

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06978**

DOCUMENT PRESENTATION

Question Paper Reference: **SUMMER 09**

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

TIME: 1 HOUR 45 MINUTES

INSTRUCTIONS TO CENTRES

Centres should refer to the Administration Guidance for Vocational Qualifications.

Centres are responsible for ensuring that the hardware and software to be used for this examination is in full working order and is sufficient to enable candidates to meet all the assessment criteria as specified in this Unit.

Errors occurring as a result of faulty or inappropriate hardware or software will not be taken into consideration by OCR.

Centres must also ensure that hardware and software is set to UK English spelling and UK date format.

Candidates should use the **Save As** facility, using the filenames given, and should be encouraged to save frequently while working through documents.

Centres must ensure that all printing carried out by candidates outside the examination time is supervised by the Invigilator.

Recalled text is supplied by OCR. **Centres must not make any alterations or amendments to recalled text.**

Document stored as KING1: margins of 2.5 cm have been used for top, left right and bottom margins. Arial 11 font has been used for the recalled text.

Letterhead is stored as AVALON.

Document stored as SUN1: top margin has been set at 5 cm and left margin has been set at 5 cm. Margins of 2.5 cm have been used for the right and bottom margins. Arial 11 font has been used for the recalled text.