

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06974**

WORD PROCESSING

Question Paper
Reference: **SUMMER 09**

This question paper may be taken within these dates:
1 JUNE 2009 - 21 AUGUST 2009

TIME: 1 HOUR 30 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You must use a word processor to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Insert today's date on the form unless otherwise instructed.

Complete all documents.

You must print all your own work.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

INFORMATION FOR CANDIDATES

You will be required to retrieve previously stored documents. The filenames for these documents will be given to you.

No amendments can be made to the text after the 1 hour 30 minutes allowed for this examination other than to insert characters not available on the keyboard or printer.

ADDITIONAL INFORMATION

Tests taken after 21 August 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

Credit

Successful achievement of the live assessment for this unit will award you with 4 credits.

Recall the article stored as STRESS1. Amend as shown. Adjust the left margin only to 3 cm. Use full justification. Save as STRESS2 and print one copy.

STRESS IN THE WORKPLACE

Research has found that many people are unhappy at work or are finding it difficult to cope with various aspects of their job. The majority of these workers are probably suffering from work-related stress. There are various stages of stress, ranging from persistent irritability and anxiety to chronic illnesses such as severe headaches, chest pains and digestion problems.

People should be aware of

~~Everyone needs to know~~ what triggers their stress. Everyone is different and so diverse factors will cause varied levels of stress. For example, some workers are happy to travel from one site to another. Others would find this stressful, preferring to remain in one place.

Inset this paragraph 2 cm from left margin

Anxiety is a very ^{common} prevalent symptom of stress and although this is generally low level, it is still very real for many workers. So exactly what is anxiety? ✓

* Excessive anxiety can interfere with normal life and can often be associated with other conditions such as depression. pains in the chest,

This section only in double linespacing

The physical symptoms of anxiety are caused when the brain sends messages to different parts of the body. The brain releases stress hormones including adrenaline and the following symptoms can occur as a result: a dry mouth, rapid heartbeat or palpitations, shortness of breath, insomnia, diarrhoea, irritability and inability to concentrate.

Move to point marked *

Anxiety is a feeling of unease, such as many people experience before a job interview. It is perfectly normal to feel anxious when facing something difficult and mild anxiety can be a positive and useful experience.

If you feel you have any of the symptoms you should ask for help, either at work or by visiting your doctor.

On completion, ensure you have saved your work and then use your software facilities to perform a word count. Key in this figure on a separate line below the final line of text.

Insert an automatic filename and path in the footer area

Recall the poster stored as POSTER. Amend as shown. Save as KDPOSTER and print one copy.

THE KD MOBILE DISCO

Insert a picture here

Telephone 09790 363534

Our mobile disco can cater for
anniversaries
birthdays
corporate events
engagements
school and teenage parties
stag and hen nights
themed nights
weddings

Centre these lines

We have full public liability insurance and carry out regular PAT testing on all the electrical equipment we use.

Emphasise this sentence

→ We give you the opportunity to compile your own play list.

We play the music you want to hear

- hip hop
- reggae
- megamixes
- rhythm and blues
- rock
- rock and roll
- popular classical mixes
- soul
- themed, such as 50s, 60s and 70s
- today's chart
- today's dance

mixers and

We use high-quality CD players, amplifiers, various lighting effects, such as bubble and smoke machines as well as confetti cannons.

Insert a full-page border

Recall the document stored as RC1. Amend as shown. You may include lines of ruling in the table if you wish. Save as RC2 and print one copy.

RIVERSIDE CIRCUIT

Another season has come to an end and we review our progress and success.

As far as our continuing programme of improvements is concerned, there has been plenty of activity. Visit our website www.riversidecircuit.com for full details.

As far as the racing was concerned, we were delighted with the outstanding success of our Young People's Sports Races and these will now be an annual event.

While the support for our Formula 3 was not what we had hoped for, the quality of the racing was excellent.

Our champions for this season are given below. Please note that engine size is expressed in cubic centimetres (cc).

Display the COMPETITION column before the NAME OF CHAMPION column, eg

COMPETITION	NAME OF CHAMPION	ENGINE SIZE
Ashton Windscreens Special GT	Alexander Thomson	6000

NAME OF CHAMPION	COMPETITION	ENGINE SIZE
Alexander Thomson	Ashton Windscreens Special GT	6000
Gavin Edmonds	RC Formula 5000	4992
Francis Darling	Eastern Exchange Supersports	3500
Nigel Windsor	Nexus Formula 1	3000
Philip Kingfisher	Johnson Performance Braking Saloons	2500
Bryan Moseley	Nexus Formula 2	2490
Maurice Pedersen	Milsom Saloon Racers	2000
Victor Cameron	RC Formula 3	1998
Jon Evans	GFB Miring Sports	1850
Wayne Henderson	RC Young People's Sports	1680
Suzi Spendlow	Nexus Formula 1600	1600

Recall the form stored as APFORM. Complete the form from the information given below. Save as MILLARAP and print one copy.

FULL NAME Miss Rebekah Bridget Millar

HOME ADDRESS 66 Lime Tree Crescent
Redlands Park North
Torquay
TQ4 8QX

DATE OF BIRTH 24 January 1990

HOME TELEPHONE NUMBER 01803 364231

MOBILE TELEPHONE NUMBER 09790 726327

POST APPLIED FOR Full-time Catering Assistant

DATES	POSITION	EMPLOYER
1 September 2007 to present	Full-time Nanny	Mr and Mrs Lee Chu 45 Paradise Heights Torquay TQ2 3PZ
17 July 2006 to 29 August 2007	Part-time Catering Assistant	Mrs K Lewis Catering Manager Bradshaw School of Languages Eastern Avenue Torquay TQ1 9TY

Prefers to attend a morning interview

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