

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06974**

WORD PROCESSING

Question Paper
Reference: **AUTUMN 08**

This question paper may be taken within these dates:
3 NOVEMBER 2008 – 12 DECEMBER 2008

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.

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 12 December 2008 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 information sheet stored as RESOURCE. Amend as shown. Adjust the left margin only to 3cm. Use full justification. Save as CAMEL and print one copy.

THE CAMEL TRAIL

The Camel Trail is located in North Cornwall. It is built on the track of a disused railway line and links the towns of Bodmin, Wadebridge and Padstow.

It is a completely free facility which is available throughout the year and covers a total distance of seventeen miles.

* This natural resource is maintained carefully and fully signed. ~~It passes~~ ^{it winds} through some of the most spectacular countryside in the south west. ✓

The track surface is smooth making it suitable for wheelchairs and prams. There are no steep inclines and it is virtually level for the whole distance. All motorised vehicles are banned.

a popular tourist attraction

There are great contrasts in scenery from the peaceful beauty of the Camel Estuary to the wildness of the Bodmin moorland. The River Camel is always nearby and there are many idyllic spots to stop and take in the stunning views. Picnic tables and resting areas are sited along the route.

Familiarise yourself with the trail code before you set out. Walkers have the right of way so cyclists should take care. Dogs must be kept under close control. Clean up after your dog and take any litter away with you.

* The trail is popular with walkers, joggers and cyclists. It is also used by bird watchers. There is a bird hide where you can observe the wildlife without being seen.

bikes can be hired

For those wanting to cycle the trail ~~there are many rental shops~~. Many types are available from mountain bikes to tandems and cycles with buggies. [Wave goodbye to the roads and enjoy a perfect day out.

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 TEETH. Amend as shown.
Save as CARE and print one copy.

Insert a full-page border

LOOK AFTER YOUR TEETH

Emphasise this heading

Give your teeth the best care possible.

A healthy smile is a great asset.

Insert a picture here

Tooth decay is caused by an accumulation of plaque on the surface of the teeth. This attacks the enamel encouraging holes to develop. It can also cause gum disease.

Daily brushing and cleaning between your teeth is important. This lessens the risk of caries by clearing the bacteria and food debris.

simple

Follow this routine to help prevent dental problems:

Brush your teeth twice daily
Use fluoride toothpaste
Clean ~~between your teeth~~ using dental floss
Avoid sugary snacks
Replace your toothbrush every three months

Centre these lines

Good oral hygiene is vital for healthy gums and teeth.

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

CAMEL EDUCATION CENTRE

We have an exciting range of recreational classes commencing next term. Whether you want to learn a new skill or simply wish to learn for fun we have something to offer everyone.

Our course information sheets include a full course description, details of fees and session times. These can be downloaded from our website at www.camelcourses.org.uk. To enrol on a course please telephone 01840 470033 during normal office hours and have your credit or debit card details available.

Our staff can help you choose the right course. Free taster sessions are available on the courses listed below. Meet the tutor and try a class before you enrol.

Display the NUMBER OF WEEKS column after the DAY column, eg

SUBJECT	DAY	NUMBER OF WEEKS
Aqua aerobics	Thursday	8

SUBJECT	NUMBER OF WEEKS	DAY
Aqua aerobics	8	Thursday
Belly dancing	1	Saturday
Crazy patchwork	6	Thursday
Drawing and painting	12	Monday
Flower arranging	6	Friday
French for holidays	15	Tuesday
Golf for beginners	8	Monday
Indian head massage	6	Tuesday
Learning to sketch	1	Saturday
Money management	4	Tuesday
Pottery	10	Monday
Salsa dancing	12	Friday
Step into confidence	8	Monday
Wine tasting	4	Tuesday
Writing for enjoyment	5	Wednesday

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

COMPANY NAME
CONTACT NAME
TRADING ADDRESS

Progress Plumbing Services
Mr Phillip Matthews
Unit 4
Trenant Industrial Estate
BODMIN
Cornwall
PL32 6NB

TELEPHONE NUMBER
MOBILE NUMBER
EMAIL ADDRESS
ACCOUNT NUMBER
METHOD OF PAYMENT

01208 860345
09790 347828
plumb@mail.net
867941
On account

PRODUCT DESCRIPTION	CODE	QUANTITY
Isolating valve	A6789	1 pack
Compact system boiler	B2888	1
Vertical flue kit	P9266	2
Immersion cable	C2134	1 reel
Rubber leak sealant	L3784	1 litre
Copper pipe clips	C2394	100
Wall plate elbow	P2764	6
Metal cistern lever	C1123	4

Express delivery is not required

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