

## **Mailmerge Level 2 – 06994 Autumn 2009**

The mailmerge function was undertaken accurately by the majority of candidates, although some candidates did not select on two criteria for document 5.

### ***Document 1***

This document was well done by most candidates with very few errors being incurred by the addition of the extra field and records. The *Mr* to *Mrs* amendment on the Abbott record was sometimes omitted (Marking Criteria 1.2) and the *W* on *55 Barton Way* rendered as lower case (MC1.7).

### ***Document 2***

Candidates produced this document well incurring few errors. Some candidates omitted the date incurring a MC2.1 fault. *Enc* should be keyed exactly as copy or incur a MC1.7 fault. *Manager* was sometimes keyed as *Manger* (MC1.2).

### ***Document 3***

Although the majority of candidates produced the standard label document correctly, and also printed a label sheet containing the 9 labels specified, a few candidates printed all the labels (MC2.8). Some candidates did not update the standard label document.

### ***Document 4***

The document was produced accurately by most candidates with very few faults being incurred. *UNIVERSITY* sometimes had omitted characters (MC1.2).

### ***Document 5***

Many candidates did not print only the selected documents (*more than 5 scholarships at a College*) using merge selection on two criteria (Assessment Criteria 3.8). The recipients selected should have been *Merton College, Trinity College, Clare College and Pembroke College* (records 3, 6, 7 and 10). Faults were incurred for printing records 2, 8 and 9 (MC2.7).

The emphasis instruction was undertaken well. A frequently-occurring fault was to render the initial *w* of *which is part of* as a capital letter (MC4J). The word *Group* in the first paragraph was sometimes keyed as *group* (MC1.7).