

**OXFORD CAMBRIDGE AND RSA EXAMINATIONS**

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

Scheme Code: **06971**

**MAILMERGE**

Question Paper  
Reference: **SPRING 09**

This question paper may be taken within these dates:  
**16 FEBRUARY 2009 – 8 MAY 2009**

**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 8 May 2009 using this question paper will not be accepted. Candidates should sit this paper only once.

QCA Accreditation Number: T/501/4173

**H532 SPR09**

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**This document consists of 5 printed pages and 3 blank pages**

Recall this datafile stored under . Amend as shown. Save as one copy. This datafile will be required for use with Document 2.

Print

TITLE	INITIALS	SURNAME	STREET	TOWN	POSTCODE	MONTH	JOB
Mr	J	Khan	12 Maple Drive (27 Queensway Drive <del>70 Green Lane</del> )	WELLS	BA5 4DW	January	Clerk
Mrs	N	Peterson		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 Ms	W	<del>Smith</del> Poole	27 The Crescent	DERBY	DE2 3PZ	January	Accountant
Mr	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 <del>Engineer</del> <del>Buyer</del>
Mr	J	Brown	11 Rutland Square	BOLTON	BL2 2AA	July	Accountant
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	10 Churchill Park <del>4-2 Fimes Way</del> <del>98 Cathedral Road</del>	COVENTRY HAYES <del>BIRMINGHAM</del>	CV4 3KL UB4 3QJ <del>B46 4BS</del>	May	Clerk
Mr	R	Robertson				June	Buyer
Mrs	E	Riley	23 Carpenter Court	STOCKPORT	SK2 5DK	March	Buyer
Miss	V	Alton	44 Craddock Avenue	LIVERPOOL	L14 2WX	July	Engineer
Mr	G	Clifford	39 Peveril Rise	MANCHESTER	M9 7YZ	April	Accountant Administrator
Mrs	Z	Elliott	13 Cypress Grove	READING	RG2 5TL	March	<del>Buyer</del>

## 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. Merge and print copies to people who could be interested in the job of Buyer.

Our ref MJ/sc

\*TITLE \*INITIALS \*SURNAME  
 \*STREET  
 \*TOWN  
 \*POSTCODE

Dear \*TITLE \*SURNAME

I have been contacted by Progress Export Limited. This is a well-respected business with branches across Europe. They are looking for a full-time \*JOB in their local office.

I have sent your details to their Finance Director, Jamie McGrath. He would like you to attend an interview. Please get in touch with him on 024 7647 0033 to arrange a date and time.

This is an exciting post within a thriving business. I would urge you to contact him as soon as possible!

Yours sincerely

emphasise these words

Molly Johnson  
 Contracts Manager

## DOCUMENT 3

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

COURSE	DATE	TIME	PLACE	EMPLOYEE	TUTOR
Health and Safety	17 July	9.00 am	Wenlock Room	Craig Lomax	Bill Saunders
Risk Management and Clinical Governance	14 October	12.30 pm	Clee Hill Suite	Laura Taylor	Mary Denniss
Records Management Basics	9 June	9.30 am	Meeting Room 3	Anna Greene	Jean Lloyd
Risk Management and Clinical Governance	8 August	12.30 pm	Meeting Room 5	Clive Blake	Sue Baker
First Aid at Work	16 October	10.00 am	Clee Hill Suite	Jan Paulson	Shelley Ormond
Health and Safety	3 July	9.00 am	Wenlock Room	Louise Evans	Ben Blockley
Health and Safety	10 July	9.00 am	Wenlock Room	Julie Orme	Paul Lucas

## 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. Merge and print all copies.

## PROGRESS TRAINING DIVISION: COURSE CONFIRMATION

Your course booking is confirmed as follows.

Course \*COURSE

Date \*DATE

Time \*TIME

Venue \*PLACE

Name \*EMPLOYEE

Emphasise this sentence

Demand for this course is high. If you are unable to attend, please telephone Carl Jobson so that your place can be offered to someone else.

The tutor for this course is \*TUTOR.

A buffet lunch will be provided. Can you please let Carl know if you have any special dietary requirements a week before the course?

A map of the venue can be found on our website. Car parking is available on site.

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