



Text Processing (Business Professional)

Unit Title:	Word Processing
OCR unit number:	03938
Level:	3
Credit value:	6
Guided learning hours:	60
Unit reference number:	M/505/7104

Unit aim

This unit aims to equip candidates with the ability to produce, from handwritten and typewritten draft, recalled text and supplementary information, using a word processor, a variety of complex and/or specialist business documents to a standard that meets the requirements of employment.

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
1 Be able to use a word processor	1.1 Identify, select and use functions of a word processor, including <ul style="list-style-type: none"> - open files - save files - setting and adjusting margins - line spacing - alignment, including left and centre alignment, justification and tab alignment of decimal numbers and money - change font style and size - ways of emphasising text - indenting text - cut, copy and paste text - pagination - headers/footers - page numbering - search and replace text - case change - sorting data - underlining of text - insert, position and manipulate text boxes - wrapping text - inserting newspaper columns - track changes displaying amendments to a document 	<ul style="list-style-type: none"> • Retrieve pre-stored documents, retaining font style and size • Set margins of at least 13 mm • Adjust left and right margins • Change line spacing to double/single • Left alignment, including main and subheadings as presented in the draft • Centre one or more lines of text • Underline text • Alignment of decimal points • Change text to full justification • Emphasise a section of text by changing the font style and size only • Change font style and size • Inset text from the left and right margins • Move two sections of text to two separate positions • Copy one section of text to two separate positions • Copy part of a pre-stored document, ensuring consistency of font style and size with the main document • Remove existing page breaks and insert new page breaks, ensuring widow/orphan control • Insert a header and footer, using specified font style and size in specified position

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
	<ul style="list-style-type: none"> - format for portrait or landscape - insert and manipulate pictures - create tables - spell checking - printing 	<ul style="list-style-type: none"> • Insert page numbers as specified in any position and in any style • Search and replace, matching case or whole word • Case change, e.g. capitals to lower case or sentence case or lower case/sentence case to all capitals • Insert text box, with border, of specified size, wrapping text around all sides of the text box • Sort data alphabetically, numerically or chronologically • Create a table • Format page orientation • Insert a specified picture and resize • Present information in columns of specified width • Produce two printouts of the newspaper columns, one displaying track changes and the second printout with all editing changes accepted • Produce two printouts of the table, one showing the original table and the second showing the further aspects of modification • Print the booklet, programme, leaflet on one or two sheets of plain A4 landscape
<p>2 Be able to key in text from handwritten and typewritten drafts</p>	<p>2.1 Key in text, including</p> <ul style="list-style-type: none"> - capitalisation - punctuation <p>2.2 Key in text to a specified layout including</p> <ul style="list-style-type: none"> - multi-page report, article - newspaper style article, information sheet - table - booklet, programme, leaflet <p>2.3 Key in a table consistently from handwritten and typewritten draft, including horizontal and vertical alignment of text</p>	<ul style="list-style-type: none"> • Read and transcribe variable quality manuscript • English spelling, punctuation and grammar • Key in a four-column table with one sub-divided column and multi-line headings displaying horizontal and vertical column headings as indicated • Column headings and data in columns must be consistently aligned to the left • Decimal points must be aligned whilst ensuring that the first figure of the longest amount is left aligned with the column heading • Table must be ruled on a word processor as shown in the draft

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
3 Be able to interpret implied and explicit instructions	3.1 Complete work within set timescales 3.2 Retrieve pre-stored documents or templates 3.3 Use consistent style and presentation, including <ul style="list-style-type: none"> - clear line space before and after separate items in documents - display of date, measurement, weight, time, money, figures, dashes and hyphens - retain font style and size of recalled text 3.4 Comply with instructions for amending business documents, including <ul style="list-style-type: none"> - modification of a table - formatting page numbers 3.5 Make amendments to text as shown in a draft	<ul style="list-style-type: none"> • Use appropriate stationery • Retrieve pre-stored files and amend text as shown in the draft, retain existing font style and size • Carry out two aspects of modification in the table, e.g. change sequence of columns, change the order of sections • Follow instructions in a separate source to carry out two further aspects of modification, e.g. add shading, remove text or lines, change the style of lines • Amend text as shown in draft: <ul style="list-style-type: none"> – deletion with replacement words – deletion without replacement words – follow correction signs:
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="width: 60%;"> <p>new paragraph [or //</p> <p>run on ~</p> <p>insertion with word(s) above / or balloon with arrow e.g. </p> <p>transpose horizontally ~ or balloon with arrow e.g. </p> <p>transpose vertically </p> <p>transpose consecutive items vertically</p> <p>close up </p> <p>leave a space /</p> <p>stet - - - - - with  in margin</p> </div> <div style="width: 35%; text-align: right; vertical-align: middle;"> <p>} no marginal instructions</p> </div> </div>		
4 Be able to incorporate information from another source	4.1 Locate information to extract from a separate source 4.2 Key in extracted text from another source	<ul style="list-style-type: none"> • Key in appropriate text, including data to be incorporated into the table and the newspaper columns document, from a separate source

Learning Outcomes <i>The learner will:</i>	Assessment Criteria <i>The learner can:</i>	Knowledge, understanding and skills
5 Be able to check documents for accuracy	5.1 Check documents for accuracy, correcting mistakes as necessary	<ul style="list-style-type: none"> • Use of spellchecker • English spelling, punctuation and grammar • Proofreading skills • Use appropriate correction techniques to ensure work is accurate

Assessment

Assessment will consist of producing four business documents totalling no more than 1215 words (600 words to be input by candidates and no more than 615 recalled words) and will take the form of a 1 hour 45 minute test set and marked by OCR.

Results will be graded Distinction, Pass or Fail. The grade achieved will be stated on the certificate.

To achieve a Distinction, candidates must produce the documents with no more than 5 faults within the time allowed (1 hour 45 minutes).

To achieve a Pass, candidates must produce the documents with no more than 14 faults within the time allowed (1 hour 45 minutes).

Administration guidance

- Word processing equipment **must** be used to complete the examination.
- Centres must ensure that the recall material for this examination is available for candidates. Recall material is supplied for each examination by OCR publications on CD-ROM or can be downloaded free of charge from Interchange, OCR's secure website. A variety of fonts will be used – Tahoma, Courier New, Arial, Times New Roman, Comic Sans MS, Trebuchet MS, Century Gothic.
- Centres must ensure that the above fonts are available.
- Centres **must not** re-key or amend the pre-stored documents.
- Stationery: A4 plain paper will be required.
- Printing: Candidates **must** carry out their own printing. No changes whatsoever may be made to the documents outside the time allowed for the examination. Printing may be undertaken in a period immediately following the examination and supervised by the Invigilator.
- For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications*' (A850) on the OCR website www.ocr.org.uk .

Guidance on assessment and evidence requirements

For detailed guidance, please refer to the marking criteria and tutor notes in this document.

Candidates must produce four business documents to a standard acceptable in the workplace and outcomes must be within the permitted error tolerance.

Penalties are given for errors and the same fault appearing more than once will incur a penalty each time. One fault only will be given to any one word* irrespective of the number of errors that may appear in that word. For example, “miscellaneous” keyed in as “miss-selanium” will be penalised 1 fault, even though several faults have been incurred in the word. Presentation (Section 4) faults may also be applied.

* A word is defined as any normally recognisable word including a hyphenated word and associated punctuation and spacing. Other items that are treated as a word are:

- postcode
- initials and courtesy titles
- simple or complex numbers including money and times
- simple or compound measurements.

Invigilators are given clear instructions to report any problems with printers, failure to do so can disadvantage candidates.

Errors will be divided into 4 categories:

Marking Criteria	Tutor Notes
Section 1 Faults - keying in errors One fault will be given for each word* which:	
1.1 contains a character which is incorrect (including upper case character within a word), or is illegible for any reason	<ul style="list-style-type: none">• A penalty will be incurred for any word that contains a character that is incorrect or that includes an upper case character within a word, e.g. <i>LaBel</i>• Candidates may use English and mother tongue dictionaries and spellcheckers where available
1.2 has omitted or additional characters or spaces (including omissions caused by faulty use of correction materials/techniques)	<ul style="list-style-type: none">• A space inserted between a word and its associated punctuation, e.g. <i>word :</i> or <i>word ?</i> will incur 1 fault per instance• Incorrect or omitted paired punctuation, e.g. brackets, single quotes, will incur 1 fault per pair, e.g. (Progress Group), ‘ Progress Group ’
1.3 contains handwritten character(s)	<ul style="list-style-type: none">• Ruling of the table must be carried out on a word processor
1.4 has no space following it	
1.5 has more than 2 character spaces following it, except where appropriate, e.g. before postcode, after punctuation	<ul style="list-style-type: none">• In continuous text, 1 fault per instance will be incurred for:<ul style="list-style-type: none">– more than 3 spaces appearing after a full stop, question mark, exclamation mark or colon– more than 2 spaces appearing after a comma, semi-colon, closing bracket, dash, apostrophe (at the end of a word) and closing single or double quotes

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> – where a short line appears, this will be penalised if the first word following could have fitted at the end of the short line with at least 18 mm ($\frac{3}{4}$") to spare (measuring the short line against the longest line in the document)
1.6 contains overtyping, including overtyping of pre-printed material (per entry regardless of the number of words involved)	
1.7 does not contain initial capitals as presented in the draft, including the first letter of a sentence and the first letter of a row of text in a table	<ul style="list-style-type: none"> • Candidates should key in text as presented in the draft. One fault per instance will be incurred for each initial capital drafted that has been keyed in as a lower case character • Failure to insert a capital letter following a penalty for an omitted full stop will not be penalised • Inserting a capital letter following a penalty for an incorrect full stop will not be penalised • With case change where capitals are to be changed to lower case, a penalty will be taken if there is no initial capital at the beginning of the sentence

Section 2 Faults – omissions and additions One fault will be given for:	
2.1 each word which is the wrong word and a word that has been omitted or added or not removed as instructed (e.g. a word which is crossed out in the draft)	<ul style="list-style-type: none"> • Failure to delete recalled text and insert replacement words will incur 1 fault per wrong word or for each word that has been omitted • The unspecified deletion and/or duplication of recalled text will incur 1 fault per word, unless it can be attributed to a vertical or horizontal transposition, deletion without replacement (NB see 2.2 below), move or copy • All errors in dates are penalised per element • Any style of date is acceptable, with the exception of the American numerical format, e.g. 12/25/2011 as Christmas Day • If a date appears in a document that does not require dating, this will be penalised 1 fault maximum unless the date appears as part of the personal details • Incorporation of information from a resource sheet will be penalised 1 fault per omitted or additional word • If a vertical or horizontal transposition includes an amendment to text (e.g. deletion with replacement words) or a correction sign for insertion of words (caret sign, balloon or "stet"), 1 fault per word for wrong/omitted words will be incurred (see also 3.1) • Any omitted, additional or incorrect words in a list to be sorted will be penalised 1 fault per word • Errors in text within a text box will be penalised 1 fault per word

Marking Criteria	Tutor Notes
<p>2.2</p> <ul style="list-style-type: none"> – each instance of failure to delete recalled text as instructed – each instance of failure to print a second copy of a document as specified 	<ul style="list-style-type: none"> • Failure to delete recalled text as shown in the draft will incur 1 fault maximum <p>This relates to deletions where there are no replacement words written above the words crossed through irrespective of the number of words involved</p>
<p>2.3 omission of implied or explicit instructions (regardless of the number of words involved) for failure to:</p> <ul style="list-style-type: none"> – ensure consistent use of font style/size throughout a document – change the font style/size as instructed – insert a header as instructed – insert a footer as instructed – number pages as specified – delete page breaks – insert page breaks as appropriate, extending continuous text (including headings) to at least two lines at the bottom and top of every page to enable widow/orphan control – carry out an aspect of modification as instructed (this includes each modification to the table, Search and Replace and case conversion) – insert a text box of specific size with text wrapping around as instructed – indicate track changes – insert and re-size a picture as instructed – underline text – insert a table as draft – produce a document in columns of specified width – produce a booklet-style document as draft 	<ul style="list-style-type: none"> • Changes made to the font style/size throughout a document where there is no instruction to do so will incur 1 fault maximum per paper • Failure to use a specific font style/size as instructed will incur 1 fault maximum per document • Failure to insert a header or a footer using a specified font style and size and in the specified positions incurs 1 fault maximum per header and 1 fault maximum per footer (including keying errors). Headers and footers may appear within the margin allowance (see also 4J) • Errors and omissions related to page numbers are limited to 1 fault maximum per examination paper • Failure to insert page numbers as instructed incurs 1 fault maximum • Insertion of page numbers on single-page documents incurs 1 fault maximum • Page numbers may appear in any position and may be any style but must appear once only on each page of a document • In the multi-page document, page breaks in recalled text must be deleted and appropriate page breaks must be inserted to ensure widow/orphan control. Incorrect pagination will incur 1 fault maximum • Failure to carry out an aspect of modification, e.g. change the sequence of columns in a table, will incur 1 fault • The word used in Search and Replace will <u>not</u> be presented consistently, e.g. SHARE, Share, share. Words should be replaced matching case as shown in the draft. Failure to replace one or all instances will be penalised 1 fault maximum • Errors and omissions relating to the insertion of a text box as instructed will be penalised 4 faults maximum • The text box must be centred horizontally within a section of text as instructed, with text wrapping around the box on all sides. (See also 2.1, 4E and 4R) • Failure to accurately centre the text box horizontally will incur 1 fault • Text in text box does not need to be centred • Failure to wrap the text as instructed will incur 1 fault • Track changes must be indicated as instructed on one document. Failure to show/remove track changes will incur 1 fault maximum

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> • Failure to print a second copy showing/removing track changes will be penalised 2 faults maximum (1 fault under 2.2 for failure to print a second copy and 1 fault under 2.3 for failure to show/remove track changes) • Failure to produce a document in columns of specified width will incur 1 fault maximum. Column width must be exact • The picture to be inserted will be one of three provided by OCR on disk. Failure to insert the correct picture and/or re-size as instructed will incur 2 faults maximum. Measurements of the picture must be accurate within a 1 mm tolerance • Failure to underline a word or words within the text exactly as shown in the draft incurs 1 fault maximum, including omission of the underline and underlining which is too long or too short (this is not treated as presentation which relates to the underlining of headings – see 4J below) • Column headings in the table must be as draft and display of data will be indicated on a resource sheet • Any additional or omitted lines of ruling will be penalised 1 fault maximum • Failure to leave a character space between text and vertical lines of ruling <u>in the table</u> will not be penalised • Incorrect splitting of words, without hyphen, caused by word wrapping at the end of column will be penalised 1 fault maximum • Failure to print a second copy of the table will be penalised 3 faults maximum (1 fault under 2.2 for failure to print a second copy and 2 faults under 2.3 for failure to carry out 2 modifications) • The booklet-style document must be displayed as draft and may be printed on 1 sheet of A4 plain landscape (double-sided) or on 2 sheets of A4 plain landscape if double-sided printing is not available (NB see also 3.2). The pages should not be numbered

Section 3 Faults - transpositions and misplacements	
One fault will be given for each instance of:	
<p>3.1 items not transposed (horizontally or vertically) in accordance with a correction sign</p>	<ul style="list-style-type: none"> • Failure to transpose items horizontally or vertically will be penalised 1 fault maximum per correction sign in addition to any other errors, e.g. omitted/additional words • Omitted or additional text resulting from an attempt at vertical or horizontal transposition of recalled text will be penalised 1 fault maximum • If interim text (and/or other associated text) is misplaced, i.e. it is no longer positioned between paragraphs or headings to be vertically transposed, no further penalty will be incurred, other than the

Marking Criteria	Tutor Notes
	1 fault already incurred for failure to transpose the paragraphs as instructed, as the misplacement is a direct result of an attempt to transpose text vertically
3.2 words that are misplaced within text, where there is no instruction	<ul style="list-style-type: none"> • Failure to align data horizontally in the table will be penalised 1 fault maximum • Failure to follow layout of text in booklet style document as shown in draft will be penalised 1 fault maximum
3.3 failure to paragraph as per draft or as specified by a correction sign, e.g. new paragraph or run on	
3.4 a list of items not sorted as instructed	<ul style="list-style-type: none"> • Failure to sort a list as instructed will incur 1 fault maximum • Failure to ensure that corresponding details are correctly rearranged in the table sort will incur 1 fault maximum • Any omitted, additional or incorrect words in a list to be sorted will be penalised 1 fault per word
3.5 failure to copy text as instructed	<ul style="list-style-type: none"> • 1 fault maximum will be incurred for: <ul style="list-style-type: none"> – failure to copy text within a document as instructed – failure to copy text from another document as instructed – copying the wrong text – moving the text rather than copying text – if all or part of the text to be copied is duplicated or missing
3.6 failure to move text as instructed	<ul style="list-style-type: none"> • 1 fault maximum per instance will be incurred for: <ul style="list-style-type: none"> – failure to move text as instructed – moving the wrong text – copying text rather than moving text • if all or part of the text to be moved is duplicated or missing

Section 4 Faults – presentation No more than one fault per paper for each of the following items:	
4A left, right, top and bottom margins of less than 13 mm (unless otherwise instructed), or ragged left margin	<ul style="list-style-type: none"> • Ragged left margin, e.g. additional character spacing at the beginning of a line or paragraph • Main and subheadings not keyed in at the left margin, as presented in draft – unless otherwise instructed (e.g. centring) or recalled • Section headings in table must appear as draft • When the booklet/programme/leaflet is folded, the margins around <u>all</u> pages must be a minimum of 13 mm

Marking Criteria	Tutor Notes
4B no clear line space before and after separate items within a document	<ul style="list-style-type: none"> • Failure to leave a clear line space before and after separate items within a document, e.g. before/after headings, between paragraphs • Failure to leave a clear line space between the main heading and the table and after any sub-headings within the table
4C failure to use line spacing as instructed	<ul style="list-style-type: none"> • Failure to change line spacing as instructed
4D failure to emphasise text as instructed	<ul style="list-style-type: none"> • Emphasis to be by change of font style and size only • Emphasis extended beyond the section of text specified • Additional emphasis of text in a document where not requested • Emphasis may be bold, italic, underline, change of font style/size only • Failure to clearly change the font or size of some text as instructed will incur a penalty. Note that if the changes are not clear, e.g. using similar sans serif fonts or changing the font size by one point, a penalty will be incurred
4E allocation of space not as instructed	<ul style="list-style-type: none"> • Measurements of the text box must be accurate (see also 2.3)
4F failure to centre text or data as instructed	
4G work which is creased, torn or dirty (including conspicuous corrections)	<ul style="list-style-type: none"> • Invigilators must notify OCR of any machine faults resulting in marks on the paper • Invigilators should also report any problems with printers, so as not to disadvantage candidates
4H incorrect stationery used (i.e. A4 plain paper, portrait/landscape)	<ul style="list-style-type: none"> • Failure to print in landscape/portrait where instructed
4I inconsistent spacing between and within similar items within a document	<ul style="list-style-type: none"> • Inconsistent spacing (including line spacing) between and within similar items is only penalised if a comparison with a similar item can be made within the same document <p>Inconsistent line spacing above and below an item, for example an inset portion, will not be penalised as there is no further instance of inseting within the same document for comparison</p>

Marking Criteria	Tutor Notes
<p>4J use of initial capitals where not presented in draft, or:</p> <ul style="list-style-type: none"> – closed capitals used where not presented in draft – failure to use closed capitals as presented in draft – failure to key in headings with initial capitals and underlined as presented in draft – failure to follow capitalisation in headers and footers as presented in draft (see also 2.3) 	<p>This includes:</p> <ul style="list-style-type: none"> • use of initial capitals where initial capitals were not presented in draft • closed capitals used where not presented in draft, e.g. <i>White</i> keyed in as <i>WHITE</i> • failure to use closed capitals as presented in draft, e.g. <i>DISEASES</i> keyed in as <i>Diseases</i> • failure to underline headings, including subheadings, as presented in the draft, e.g. "<u>Miscellaneous Household Items</u>" keyed in as "Miscellaneous Household Items" or keyed in as "Miscellaneous household items" • capitalisation faults in postcodes • candidates should key in data exactly as shown in the draft but additional emboldening, italicising or underlining of headings will not be penalised
<p>4K inconsistent use of alternative spellings within a document</p>	<ul style="list-style-type: none"> • Alternative spellings that may be found in an English dictionary will be accepted but a penalty will be incurred if that alternative spelling is used inconsistently, e.g. <i>organize</i> but <i>organisation</i> within the same document
<p>4L inconsistent display of dates, measurements, weights, times, money, figures, dashes/hyphens, lines of ruling within a document</p>	<ul style="list-style-type: none"> • Dates must be of consistent style throughout a document. For example, if full style is used such as <i>12 January 2011</i>, this style should be used for all subsequent dates within the same document • Measurements and weights must be used consistently. For example, <i>5 cm</i> or <i>5cm</i>; <i>16 kg</i> or <i>16kg</i> • Times should be keyed in as shown in the draft. Times must be keyed in consistently within a document e.g. <i>10.30am</i> and <i>2.30 pm</i> within the same document would incur a penalty. Candidates must ensure that times that they key in are consistent with those that appear in recalled text within a document. Candidates must not change times from 12-hour clock to 24-hour clock or vice versa unless instructed to do so • Money: there must be no character space between £ and the amount, e.g. <i>£60</i>. In columns and tables, consistent spacing between £ and amount would not be penalised • Numbers with multiple digits can be keyed in with or without a comma, e.g. <i>10,000</i> or <i>10000</i> but must be consistent. <i>10 000</i> is not acceptable • The display of figures should be an "acceptable system", e.g. <ul style="list-style-type: none"> – all figures including "1" – all words (but use of words such as <i>twenty-five</i> or <i>twenty five</i> must be consistent) – <i>one</i> as a word, all others as figures – <i>one</i> to <i>nine</i> or <i>ten</i> as words and then <i>10</i> or <i>11</i> upwards as figures

Marking Criteria	Tutor Notes
	<ul style="list-style-type: none"> – <i>one</i> to <i>twenty</i> as words and then <i>21</i> upwards as figures • Where dashes or hyphens are used to represent the word “to” (e.g. <i>15-22</i> or <i>15 – 22</i>) these must be used consistently throughout a document • Telephone numbers must be presented as draft. For example <i>024 7647 0033</i> keyed as <i>02476470033</i> would incur a penalty. (Please note: an inaccurate telephone number (e.g. <i>02576470033</i>) would also be penalised under 1.1/1.2.)
4M inconsistent use of open or full punctuation within a document	<ul style="list-style-type: none"> • Abbreviations may be keyed in with open punctuation (eg, am, pm) or with full punctuation (e.g., a.m., p.m.) but must be consistent
4N insertion of an additional comma which alters the meaning of a sentence	<ul style="list-style-type: none"> • Candidates should key in punctuation as presented in the draft. However, the insertion of an additional comma will only be penalised if this alters the meaning of the sentence
4O not applicable to this unit	
4P <ul style="list-style-type: none"> – failure to align text and figures in columns to the left consistently – failure to align data in columns consistently with column headings 	
4Q failure to align the decimal points in column of numbers	<ul style="list-style-type: none"> • In addition to the correct alignment of decimal points, the first figure of the longest amount in each column should be left-aligned with the column heading
4R failure to leave at least one clear space between vertical ruled lines and text	<ul style="list-style-type: none"> • This applies only to the text box
4S failure to justify text or data as instructed	<ul style="list-style-type: none"> • A penalty will be incurred: <ul style="list-style-type: none"> – where right margin justification requested but left margin is ragged – if justification is lost on last line of page – if justification used when a right ragged margin is requested – if full justification is not retained in a recalled document as instructed
4T failure to adjust margins or line length as instructed	<ul style="list-style-type: none"> • Left and right margins must be adjusted as instructed within a 3 mm tolerance
4U failure to inset from left margin as instructed	<ul style="list-style-type: none"> • The inset measurement must be exact. If extra text has been incorrectly included within the inseting, a penalty will be incurred • Inseting the wrong section of text incurs 1 fault maximum

Marking Criteria	Tutor Notes
4V failure to inset from right margin as instructed	<ul style="list-style-type: none"> The inset measurement must be exactly as instructed. If extra text has been incorrectly included within the inset, a penalty will be incurred Insetting the wrong section of text incurs 1 fault maximum
4W failure to display vertical headings as indicated in draft	<ul style="list-style-type: none"> Vertical headings in the table must be displayed as <p style="text-align: center;">VERTICAL</p>