

## **Word Processing Level 1 – 06974 Autumn 2009**

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

The standard of performance was generally good; some candidates produced very good scripts with few errors.

### ***Document 1***

Some candidates did not adjust the left margin as instructed (MC 4T), did not use full justification throughout the document (MC 4S) and did not inset the paragraph beginning “The floods developed ...” 2 cm from the left margin as instructed (MC 4U). Almost all the candidates created a new paragraph at “A revised report ...” but some did not leave a clear linespace above this new paragraph (MC 4B) and others inserted extra character spacing at the beginning of the paragraph (MC 4A). The majority of the candidates keyed in the correct word count but 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). A few candidates did not insert the filename and path in the footer area; others did not use the specified filename “FLOOD” as instructed (MC 2.3).

### ***Document 2***

A small number of candidates did not ensure that there was a clear linespace above and below the picture (MC 4B). The initial lower case characters in the transposed paragraphs were occasionally changed to initial capitals (MC 4J). Most of the candidates underlined the words “refunded if your appeal is upheld.” as implied in the draft, but a few incorrectly extended the underlining to the whole sentence (MC 2.3).

### ***Document 3***

This document was well done by many candidates. A few did not modify the columns as instructed; they keyed in the column headings correctly but then keyed in the columns as draft (MC 2.3). Some candidates who opted to use gridlines to rule the table were penalised under MC 4L because they left a row of empty cells below the column headings. Some of the words in the “COTTAGE NAME” column were inaccurate, especially “Farringdon” (keyed as “Farrington”) and “Marstrand” (keyed as “Marshland”) – MC 2.1. A few candidates keyed “Forest” in the “LOCATION” column with an initial lower case character (MC 1.7).

#### ***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 words “do not” instead of using strikethrough to carry out the deletion as instructed (MC 2.3). A surprisingly large number of candidates keyed “Woman” instead of “Women” in the “BOOKS ON LOAN” column (MC 2.1) and some candidates keyed in “Phillip” as “Philip”, even though these words were clearly written (MC 1.2). Most of the candidates keyed in “today’s date” in the appropriate space, but some were penalised under MC 4L because this date was not of a consistent style with “9 December 1979”.