

## **Word Processing Level 3 – 03938 Spring 2010**

There was an improvement in the standard of scripts submitted and candidates generally followed instructions carefully.

Some candidates are still not accurately centring the text box horizontally. This may be because if any adjustments are made to the position of the text box after insertion, it is necessary to re-centre the text box horizontally.

With Search and Replace, many candidates are still not substituting all instances of the word as instructed. In this paper, the word *resting* appeared three times – once in capitals, once with an initial capital and once in lower case. All occurrences must be replaced matching case as draft.

### ***Document 1***

Candidates generally followed instructions on the font style and size required for the header and footer. However, the header was not always correctly positioned at the right margin of the document (Marking Criterion 2.3). Pages were numbered correctly but occasionally the page number was missing on the first page (MC2.3). In most cases, paragraphs were moved (MC3.6) and copied correctly (MC3.5). The text box was generally inserted correctly within the paragraph and was sized exactly (MC4E). Occasionally text was not wrapped above the text box and the text box was not always accurately centred horizontally within the paragraph (MC2.3). Search and Replace still causes some problems and not all occurrences of the word *resting* were replaced (MC2.3). Sometimes the paragraph following the list was in single line spacing (MC4C). The inset instruction was not always carried out correctly (MC4U and 4V). The words *eat a healthy diet* were quite often omitted (MC2.1). The word *else* was not always deleted in the penultimate paragraph (MC2.2). The run on instruction was not always carried out correctly leaving extra spaces after the full stop (MC3.3).

### ***Document 2***

Most candidates correctly produced a copy of this document displaying track changes (MC2.3). A few candidates inserted three paragraphs of text from the Resource Sheet rather than just one paragraph as instructed. This incurred a penalty of 1 fault per word (MC2.1). The caret and balloon insertions (*length of half ripe shoots in and as this will discourage the cuttings from rooting*) were often omitted incurring 1 fault per word (MC2.1).

### **Document 3**

This document was generally very well done. The layout of column headings must be exactly as draft (MC2.3). There should be a clear linespace after section headings and between separate items as indicated on the Resource Sheet (MC4B). On the whole, decimal points were correctly aligned and the first figure of the longest number was left aligned with the column heading (MC4Q). Occasionally candidates sorted the wrong column of figures (MC2.3). The outside lines of the table were not always changed to double line style (MC2.3). The most common keying error was *quite* for *quiet* (MC2.1).

### **Document 4**

This document was very well produced. Almost all candidates successfully copied the correct paragraph as instructed maintaining consistent font style and size (MC2.3). The correct picture was inserted and sized accurately. Some candidates are still not leaving the minimum margins when the booklet is folded (MC4A). The pages of the booklet should not be numbered. Some candidates changed only the font size and not the font style as well (MC4D). Keying errors included ACCOMODATION (although it was spelt correctly on the next line), CONVENTRY, *provide a change*, the word *a* omitted before *part of an online community*.