserted a shaded text box with the correct fill effect, but did not use a different font style **and** size and did not ensure the text box was positioned at the left margin as instructed (MC 2.3). The word “confectionery” was often keyed in as “confectionary”, even though this word had also been given in the recalled text (MC 1.2). Some candidates omitted the comma in the word “afterwards”, in the ballooned insertion (MC 1.2).

Document 2:

Most of the candidates inserted an unshaded text box of the correct size, with the correct line border, but did not use the same font style and/or font size in the text box as the other text in the document (MC 2.3). A few candidates did not insert the automatic field “Created on” in the footer area (MC 2.3).

Document 3:

This document was well done by most of the candidates. A few did not insert the headers and footers on the correct odd and even pages as instructed (MC 2.3). The footer “BASIC TIPS” on even pages was often not aligned at the right margin, possibly because candidates did not completely delete the original page number (MC 2.3). “H₂O” was keyed in as “H₂O”, “B1” as “B¹” and “Theobromine^{CH₃}” as “TheobromineCH₃” or “Theobromine^{CH₃}” by some candidates (MC 1.2). The bullet points were often indented from the left margin (MC 4A) and the justification had been removed from the bullet points by a few candidates (MC 4S).

Document 4:

Some candidates changed the font style and size of this document in an effort to ensure the text fitted on to one sheet of paper (MC 2.3). The automatic filename and path was correctly inserted in the header area by the majority of the candidates, but there were a few who did not insert this field at all and others who inserted it in the footer area (MC 2.3). Some candidates did not use the correct page number style “Page 1” in the footer area (MC 2.3).