

Word Processing (Basic) - 06974 Spring 2009

The majority of the candidates completed all four documents. Some candidates changed the font style and/or font size of all or some documents (Marking Criterion 2.3).

Candidates should key in text exactly as shown in the draft. Initial capitals must be keyed in as presented in the draft. One fault will be incurred for each initial capital that has been keyed in as a lower case character (Marking Criterion 1.7). Use of initial capitals where initial capitals were not presented in the draft incurs a penalty under MC 4J.

The standard of performance was generally good. A few candidates produced excellent scripts with very few errors.

Document 1: Some candidates did not use full justification throughout the document (MC 4S) and did not inset the paragraph beginning "The most recent ..." 3 cm from the left margin as instructed (MC 4U). "New Forest" and "Crown" had been keyed in as "new forest" and "crown" by some candidates (MC 1.7). The majority of the candidates created the new paragraph at "A large income ..." but some candidates inserted an extra character space at the beginning of this new paragraph (MC 4A). There were a number of instances of inconsistent linespacing between paragraphs, but particularly at the point where the 'move' paragraph was originally situated (MC 4I). The majority of the candidates keyed in the correct word count but some did not key this in at all and others keyed in an incorrect figure, even though there were no errors within the text which might account for this (MC 2.3). A few candidates did not insert the automatic filename and path in the footer area, as instructed; some inserted the filename only (MC 2.3).

Document 2: The words "Open Day" were keyed in as "open day" (MC 1.7). Some candidates changed the first letter of the recalled words "horses donkeys cats dogs rabbits" to initial capitals and keyed in "make a donation sponsor a pet offer a caring home help us to brush and feed the animals" so that the first letter of each line started with an initial capital (MC 4J). A small number of candidates did not insert a **full-page** border (MC 2.3). Some did not ensure that there was a clear linespace above and below the underlined text "We need help with our" and above and below the picture (MC 4B). The linespacing between the final three lines of text was often inconsistent (MC 4I). A few candidates did not delete the words "before animals are placed" (MC 2.2).

Document 3: This document was well done by many candidates. Some keyed in "AVAILABLE" as "AVALIABLE" and "CATEGORY" as "CATERGORY" (MC 1.2). A few candidates did not modify the columns as instructed; they keyed in the column headings correctly but then keyed in the columns as draft (MC 2.3). A number of candidates did not key in some of the words in the "CATEGORY" column with initial capitals as shown in the draft, particularly the final instance of "Jewellery" (MC 1.7). A number of candidates did not consistently left align the data in the columns (MC 4P). Some candidates who opted to use

gridlines to rule the table were penalised under 4L because they left a row of empty cells after the column headings (MC 4L). Those candidates who chose not to rule the table were penalised under MC 4B because they did not leave a clear linespace below the column headings.

Document 4: The form was accurately completed by the majority of the candidates. Some deleted all the lines of ruling (MC 2.3) and deleted the word "letter" instead of using strikethrough to carry out the deletion as instructed (MC 2.3). Occasionally, the postcode "BH20" was keyed in as "BH2D" and "Dorset" as "Dorest" (MC 1.2). Some candidates expanded "Ltd" to "Limited" (MC 1.2) and some keyed in "Dorset" in all capitals (MC 4J).