

## **Word Processing Level 3 – 03938 Summer 2011**

The standard of scripts submitted by candidates was mixed. Candidates generally followed instructions but there were many instances where large chunks of text were omitted, especially in the first document.

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

There is no penalty if the paragraph containing the text box is split over two pages but text must wrap around the box on all sides.

Candidates must follow the layout of the draft and this applies especially to the display of column headings in the table.

The margins of the booklet are still not always set correctly.

Candidates are reminded that the emphasis instruction in the booklet document requires both the font style and size to be changed.

### **Document 1**

Candidates generally followed instructions on the font style and size for the header and footer although the footer was sometimes keyed in capitals (Marking Criterion 4J). The positioning of the header and footer was very often incorrect. The header should be aligned with the right margin of the document (MC 2.3). Page numbering should not interfere with the positioning of the header and footer so a penalty would be taken if the page number appeared, for example, after the header, ie *INSURANCE PROVISION 9*. In addition, the footer was very often not centred accurately (MC 2.3). In most cases, paragraphs were moved (MC 3.6) and copied correctly (MC 3.5). Several candidates omitted large portions of text, notably the comma followed by *some of which are listed below* and *to compare the price of premiums in order* (1 fault per word MC 2.1). The transposed paragraph *Always read the small print . . .* was often positioned after the copy paragraph instead of before (MC 3.1) and the word *is* was sometimes omitted before the word *accurate*.

### **Document 2**

Most candidates correctly produced a copy of this document displaying track changes (MC 2.3) and inserted the paragraph from the Resource Sheet as instructed. There was often inconsistent spacing between and after the transposed paragraphs (MC 4I). The heading

was sometimes omitted (MC 2.1) and keying errors included *BUYING* for *BUY*, *well-published* for *well-publicised*, *the* omitted before *kind of*, *the* inserted before *requirements* (MC 2.1).

### **Document 3**

This document was generally very well produced. The display of the headings must be exactly as draft and *BACKGROUND INFORMATION* often appeared on one line instead of two (MC 2.3). On the whole, decimal points were correctly aligned and the first figure of the longest number was left aligned with the column heading (MC 4Q). Occasionally candidates sorted the figures in the wrong order starting with the lowest rather than the highest and the order of the sections was sometimes incorrect. The specified font was not always used (MC 2.3). Keying errors included *advance* for *advanced* and *high black chair* for *high back chair*. The modification to add shading to one section was almost always carried out correctly but the inside lines of the table were not always removed as instructed (MC 2.3).

### **Document 4**

This document was generally very well done. Almost all candidates successfully copied the correct paragraphs as instructed maintaining consistent font style and size (MC 2.3). The correct picture was inserted and sized accurately. However, candidates are still not leaving the minimum margins when the booklet is folded (MC 4A). The folded booklet has a front and a back cover and two inside pages. All four pages should have left and right margins of at least 13 mm. Candidates are reminded that the emphasis instruction is to change the font style and size, and the change must be noticeable (MC4D). Keying errors included *PROGRESS COUNTY PARK* for *PROGRESS COUNTRY PARK*, *trial* for *trail*, the word *all* omitted before *varieties* (MC 2.1), *www.proadventure.co.uk* for *www.progadventure.co.uk* (MC 1.2) and no initial capital for *Reception* (MC 1.7).