

Computer Keyboard Skills (Level 1) – 06969 Autumn 2011

Centres should ensure that the revised unit specifications are used. This document can be found in the *Units* section of the Text Processing pages on the OCR website:
http://www.ocr.org.uk/qualifications/type/qcf/text_pro/bp_l1_cert/documents/.

The majority of candidates completed the paper.

Omitted or additional spaces were a common error, particularly in the alphanumeric string (lines 1 and 2) and the computer block section (lines 5-8).

Another frequently occurring error was for incorrect initial capital letters for the first word on lines in the continuous text block, penalised as an error for each incorrect character. Centres should ensure that candidates are not disadvantaged by equipment which is not correctly set up for this examination.

An incorrect initial capital also occurred for *theft* on the second line of the random word section as candidates possibly failed to turn off the Caps Lock function after the first line.

The table/tabulated section was well done, however candidates are advised to try to produce the spacing between columns as closely as possible to that shown on the draft.