OCR
RECOGNISING ACHIEVEMENT

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

LEVEL 2 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06994**

MAILMERGE

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 CENTRES

1 For this examination, candidates will be required to access an existing datafile. This is available to download from OCR Interchange or on CD-ROM, and must be saved so that each candidate will have access to an identical datafile which has not been used and cannot be accessed or modified by any other candidate.

2 Centres may convert the datafile to any word processing and/or database/spreadsheet software or integrated package to suit the software used by the candidate(s). Centres must ensure that all data is displayed in full. Centres must not amend the content of the datafile.

3 Datafile records must be kept in the order shown, with a separate field for each column of information. Candidates will be required to carry out a selected merge.

4 Because of the variations between applications, any display of the datafile will be accepted.

5 For the examination, candidates must be told where to find the datafile and where to store new documents. Centres must display these details in the examination room so that every candidate has access to the following information.

For Document 1:

(a) filename and/or location of the datafile stored

(b) filename and/or location where the revised document must be stored (this may be the same as (a) above).

For all other work:

(a) document number

(b) filename and/or location where the document(s) must be stored.

6 Candidates must carry out their own printing and must submit all their work produced in the examination room.

7 Printing may be undertaken outside the 1 hour 30 minutes allowed for this examination, in a period immediately following the examination, and supervised by the Invigilator.

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H535 SUM09
06994/0903/750

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