

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06994**

MAILMERGE

Question Paper
Reference: **SPRING 09**

This question paper may be taken within these dates:
16 FEBRUARY 2009 – 8 MAY 2009

TIME: 1 HOUR 30 MINUTES

INSTRUCTIONS TO CANDIDATES

Please insert your Centre Number, the Scheme Code and the Question Paper Reference on your Unit Submission Folder.

You must use a word processor and/or database/spreadsheet software or an integrated package to complete this examination.

Key in your Name, Centre Number and Document Number on every page before saving. These details may be written on datafiles.

Complete all documents.

Letters must be produced using the OCR supplied template. Datafiles may be displayed in any format but they must be produced on plain paper and must display at least three records on a page.

Insert today's date on letters unless otherwise instructed.

You must print all your own work. No more than two attempts should be made at printing the documents.

Assemble your completed work in the order in which it is presented in this paper and cross through any work which you do not wish to be marked.

INFORMATION FOR CANDIDATES

You will be required to access a previously stored datafile. The filename for this datafile will be given to you.

No amendments can be made to the text after the 1 hour 30 minutes allowed for this examination. Printing may be undertaken outside the 1 hour 30 minutes allowed for this unit, in a period immediately following the examination, and supervised by the invigilator.

Credit

Successful completion of the live assessment for this unit will award you with 5 credits.

ADDITIONAL INFORMATION

Tests taken after 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

DOCUMENT 1

Recall this datafile stored under

amended datafile into alphabetical order of SURNAME. Save as

Print one copy. This datafile will be required for use with Documents 2 and 3.

Amend as shown. Sort the

add this field to each record

FILENO	TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	REF	YEAR	MUSIC
1239	Miss	T R	Goddard	7 Dudley Street	TORQUAY	TQ1 6LA	AK	2003	classical
1385 1258	Mr	R K	Plant	3 Hillthorpe Street	LEDBURY CARDIFF LLANDEUW	HR8 2DX CF14 9PL TD9 4AE	DR	2004	blues
1250	Dr	T	Astwood	18 Tabernacle Road	LEIGHTON	SY21 8HL	AS	2005	soul
1270	Ms	M I	Mudd	1 Croft Park	BLACKPOOL	FY4 3KC	TP	2005	popular
1277	Mr	K	James	3 Grange View	FRODSHAM	WA6 5PH	AK	2005	jazz
1289	Mr	L Y	Lawley	1 Brow Wood Road	MANSFIELD	NG19 7EA	EW	2004	soul
1260	Mrs	J	Haywood	2 Church Croft	GATEFORD	S81 7ER	NA	2004	jazz
1251	Mr	N	Credland	4 Glebe Mount	KNARESBOROUGH	HG5 2LA	DR	2006	blues
1318	Mrs	O	Rawat	2 Moorland View	BUCKLEY	CH7 3DD	DR	2003	soul
1240	Mrs	P T	Rogawski	13 Oakdale Avenue	WREXHAM	LL13 4KR	EW	2007	choral
1401	Ms	W	Platt	12 Ruthlin Road 33 Maple Crescent 2 Astworth Drive	KNUTSFORD	WA16 9FD	AL	2006	blues
1299	Ms	P	Nicholls	6 Dawson Road	WINTERTON	DN15 3PX	ER	2003	popular
1242	Miss	A L	Benson	19 Kings Approach	BASINGSTOKE	RG22 4TW	AS	2004	classical
1263	Mrs Mr	S GP	Temple	28 Old Lane	FARNBOROUGH	GU14 5PA	EW	2004	jazz
1252	Mr	N	Wilson	19 South Street	RHAYADER	LD6 3TP	AK	2006	choral
1322	Mr	B V	Creed	15 Moor View	RETTFORD	DN22 4HJ	MC	2005	choral
1279	Mrs	R	Wren						

1323	Mrs	Q E	Braden	24 Fernbank Close 7 Oak Lane	BICESTER	OX26 7DA	TP	2006	soul
1241	Miss	K T	Mullins	42 Broadfield Way	GUILDFORD	GU11 5HF	ER	2003	popular
1264	Miss	J	Tyler	124 Clay Hill	MAIDENHEAD	SL6 9AE	MC	2004	soul
1273	Mr	H	Carew	5 Raikes Lane	BROMYARD	HR7 8MT	NA	2005	blues
1244	Mr	G W	Hickling	127 Park Road	WETHERBY	LS22 4CT	DR	2003	soul
1295	Mr	R	Pilling	34 Chapel Lane	ASCOT	SL5 6DH	KU	2006	classical
1253	Mrs	I L	Douglas	12 Malvern Gardens	LYMM	WA13 7KL	AS	2004	popular
1307	Mr	K	Lancaster	11 West Way	WEYMOUTH	DT4 2NB	ER	2006	blues
1254	Mr	N	Young	20 Leacroft 5 Vine Square	HOWDEN NEWCASTLE EPSOM	DN14 8LT NE3 2QL KT17 1DP	TP	2004	classical
1243	Ms	B U	Twigg	2 Tranfield Drive	CREWE	CW1 4EG	MC	2003	soul
1282	Ms	E	Ignaciuk	14 Burnet Place	SOUTHWELL	NG25 9AK	DR	2005	blues
1338	Mr	R O A T	Aspden	41 Howley Walk	TEWKESBURY	GL20 2BN	NA AS	2007	jazz
1291	Mr	L	Randell	16 The Paddock	WOKINGHAM	RG40 4TB	ER	2006	classical
1255	Ms	Y A	Ideson	8 Castle Close	HEXHAM	NE46 2NH	AK MC EW	2004	choral
1325	Rev Mrs	R P	Wood	41 Chanter View	MOLD	CH7 1RE	2007	jazz	
1287	Mr	E E	Rogan	71 Hall Rise	RICHMOND	TW10 4PD	DR	2005	classical
1245	Miss	F	Pizer	4 School Row	BATH	BA1 3ER	AS	2003	jazz
1246	Mrs	S E	Cronin	14 Royal Crescent	CHEADLE	SK8 2FW	MC	2004	classical
1336	Mrs	D R	Hayton	2 Manorfields	DORKING	RH5 6JA	MC	2007	popular
1314	Mr	Y S	Prince	124 Moor Grove	WORKSOP	S80 4QA	KU	2006	popular
1256	Mr	V A	Ploutarchou	34 Idle Road	LLANGYNIDR	NP8 1SL	DR	2004	classical
1247	Mrs	W N	Jones	2 Bryn Gwyn Crescent	NEWARK	NG24 2JH	NA	2003	popular
1265	Miss	Y	Atherley	4 Giles Street	HASTINGS	TN34 2BL	AS	2004	choral
1249	Miss	S E	Fall	16 Raglan Close	KIDDERMINSTER	DY10 3SF	TP	2003	blues
1266	Ms	N	Walsh	5 Market Street	GUILDFORD	GU2 6NW	ER	2005	popular
1284	Dr	W	Platt	7 Sarum Road			MC	2007	choral

Please add these 3 records to the datafile

DOCUMENT 2

*Please key in the following standard document to merge with the datafile amended in Document 1. Insert merge codes where indicated by * and use full justification. Print one copy of the standard document and also print copies to all fans of classical music.*

*TITLE *INITIALS *SURNAME
 *STREET
 *TOWN
 *POSTCODE

Dear *TITLE *SURNAME

FESTIVAL BOOKING

This is to confirm our conversation stating your interest in booking seats for the National Music Festival. Leeds is the venue on this occasion.

The Festival will run for a whole week. A different style of music will be featured each day. I understand that you and your friends are fans of *MUSIC music. We have an exciting array of musicians playing some very famous pieces.

Please find enclosed the brochure detailing the performers and the pieces they will be playing. Prices vary depending on your seating location. A discount is available for group bookings. Seats are selling quickly. I would urge you to confirm your reservation with a £50 deposit as soon as possible.

I look forward to hearing from you.

Yours sincerely

Fabian Conway
 Festival Organiser

Enc.

Emphasise
 this
 sentence

DOCUMENT 3

Using the selected records of the Document 1 datafile, prepare a label sheet, incorporating the fields shown below. Save the label sheet and print one copy of the sheet showing the merge codes and one copy showing the merged labels.

*TITLE *INITIALS *SURNAME
*STREET
*TOWN
*POSTCODE

DOCUMENT 4

*please key in the following records as a datafile suitable for use with Document 5.
Save and print one copy.*

FNAMe	SURNAME	DATE	MUSIC	CONTACT	NUMBER	DAY
Connie	Lambert.	2 March	preludes and vespers	Paul Carey	15	Monday
Tony	Piper	10 March	symphonies and songs	Ashley Lawson	12	Friday
Bruno	Foulds	7 April	preludes and vespers	Sarah Jane Jones	12	Tuesday
Thelma	Brooke	2 March	anthems and marches	Su Yong	11	Friday
Alan	Legg	14 April	serenades, arias and operas	Ashley Lawson	15	Friday
Julie	Munro	2 March	anthems and marches	Ashley Lawson	15	Monday
Henry	Slade	10 March	serenades, arias and operas	Senny Pitt	10	Monday
Samuel	Watat	2 March	symphonies and songs	Paul Carey	15	wednesday
Tim	Marshall	10 March	sonatas	Senny Pitt	15	Tuesday
Linda	Thorne	7 April	jazz and blues	Su Yong	15	Monday
Warren	Hunt	2 March	serenades, arias and operas	Su Yong	15	Thursday
Betty	Carter	7 April	jazz and blues	Senny Pitt	11	Tuesday

DOCUMENT 5

*Please key in the following standard document to merge with the datafile created in Document 4. Insert merge codes where indicated by *. Print one copy of the standard document and also print copies for all trips on 2 March with a booking of 15 seats.*

MEMORANDUM

TO: *FNAME *SURNAME

FROM: Rosie Quinn

REF: RQ/TNN

I am keen to run a trip to the National Music Festival in Leeds on *DATE. Classical music will be played on this day which will include excerpts from *music. I have spoken to *CONTACT who has agreed to organise this.

Emphasise
these words

We need to book a minimum of *NUMBER seats for a group discount. Can you arrange for a special flier to be circulated to our members requesting them to telephone *CONTACT before *DAY of next week?

We must act quickly. Hopefully we should then be able to reserve our preferred seats.

