OCR
RECOGNISING ACHIEVEMENT

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

# LEVEL 1 TEXT PROCESSING (BUSINESS PROFESSIONAL)

Scheme Code: **06969**

Question Paper Reference: **SAMPLE PAPER**

## COMPUTER KEYBOARD SKILLS

This question paper may be taken within these dates:
**SAMPLE PAPER**

**TIME: 10 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 to complete this test.

Please insert your Name and Centre Number on each page.

At the start of the test your machine will be ready for immediate keyboard input.

You must copy the test material exactly, using the same spacing and the same line endings.

If you reach the end of the test before the 10 minutes has expired, check your work and amend it if necessary; do not key in additional material or start the test again.

Do not carry out any printing during the 10 minutes of the test. You must print all of your own work after the test has finished.

### INFORMATION FOR CANDIDATES

If a character is not available on the keyboard or printer, an alternative will be accepted if this is noted by the Invigilator.

### ADDITIONAL INFORMATION

This is a sample paper and must not be used for live assessments.

**Credit**

Successful achievement of the live assessment for this unit will award you with 3 credits.

QCA Accreditation Number: K/501/4140

SAMPLE

**This document consists of 2 printed pages and 0 blank pages**

 © OCR 2008 Registered Company Number: 3484466 

Thrt - 80; U-Shape - 30; Rec - 100; Bqt
- 50: Tel/Track/13 amp B&B £45 + VAT.

4682678494 43747843872 77574 5878498391
487782195 21954675471 4643772 43700461

140 IF Z=9999 THEN 1000
150 FOR Q=0 TO 4550
160 R(Q)=INT(T)

SEMINAR CONFERENCE DISCUSSION GENERAL
Introductions Speakers Groups Video

This programme of courses is continually developing to match your needs. The range of courses and workshops covers communications, business skills and job skills. In addition, computers are used to give both a basic awareness and a detailed knowledge of relevant programs. All courses are organised to be practical and not merely theoretical.

| Day | Time | Activity |
|---|---|---|
| Mon | 0900 | Introduction (CW) |
| Fri | 1400 | Discussion |

SAMPLE