

Word Processing Level 3 – 03938 Autumn 2010

The standard of scripts submitted was good and candidates generally followed instructions carefully.

With Search and Replace, some candidates are still not substituting all instances of the word as instructed. In this paper, the word *stage* appeared three times – once with an initial capital and twice in lower case. All occurrences must be replaced matching case as draft.

Candidates must follow the layout of the draft and this applies especially to column headings in the table.

The margins of the booklet are still not always set correctly.

Document 1:

Candidates generally followed instructions on the font style, size and position required for the header and footer (Marking Criterion 2.3). In most cases, paragraphs were moved (MC3.6) and copied correctly (MC3.5). The text box was generally sized exactly (MC4E). Occasionally text was not wrapped above the text box and the text box was not always accurately centred horizontally within the paragraph (MC2.3) although candidates showed a marked improvement in these two areas. Search and Replace still causes some problems and not all occurrences of the word *stage* were replaced (MC2.3). The ballooned text *and the position of the roads* was sometimes omitted (MC2.1).

Document 2:

Most candidates correctly produced a copy of this document displaying track changes (MC2.3) and inserted the paragraph from the Resource Sheet as instructed. Sometimes the words *hire car* were not changed to *rental vehicle* as instructed (MC2.1).

Document 3:

This document was generally completed very well. The layout of column headings must be exactly as draft (MC2.3). On the whole, decimal points were correctly aligned and the first figure of the longest number was left aligned with the column heading (MC4Q). Both modifications were carried out correctly.

Document 4:

This document was generally completed very well. Almost all candidates successfully copied the correct paragraph as instructed maintaining consistent font style and size (MC2.3). The correct picture was inserted and sized accurately. Some candidates are still not leaving the minimum margins when the booklet is folded (MC4A). The folded booklet has a front and a back cover and two inside pages. Each inside page should have left and right margins of at least 13 mm. This also applies to the margins for the front and back covers. The pages of the booklet should not be numbered. Candidates are reminded that the change of font style and size must be noticeable. Sometimes the times were keyed in inconsistently – *4am* and *7 am* (MC4L).