

## **Word Processing Level 2 – 06999 Spring 2011**

The standard of papers was satisfactory. A surprising number of candidates, who had very few errors, failed because they omitted the sentence “In 1997 the Bank gained independence in setting monetary policy.”

### **Document 1**

This was generally completed well although few candidates had no errors on this task. The main error was failure to right align the header so that it ended at the same point as the justified text (Marking Criterion 2.3). All candidates changed the margins correctly but several had a top margin of more than 4.5 cm on Page 2 and/or 3. This was probably because they inserted extra line spaces to make a new page and/or failed to insert a hard page break at the first line of the new page (MC 4T). The majority of candidates had problems interpreting the instructions and failed to change the line spacing to single in the paragraph “It started with 17 ...” having changed the previous paragraph into single (MC 4C). As well as failure to insert the sentence “In 1997 ...” some candidates failed to insert “Its role was to be the Government’s banker” (MC 2.1). A common error was failure to delete “stocks of” (MC 2.2). Several candidates failed to follow the capitalisation of “Bank” (MC 1.7).

### **Document 2**

This was generally completed well with the main problem being the word count. If the candidates had followed the copy the word count was 155. All the candidates did a word count but several keyed in an incorrect number (MC 2.3). A few candidates extended the underscore (MC 2.3). The picture should have been inserted so that it was aligned against the paragraph with square brackets round it which had also to be changed to a larger font size (MC 2.3). Some candidates failed to delete “with a better salary” (MC 2.2). The corresponding word count would then be 159 not 155. A few candidates omitted “Posts are varied.” (MC 2.1). Several candidates had inconsistent line spacing between the last 3 paragraphs (MC 4I).

### **Document 3**

This majority of candidates had errors on this task. Some candidates are still failing to leave a clear line space before and after the headings (MC 4B). A large number of candidates keyed in “PRICING” in one column and “DETAILS” in the next which left a large gap between the words rather than merging the two cells (MC 1.5). Several candidates failed to follow the layout of the headings or text in the table, for example, having “COST £” on one line or one of the descriptions wrapping to two lines (MC 2.3). Several candidates failed to line up the longest figure, which was “302.00”, so that it started at the same point as the “P” of the heading “PRICING” and/or failed to line up the decimal points (MC 4Q). Several candidates failed to follow the capitalisation in the descriptions (MC 1.7). A few candidates left the gridlines on the table (MC 2.3).

## Document 4

The keying in of this task was on the whole done well and there were fewer errors on the bullet points. Several candidates did not change the recalled autotext phrase bullets, which were ragged, to a justified margin (MC 4S). The recalled phrases are always in a different font and format, which in this case was Arial 11 and ragged, to the final version which was Comic Sans MS12 and justified. A few candidates failed to leave a clear line space before each series of bullets (MC 4B). A few candidates omitted the full stops at the end of each of the keyed in bullets (MC 1.2). Several candidates did not number the second page. The task is designed to go on to 2 pages and the second page must be numbered (MC 2.3). Candidates may print on the back of the paper but must number the second page. There were a few keying in errors especially errors in the reference (MC 2.1) which must be as copy. The routing was on the whole done well but some candidates failed to produce three copies (MC 2.2).