

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

**LEVEL 2 TEXT PROCESSING
(BUSINESS PROFESSIONAL)**

MAILMERGE

Scheme Code: **06994**
Question Paper Reference: **SAMPLE PAPER**

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

TIME: 1 HOUR 30 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 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 30 minutes allowed for this examination. Printing may be undertaken outside the 1 hour 30 minutes allowed for this examination, in a period immediately following the examination, and supervised 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 5 credits.

QCA Accreditation Number: Y/501/4229

This document consists of 7 printed pages and 0 blank pages

DOCUMENT 1

Recall this datafile stored under
order of TOWN. Save as

Amend as shown. Sort the amended datafile into alphabetical
order of TOWN. Print one copy. This datafile will be required for use with Documents 2 and 3.

Add this field to each record

REF	CODE	TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	YEAR	JOB
DH	3426	Mr	L	Benjamin	10 Station Close 86 Tennant Row	RIPLEY	DE5 9AL	2004	driveway
AS	2988	Miss	P	Vickers	87 Tench Way	LONDON	W1X 4TL	2000	path
AS	1987	Mr	BE	Meadows Butler	14 Croft Avenue	CANTERBURY	CT1 4JP	2000	extension
SB	2496	Mrs Ms	LR	Shelley	1 The Rise	BRIDGNORTH	WV16 8XK	2001	Fencing
RS	1225	Mr	JL	Cardey	65 Renfon Court	RIPON	HG4 7KU	1999	patio
RS	2980	Mrs	P	Jenkinsen	1 Montgomery Drive	LONDON	SW14 7TA	2003	path
DH	2466	Mr	J C	Petrie	233 Park Road	WAKEFIELD	WF4 6NT	2002	path
DH	1769	Miss	D	Whitaker	159 Tyne Way	SUNDERLAND	SR9 4SA	2001	extension
AS	1654	Mr	E	McFall	19 Osgoodly Grove	KESWICK	CA12 4BC	2003 2004	landscaping
SB	2265	Ms	LM	Godfrey	201 High Crescent	GUILDFORD	GU1 8PE	2002	driveway
JN	1273	Dr	KT	Thompson	19 Ashleigh Park	MATLOCK	DE4 6NA	2004	landscaping
JN	1437	Ms	HE	Pritchard	301 First Avenue	CAMBRIDGE	CB5 8AD	2003	driveway
AS	3012	Mrs	CD	Parry	2 Harlow Avenue	SCARBOROUGH	YO12 4QT	2001	landscaping
DS	3035	Mr	P	Allenby Thomas	14 Russell Grove	EDINBURGH	EH10 2BA	2000	driveway
DH	2446	Mrs Miss	DT	Singh	4 Beacon Hill	NOTTINGHAM	NG5 8JJ	2004	patio
DS	3812	Mr	S	Bernard	12 Hill Top Street	YORK	YO1 2SD	2001	walling
JN	3449	Mrs	K	McFall	14 Delph Crescent	ROMEOR	RM7 6KB	2002	walling
RS	3412	Mr	ME	Haydock	4 St Martins	PETERBOROUGH	PE1 3GF	2003	Fencing
DH	3311	Miss	K M	Robertson	90 Upper Town Street	NORTHAMPTON	NN1 3BC	2002	driveway

SB	2118	Mr	K	Kidd	22 Reins Row	CHELMSFORD	CM2 8NP	2005	fencing
DS	2475	Mr	J	Watson	1 Devonshire Row	ULVERSTON	LA12 6AR	2002	driveway
DH	2337	Mrs	RC	Riaz	220 Daisy Hill	COLCHESTER	CO3 9QR	2001	extension
SB	2661	Rev	D	Close	4 Lindley Rise 7 merlon Close	ROTHERHAM	S60 7NP WF12 2EC	2003	patio
RS	1986	Mr	DA	Hussain	44 Oak Street	DEWSBURY	WF13 4ER	2001	patio
KF	2001	Miss	PM	Eaton	20 Lowlands	READING	RG1 0GE	2002	fencing
RS	3321	Mr	U	Mahmood	123 Foxton Grove	NELSON	BB10 2AP	2003	extension
JN	3481	Miss	JM	Hadleigh	10 Drayton Heights	BRADFORD	BD10 4QA	2000	patio
KF	3172	Mr	U	Zakariah	32 Viaduct Street	LEEDS	LS17 2WE	2001	patio
AS	3412	Dr	A	Patel	14 Doctor Hill	HULL	HU1 6WB	2002	extension
SB	3359	Miss	A	Singh	19 Second Avenue	EDINBURGH	EH10 2BA	2001	fencing
DH	2471	Mr	PK	Brown	24 Tiler Row	NELSON	BB9 6ER	2005	path
DS	2734	Mrs	CM	Fitch	1 Border Road West Hill	STIRLING	FK8 3RT	2004	driveway
SB	3129	Mrs	K	Siddiq	25 East Row	SHIPLEY	BD18 9SA	2002	patio
JN	3044 3049	Mr	YA	Heaton Setby	3 Farland Road	NEWRY	BT35 6KJ	2001	fencing
KF	3034	Mr	D	Bellamy	128 West Road 3 Wayside	ABERDEEN	AB1 9EK ST13 4PK	2000	path
KF	2985	Miss	LK	Johnsen	76 Highgate	LEEK	ST13 8HD	2005	walling
RS	3162	Dr	L	Clayton	9 Unwin Drive	PAIGNTON	TQ3 2RP	2004	path
AS	2388	Mr	RC	Khan	93 Derby Drive	PERTH	PH1 8TR	2003	landscaping
SB	3125 3392	Miss	EL	Armitage	1 Holme Road	WINCHESTER	SO21 5NX	2002	walling
DH	3363	Mr	JJ	Bowker	23 Lorton Court	EXETER	EX1 2TR	2005	landscaping
JN	3315	Mr	P	Varley	42 Ashley Road	CAMBRIDGE	CB22 5BL	2006	extension
SB	3360	Ms	T	Okomba	7 Smallwood Drive	LANCASTER	LA1 3GA	2006	patio
SB	3915	Mr	M	Burtie	19 Spring Close	POOLE	BH16 6CF	2007	driveway

Please add these 3 records to the data file

Please key in the following standard document to merge with the datafile amended in Document 1. Insert merge codes where indicated by * and use full justification. Print one copy of the standard document and also print copies to all clients who had a patio built.

Our ref KP/re

*TITLE *INITIAL *SURNAME

*STREET

*TOWN

*POSTCODE

Dear *TITLE *SURNAME

Some time ago we undertook the construction of a *JOB at your home.

You may be aware that, as a result of your recommendation, we have carried out work at a neighbouring house.

You agreed to pass on our contact details to prospective clients. We said we would credit you with £50 every time someone you recommended agreed for work to be done.

Your credit now amounts to £300. As we are still working locally, we wondered if you now wished to proceed with a further job? It may be that you would like to replace your driveway, extend your drive to gain extra parking space, or require construction of a path. Emphasise this word

If you would like to discuss this opportunity, do not hesitate to telephone us free on 0800 312 4086. We attach some literature for your information.

We look forward to hearing from you.

Yours sincerely

Karen Pryce
Customer Liaison

Enc

Using the selected records of the Document 1 datafile, prepare a label sheet, incorporating the fields shown below. Save the label sheet and print one copy of the sheet showing the merge codes and one copy showing the merged labels.

*TITLE *INITIALS *SURNAME

*STREET

*TOWN

*POSTCODE

Please key in the following records as a datafile suitable for use with Document 5. Save and print one copy.

APPNAME	RATE	COMPANY	STREET	TOWN	POSTCODE	CONTACT
Helen Feather	9.00	Smith Grandy	19 Kingsway	HUDDERSFIELD	HD1 5BT	Colin Waters
Paul Dowson	9.50	Impressions	214 Headrow	LEEDS	LS1 3EW	Lorna Crowther
Kathryn Fell	8.00	Warrens	42 Lidget Hill	DEWSBURY	WF13 2WE	Crista Ray
Ruth Lyne	9.75	High Hydraulics	210 Reinterrace	HUDDERSFIELD	HD12 4QP	Leila Grayson
David Salter	9.00	Swintons	348 Hartop	HUDDERSFIELD	HD1 6DT	Andrew Jolly
Petra Fisher	10.00	Craven Brothers	121 Lowefield	HUDDERSFIELD	HD1 8GM	Stephen Ward
Mike Robins	9.75	Bronwyn & Goodwin	19 Frieth street	HUDDERSFIELD	HD1 3DB	Chris Lord
Ellis Jones	9.75	Swift Roofing	5 Nunn Lane	PONTEFRACT	WF9 1NP	Martin Li
Bob Clark	10.00	Solo Printers	2 Hightop	BATLEY	WF17 3EH	Amin Patel
Raja Suleman	8.75	Allied Associates	62 Windmill Road	HUDDERSFIELD	HD1 1UL	Patrick O'Neill
Bruce Mellor	8.75	Pryce Industries	4A Grove Way	SHIPLEY	BD18 1KF	Susanne Carr

Please key in the following standard document to merge with the datafile created in Document 4. Insert merge codes where indicated by *. Print one copy of the standard document and also print copies for all companies based in Huddersfield where the rate per hour is over 9.50.

PROGRESS EMPLOYMENT AGENCY

JOB INTERVIEW NOTICE

Name of applicant *APPNAME

Rate per hour £*RATE

Name of Company *COMPANY

Address of Company *STREET

*TOWN

*POSTCODE

We are pleased to let you know that you have obtained a first interview at the above company. The member of staff you need to ask for is *CONTACT.

Emphasise this sentence

Please telephone this office to arrange a date and time for the interview. It is vital that you do this as quickly as possible.

If you require further information, please contact Scott Felton at Leeds.