

Word Processing Techniques Advanced

8975-25-025
(IT-WPT 23)
51134A

This paper must be returned
with the candidate's work,
otherwise the entry will be
void and no result will be
issued.



Candidate's name (Block letters please)

Centre no

Date

Time allowed: **2 hours**
(excluding printing time)

You work as a Word Processor Operator for Alan Ahmed,
Publicity and Bookings Manager, for The Charter Flight
Company.

Carry out the tasks attached, following any instructions
given. Take care to proof-read and correct any errors. Save
your documents for printing later.

You may carry out the tasks in any order you think
appropriate. However, please collate the printouts in the
correct sequence.

For examiner's use only

Production	Accuracy	Format/Layout

TASK 1

(Candidate's Name)

Please check, amend and complete this document. Fully justify the document and number the pages at bottom right. Centre the header Company Information and right align the footer ATI Sheet. Change the words Our company to WorldExpress. Alan

insert a suitable graphic and re-size to 5 cm (2") square

trs ← Flying with high standards → CAPS - copy to (A)

CHARTER FLIGHT COMPANY ← leave 2 clear line spaces →

close up

move to (B) and indent 2.5 cm (1") from both margins

Our company has been providing customers with outstanding service for more than 10 years. We are recognised world wide as a leader in charter flights both for passengers and cargo. As a result of our continued yearly growth our revenue now exceeds £30 million per year.

We have received an award for providing aircraft for charter and lease. This is in recognition of our outstanding levels of quality systems and customer service we offer to customers.

are able to

Our company believes we have the experience, the people and the resources to help your organisation gain the competitive edge. We plan, question and rigorously control every single stage of delivery so that your cargo reaches its desired destination on time, every time.

delete page break

AIR TRANSPORT INDUSTRY ← centre →

run on

change to newspaper columns and leave a 9pt space between paragraphs

The Air Transport Industry is the _____ area of commerce where aircraft are employed to carry passengers, freight and mail. Air transport companies operate ~~scheduled airlines and non-scheduled~~ or charter services over local, national and international routes.

The aircraft operated by these companies range from small single-engine planes to large multi-jet transports.

The first air passenger services began in 1910 in Germany followed by the first scheduled aeroplane service to carry passengers in America in nineteen fourteen. Other countries including India, Europe and America were all making significant progress with the use of air transport throughout the years up to 1952. Intercontinental air transport became firmly established. [Long-range four engine transports with fully pressurised cabins and advanced instrumentation were increasingly able to avoid storms and turbulent winds. This helped considerably with passenger comfort and making operations more economical and consistent. New planes and jet airliners introduced with the De Haviland Comet replaced ocean liners as the primary mode of long-distance travel.

NP

trs We specialise in leasing and chartering aircraft for passenger transport and air cargo transportation worldwide. Our company has a dedicated team of air industry experts and the very latest information technology in the business. This enables us to provide all our customers with an unrivalled aircraft charter service.

WHY FLY PRIVATE AIR CHARTER?

The demands placed on busy executives require speed and flexibility of travel. By flying private air charter, you have access to over 3 000 additional airport locations, allowing you to arrive at your destination faster and more efficiently.

A few reasons to fly private air charter are that you can choose

- the aircraft
- the destination - anywhere in the world
- the time
- who you fly with.

Aircraft available for private charter include the following:

Twin Piston	Turbo Props	Medium Jets	Heavy Jets
Chieftain	Firefly	Kestrel	Eagle
Dublet	Windrush	Mayfly	Emperor
Skipper	Ringlet	Swift	Grayling
Monarch	Swallow	Plover	Jetstream
Skylark	Waxwing	Oriole	Fulmar

Availability

Although it is poss. to arrange a charter flight at very short notice - 4 hours - the earlier a booking can be made the easier it is for us to organise.

Discount

We do offer a discount on early bookings. This can be arranged w. the Account Manager on confirmation of a flight.

(A)

(B)

TASK 2

(Candidate's Name)

Please check and complete the letter. Create the datafile and print a copy. Merge the datafile with the letter and print out a copy for each person allowing at least 6.3 cm (2.5") for the headed paper for the first page of each letter. Use today's date.

Alan

Dear @

letter requesting information on
Thank you for your enquiry about the possibility of booking a charter flight for your @.

As you know, for parties of 25 or more we can organise group travel which will very much simplify your travel arrangements. We can arrange a pre-flight area exclusively for your group which will eliminate the need for lengthy check-in queues.

The following are some of the group charters we undertake on a regular basis -

Film and TV cast and crew
Produce launches
Financial roadshows
Orchestras and bands
Transporting ships' crews.

We are very experienced in providing chartered flights to sporting fixtures worldwide. Just call us any time and we will arrange everything. We will fly you to the event of your choice, anywhere.

You will have a personal Account Manager who arranges everything from the choice of plane to the level of luxury to suit your group size and budget. In fact everything is taken care of after your first call to confirm the booking.

If you need any further information you can e-mail me on bookings@cfc.com or you can telephone me on 00532 6200. I have enclosed some additional leaflets with this letter.

Please complete the form enclosed with this letter to let us know your basic requirements after wh. I will be able to give you more def. details of the estimated cost.

Yours sincerely

Alan Ahmed
Publicity and Bookings Manager

BOOKING APPLICATION FORM

Please complete this form and return when your request can be dealt with and we can contact you further with preliminary arrangements.

1 Company/Org.

2 Contact Name

3 Postal Address

4 Telephone Number

5 Number in Group

6 E-mail Address

TASK 2 (continued)

	①	Miss S Adamson	
		52 Mulgrave Park	
		Beeston	
		BIRMINGHAM	
		BI16 6BJ	Miss Adamson concert tour
	②	Mr J Webb	
		Parker Cricket Pavilion	
		Parkdale Via Merton	
		SYDNEY	
		New South Wales	Mr Webb cricket fixture
	③	Mrs T Banda	
		Community Sports Centre	
		Independence Rd.	
		LUSAKA	
		Zambia	Mrs Banda athletics meeting
	④	Mr B Ortiz	
		Box Office 2563	
		La Rambla	
		BARCELONA	
		Spain	Mr Ortiz football tour

TASK 3

(Candidate's Name)

Please amend as shown and print out the document with left and right margins of 5 cm (2") in landscape format. Copy table from Task 1
Alan

WHY FLY WITH US?

bold and 16 pt serif

leave 1 line space only

With European and International aircharter offices based in England, Russia and Belgium we can organise hundreds of charter flights every year matching the appropriate aircraft to our customer's cargo or passenger needs

Our aviation specialists are available 24 hours a day, 7 days a week. It is our job therefore to satisfy all your needs in every detail.

stet

~~task~~
Safety-

Safety are a prime concern both for the benefit to our customers as well as to our reputation. We require pilots to have an minimum of 4 000 – 5 000 hours and co-pilots 2500 hours.

The number of passengers travelling on the flight will dictate the size of the aircraft cabin. Other requirements: baggage, additional cargo space, room-to-work space and other individual preferences must be considered before booking the aircraft for yr. charter flight.

Aircraft available for private air charter:

shade this row 15%

Twin Piston	Turbo Props	Medium Jets	Heavy Jets
Chieftain	Firefly	Kestrel	Eagle
Dublet	Windrush	Mayfly	Emperor
Skipper	Ringlet	Swift	Grayling
Monarch	Swallow	Plover	Jetstream
Skylark	Waxwing	Oriole	Fulmar

Gemini	Falcon	Dragonfly	Buzzard
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Double border to paragraph and 6 pt space between text and border

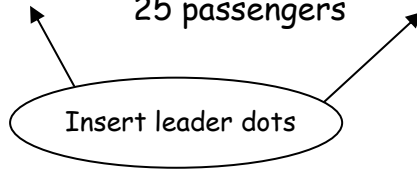
Remember - for parties of Insert number or more we can organise group travel. If you would like to call us on 00 532 6200 an account manager will give you an estimate before making your booking.

Some examples of our charter fees -

Aztec
Executive
Super

5 passengers
10 passengers
25 passengers

£350.00 per hr.
£1 250.00 per hour
£5 000.00 per hour



END OF EXAMINATION

Sample Paper