

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 1 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

Scheme Code: **06971**

MAILMERGE

Question Paper
Reference: **SUMMER 09**

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

TIME: 1 HOUR

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 on the OCR supplied template. Datafiles may be displayed in any format but they must be produced on plain paper.

Insert today's date on letters unless otherwise instructed.

You must print all of your own work. No more than two attempts should be made at printing the merged 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. Do not staple your printouts. All printouts must be submitted.

INFORMATION FOR CANDIDATES

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

No amendments can be made to the text after the 1 hour allowed for this examination. Printing may be undertaken outside the 1 hour allowed for this examination, 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 4 credits.

ADDITIONAL INFORMATION

Tests taken after 21 August 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

DOCUMENT 1

Recall this datafile stored under

. Amend as shown. Save as

Print one copy. This datafile will be required for use with Document 2.

TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	MONTH	JOB
Mr	J	Khan	12 Maple Drive	WELLS	BA5 4DW	January	Clerk
Mrs	N	Peterson	21 Haven Rise 70 Green Lane	RICHMOND	DL10 5RS	March	Accountant
Miss	J	Kelly	8 Lichfield Road	SHREWSBURY	SY3 2TT	May	Engineer
Ms	S	Malik	47 Honey Pot Lane	SWANSEA	SA2 7AB	June	Clerk
Miss	N	Heenan	35 Orchard Close	BOSTON	PE21 3JA	May	Engineer
Mr	K	Svenson	91 Church Mews	WILMSLOW	SK9 8HM	June	Clerk
Mrs	W	Smith	27 The Crescent	DERBY	DE2 3PZ	January	Accountant
Mr	P	Davies	3 Randall Street 66 Market Street	NOTTINGHAM	NG1 6TK	May	Clerk
Mr	A	Arif	5 Hillside Rise	LEICESTER	LE3 9RJ	January	Buyer
Miss	M	Mortimer	79 Sycamore Close	LEEK	ST13 4XX	May	Engineer
Ms	A	Williamson	64 Welling Green	OXFORD	OX4 7BS	June	Clerk
Mr	J	Brown	11 Rutland Square	BOLTON	BL2 2AA	July	Buyer
Mr	C	Ahmed	87 Elizabeth Way	HALIFAX	HX3 9BD	May	Accountant
Mrs	J	Hamilton	173 Stewart Avenue	PRUDHOE PETERBOROUGH	NE4 2 3RS PE4 8XX	March	Clerk
Miss	L	Ford	10 Churchill Park	COVENTRY	CV4 3KL	May	Clerk
Mr	R	Lees Robertson	98 Cathedral Road	BIRMINGHAM	B15 4BS	April June	Buyer
Mrs	E	Riley	23 Carpenter Court	STOCKPORT	SK2 5DK	March	Buyer
Miss	V	Alton	44 Craddock Avenue	LEEDS LIVERPOOL	LS2 4MK L14 2WX	July	Engineer
Mr	G	Clifford	39 Peveril Rise	MANCHESTER	M9 7YZ	April	Accountant
Mrs	Z	Elliott	13 Cypress Grove	READING	RG2 5TL	March	Buyer

DOCUMENT 2

Please key in the following standard document to merge with the datafile amended in Document 1. Insert merge codes where indicated by *. Print one copy of the standard document and also print copies for all policies due in the month of **June**.

Our ref JL/64

*TITLE *INITIALS *SURNAME

*STREET

*TOWN

*POSTCODE

Dear *TITLE *SURNAME

We have noticed that you will have held your household insurance with us for 20 years in *MONTH.

As you are aware costs have risen greatly over the last few years. It was felt that a bonus should be given to loyal clients.

Emphasise these words

I am pleased to announce the launch of our sliding scale plan. This is for clients who have never claimed against their household policy.

I enclose a leaflet showing the scales relating to your current policy.

Yours sincerely

Julie Lockley
Accounts Manager

Enc

DOCUMENT 3

Please key in the following records as a datafile suitable for use with Document 4. Save and print one copy.

DAY	MEAL TYPE	POTS	VEG	SWEET
Monday	Lunch	Tomato and Basil Baked, new or chipped	Peas, carrots, broccoli, parsnips mashed swede	Black cherry
Tuesday	Dinner	French onion New or chipped	Green beans, cauliflower, mushrooms and stuffed aubergines	Lemon chiffon
Wednesday	Lunch	Potato and leek Roast, new or chipped	Cabbage, carrots, peas, broccoli and mushrooms	Triple chocolate
Thursday	Dinner	Lentil Baked, roast, new or chipped	Leeks, broccoli, parsnips, mushrooms, peas and carrots	Pineapple
Friday	Lunch	Scotch broth Mashed new or chipped	Green beans, carrots, peas and cabbage	Coffee and walnut

DOCUMENT 4

Please key in the following standard document to merge with the datafile created in Document 3. Insert merge codes where indicated by *. Print one copy of the standard document. Merge and print all copies.

DOMESTIC LIST

This is the list of requirements for:

The Basic Food Hygiene course on *DAY.

The event will take place in conference room 2.

100 delegates will attend.

Coffee and biscuits to be served at 10.30 am.

The menu to be served at *MEAL is:

*TYPE soup

Braised steak and onions with gravy

*POTS potatoes

*VEG

*SWEET gateau

Fresh fruit

Coffee

Emphasise this line

➤ Special dietary requirements:

Spinach and cheese bake for 10 vegetarians.

Afternoon tea and biscuits to be served at 3.15 pm.

A supply of still and sparkling bottled water to be put on all the tables in the room.

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