

Word Processing Level 1 – 06974 Spring 2010

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

Candidates must key in text exactly as shown in the draft. Initial capitals must be keyed in as presented in the draft, including those in the table and the form. One fault will be incurred for each initial capital that has been keyed in as a lower case character, eg “National Lottery” keyed in as “national lottery” (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; there were some excellent scripts with very few errors.

Document 1

Some candidates did not adjust the left margin to 3 cm (MC 4T) and did not use full justification throughout the document (MC 4S). A few did not inset the paragraph beginning “Staff must take care ...” 2 cm from the left margin as instructed (MC 4U). Most of the candidates created the new paragraph at “Report any ...” but some candidates inserted an extra character space at the beginning of this new paragraph (MC 4A). Some candidates did not insert a clear linespace above the new paragraph (MC 4B). 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 and others inserted the filename “SAFETY” only; there were also instances where candidates inserted the filename as “SAFTEY” or did not change the filename but simply left this as the original filename “OFFICE”. Centres are advised that the filename and path may be in lower or upper case (MC 2.3).

Document 2

This document was well done by many candidates. Some keyed in “REFERENCE” as “REFRENCE” or “REFERANCE” and “CATEGORY” as “CATERGORY” (MC 1.2). A few candidates did not modify the columns as instructed; they keyed in the table as displayed in the draft or they keyed in the column headings correctly but then keyed in the columns as draft (MC 2.3). The words in the “TITLE” column were not always keyed in as shown in the draft, some candidates keyed in initial capitals for **all** words and others did not key in any initial capitals at all (MC 1.7).

Some candidates who opted to use gridlines to rule the table were penalised under 4L because they left a row of empty cells below the column headings (MC 4L). Some 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 3

Occasionally, the words “National Lottery” were keyed in as “national lottery” (MC 1.7). Some candidates changed the first letter of the recalled words “bowls archery fencing gymnastics” to initial capitals and keyed in the centred text so that the first letter of each line started with an initial capital (MC 4J). A few candidates did not underline the text “all ages and abilities” exactly as shown – some extended the underlining into the space to the right of the word “abilities” or underlined the additional word “include”, while others did not underline the word “all” (MC 2.3). A few candidates keyed in “help with **the** catering” (MC 2.1) and deleted or omitted full stops in the transposed paragraphs and the sentence “The choice is yours.” (MC 1.2/2.1). The clear linespace between the two transposed sentences was deleted by a few candidates (MC 4B). Almost all candidates inserted a full-page border, as instructed. Candidates are advised that the border must be full-page size, not just around the text; the bottom line of the border must be at the foot of the page, not simply below the text (MC 2.3).

Document 4

The form was accurately completed by most of the candidates. The words “Ashmore” and “desserts” were inaccurately keyed in (MC 1.2/2.1), the date was omitted (MC 2.1) and the entire *Date* box was deleted by some candidates (MC 4H). A penalty was occasionally incurred because candidates deleted all the lines of ruling (MC 2.3). A few candidates deleted the word “free” instead of using strikethrough to carry out the deletion (MC 2.3). Some of the words in the “COURSE” column, eg “Budget”, “Options” were keyed in lower case (MC 1.7) and in the “DESCRIPTION” column, some words, eg “cuisine” and “starters” were keyed with initial capitals (MC 4J). Although additional lines of ruling should not be inserted, or lines omitted, insertion of additional ruling in the “COURSE” section was not penalised where this was carried out consistently.