

Mail Merge Level 2 – 06994 Spring 2009

The majority of candidates for this examination were able to merge documents satisfactorily and produce documents to a good standard. Most candidates who were not successful did not make all amendments to the datafile and produced work with typographical errors.

Document 1:

Although generally well done by most candidates, the main problems were failure to amend the year on the Cronin record, keying 'Guildford' as 'Guilford' and keying the postcode on the Walsh record as DY10 35F.

Document 2:

Some candidates made changes to the letter template – either font, font size or changed the alignment – incurring a 4H fault. The date was omitted, the instruction to use full justification was not followed and the most frequently-occurring fault in the text was to use initial lower case letters for National Music Festival – either all three words or some of the words, incurring 1 fault each occurrence.

Document 3:

Label sheets were generally well done, however some candidates produced labels for all records instead of the records specified. A small number of candidates successfully inserted the relevant merge codes into the label sheet but did not use the Update facility to copy this into the remainder of the sheet.

Document 4:

Field names were sometimes not keyed as copy. The surname 'Yong' was often changed to 'Young', sometimes on all three occurrences, incurring three accuracy faults. Keying errors were also made on text in the MUSIC field and the comma missed after 'serenades'. 'Ashley' was incorrectly keyed as 'Ashely'.

Document 5:

The memo template was changed by some candidates – incurring a 4H fault (unless this penalty had already been taken because of changes to the letter template in document 1). Records were sometimes only selected on one criteria instead of two. The word ‘excerpts’ was keyed incorrectly by a few candidates.