

## **Mailmerge Level 2 – 06994 Spring 2011**

Many candidates, although competent in undertaking the merging of datafiles and standard documents, were not successful because of lack of care with proof reading.

### **Document 1**

This document caused few problems for candidates. The added field title *COUNTY* was sometimes keyed as *COUNTRY*. Amendments to records were occasionally omitted. The postcode *PO3 6RE* was sometimes rendered as *P03 6RE*.

### **Document 2**

Well executed by most candidates with the merge being undertaken accurately. The letterhead template was changed by some candidates (MC4H). The words *county* and *country* were often confused.

### **Document 3**

Most candidates dealt with the labels correctly.

### **Document 4**

Frequently-occurring keying errors in this document included *Swann* for *Swan* and *Bolder* for *Boldre*. Candidates should take care to ensure that dates are rendered as copy. The American date format is not accepted. Many candidates had keying errors in the VALUE column.

### **Document 5**

The heading often contained a typographical error. The emphasis was generally well done but many candidates did not follow the instruction to use full justification (MC4S). The word *will* had been omitted from the second paragraph of the document – both text as copy and amended text were accepted. The comma after the LOCATION field was frequently omitted. The word *an* was often inserted before *appointment* in the final paragraph.