

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

Scheme Code: **06971**

MAILMERGE

Question Paper
Reference: **AUTUMN 08**

This question paper may be taken within these dates:
3 NOVEMBER 2008 – 12 DECEMBER 2008

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 12 December 2008 using this question paper will not be accepted. Candidates should sit this paper only once.

DOCUMENT 1

Recall this datafile stored under
Save as
Document 2.

Amend as shown.
Print one copy. This datafile will be required for use with

TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	MONTH	JOB
Mr	J	Khan	12 Maple Drive	WELLS	BA5 4DW	January	Clerk
Mrs	N	Peterson	56 Fanfare Place 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
Ms Mr	L P	Davies	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	PETERBOROUGH	PE4 8YV	March	Clerk
Miss	L	Ford Carr	10 Churchill Park	COVENTRY	CV4 3KL	May	Clerk
Mr	R	Robertson	98 Cathedral Road	BIRMINGHAM	B15 4BS	June	Buyer
Mrs	E	Riley	23 Carpenter Court	STOCKPORT	SK2 5DK	March	Buyer
Miss	V	Alton	76 Baxter Road 44 Cradock Avenue	LONDON LIVERPOOL	E16 3AB E14 2WX	July	Engineer Manager Accountant
Mr	G	Clifford	39 Peveril Rise	MANCHESTER	M9 7YZ	April	
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 to all members whose job is Accountant.*

*TITLE *INITIALS *SURNAME

*STREET

*TOWN

*POSTCODE

Dear *TITLE *SURNAME

Congratulations on becoming a member of the management team for the Progress Games to be held in London next year. The team consists of people from a wide range of backgrounds.

I believe you are a Senior *JOB. Your experience will be an asset to us.

Emphasise these words

A team building session is now being organised.

Please telephone me [next Monday] on 024 7647 0033. I will then indicate the date, time and venue.

We look forward to seeing you and the other team members on this day.

Yours sincerely

Grant Edwards

DOCUMENT 3

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

SHIP	DAY	PORT	SOUP	MAIN	SWEET	COUNTRY
Dragon	Monday	Southampton	Oxtail	Chicken supreme	Strawberry cheesecake	Italy and France
Celeste	Tuesday	Dover	Onion	Beef lasagne	Lemon torte	France and Spain
Orion	Friday	Plymouth	Leek	Roast beef	Chocolate gateau	Italy and Germany
Florence	Wednesday	Harwich	Vegetable	Cheese and tomato quiche	Bread and butter pudding	Spain and Portugal
Sarina	Thursday	Folkestone	Parsnip	Lancashire hotpot	Raspberry mousse	Italy and South Africa
Monclare	Saturday	Poole	Carrot	Salmon in cream sauce	Apple tart	Australia and New Zealand
Karlin	Sunday	Portsmouth	Chicken	Pork glazed with honey	Champagne roulade	Hungary and Chile

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 and print all copies.*

INVITATION

You are cordially invited to come on board the *SHIP for its official launch celebration.

Emphasise this sentence

→ This will take place on the first *DAY of next month at *PORT.

Lunch will be served at 1.30 pm. This will be a buffet and includes

*SOUP soup for starters

*MAIN as a main course

*SWEET to finish your meal

Tea and coffee will be available along with a selection of wines from *COUNTRY.

Members of the crew will be present to accompany you around the ship.

They will be able to answer any questions you may have.

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK

