

OXFORD CAMBRIDGE AND RSA EXAMINATIONS

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

WORD PROCESSING

Scheme Code: **06974**
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 to complete this examination.

Please insert your Name, Centre Number and Document Number on every page.

Complete all documents.

You must print all of your own work.

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.

INFORMATION FOR CANDIDATES

You will be required to retrieve previously stored documents. The filenames for these documents will be given to you.

No amendments can be made to the text after the 1 hour 30 minutes allowed for this examination other than to insert characters not available on the keyboard or printer.

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 4 credits.

QCA Accreditation Number: Y/501/4070

This document consists of 5 printed pages and 0 blank pages

Recall the information sheet stored as EVENTS. Amend as shown. Adjust the left margin only to 4 cm. Use full justification. Save as ORGANISER and print one copy.

WORKING AS AN EVENT ORGANISER

Event organisers are responsible for planning events and ensuring that these run as smoothly as possible.

They may work on public events, product launches, company events or private events such as birthday or anniversary parties and weddings.

It can be a demanding, but rewarding job. The main skills required are excellent interpersonal skills and an ability to solve problems. *A high standard of communication skills is vital.*

There are no restrictions to entry. However, many organisers have a degree or an HND. Knowledge of foreign languages is also useful.

The working hours are usually

~~Event organisers normally work from~~ 9.00 am to 5.00 pm, Monday to Friday. However, in preparation for an event and more especially during an event, the hours can be much longer.

Organisers work indoors and outdoors, in all weather conditions. They will have their own base, but they will also spend time visiting venues and possibly also clients. This can result in lengthy periods away from home.

Most indoor major venues are modern and well ventilated. Smaller events may be held in hotels or halls. Outdoor venues range from showgrounds and racecourses to fields, parks and seafronts.

incorporate ✓
 There are a large number of training courses available. These ~~include~~ all aspects of the events industry including crowd safety and sponsorship. Professional organisations and private companies run many training courses. Organisers can gain additional skills and knowledge on the job and by working alongside more experienced colleagues. *Success may lead to opportunities to manage larger events with bigger budgets and higher profile clients, resulting in additional financial rewards for organisers.*

On completion, ensure you have saved your work and then use your software facilities to perform a word count. Key in this figure on a separate line below the final line of text.

Insert an automatic filename and path in the footer area

Inset this paragraph
3 cm from left
margin

Move to point
marked *

This paragraph only
in double linespacing

trade and industry exhibitions,

Recall the poster stored as KINGSTON. Amend as shown. Save as GYM and print one copy.

KINGSTON FITNESS AND LEISURE CLUB

Emphasise this heading

Insert a picture here

Kingston House
123 Mallards Park
Newton Abbot
Devon
TQ12 5PP

Telephone 01626 369911

Our well-equipped gym overlooks the park.

Join us at Kingston House.

We have
cross-trainers
treadmills
bikes
steppers
joggers
rowers

wide

A range of fitness classes for every size and age is available at all times.

We provide a vast selection of weights and resistance machines, with our expert staff to advise you.

Our qualified team of instructors will work out a personal programme for you. They specialise in many different areas such as

weight management
nutrition
injury rehabilitation
martial arts

Centre these lines

Why not telephone us or call in today? Our opening hours are 7.00 am to 10.30 pm every day including Saturday and Sunday.

Insert a full-page border

Recall the document stored as AID. Amend as shown. You may include lines of ruling in the table if you wish. Save as AIDERS and print one copy.

FIRST AID

The primary function of first aid is to provide immediate care to an injured person while waiting for medical assistance to arrive. However, those at work who have become ill for some reason may also benefit from first aid.

The board of directors recently decided to offer training in first aid to all employees. I am delighted to report that we received applications from all departments within our company. A number of employees attended first aid training on three consecutive Saturday mornings and are now qualified first aiders.

The contact details of these qualified first aiders are listed below. Please display this list near to your work area.

Display the SECTION column after the EXTENSION NUMBER column, eg

QUALIFIED EMPLOYEES	EXTENSION NUMBER	SECTION
Anand Kumar	241	Purchasing

QUALIFIED EMPLOYEES	SECTION	EXTENSION NUMBER
Anand Kumar	Purchasing	241
Fozia Ismail	Business Services	169
Jacqui Anne Murray	Sales	481
Chen Li Lau	Warehouse	138
Wayne Freeman	Finance	229
Gordon Little	Personnel	101
Mala Manqat	Catering	441
David Ford	Warehouse	292
Anne Blackstone	Security	191
Mathew MacLaren	Reception	414
Bridget Murphy	Purchasing	221
Ben Thomson	Finance	369
Suzanna Morgan	Sales	237
Bronwen Jones	Security	328
Peter Mitchell	Warehouse	169
Frances Dulcie Preston	Business Services	217

Recall the form stored as FORM. Complete the form from the information given below. Save as BLAKEJM and print one copy.

FULL NAME OF ORGANISER Ms Josephine Mary Blake

HOME ADDRESS 52 Rowan Tree Road
Newton Abbot
Devon
TQ12 4LZ

WORK ADDRESS Devon Training Group
12 Bluebell Square
Newton Abbot
Devon
TQ12 5PP

HOME TELEPHONE NUMBER 01626 161231

EMERGENCY CONTACT NUMBER 09790 236719

TRAINING COURSE Advanced Presentations Course

ITEMS TO BE PROVIDED	QUANTITY	COMMENTS
Worksheets 1 to 20	10	In loose leaf folders
Laptop computers	10	Suitable software loaded
A5 lined shorthand notebooks	10	Top spiral bound
Ballpoint pens	10	Blue
Printers	2	5 students to 1 printer

Please arrange room in classroom layout