

## OCR Mailmerge Level 2 (6994)

This course is designed to prepare students for the Mailmerge unit (ref. 6994), part of the OCR Level 2 Text Processing (Business Professional) range of qualifications.

### COURSE CONTENT

The examination involves typing, word processing and printing a variety of business documents including a business letter, labels, creating a data file and editing a data file. It involves using mailmerge functions to insert merge codes, link a data file, set merge criteria, merge a standard document with a data file using one selection criteria and merge a standard document with a data file using two selection criteria. It also includes, emphasising text, changing margins and sorting data.

Students have the option of studying towards the OCR Level 2 Award, OCR Level 2 Certificate or OCR Level 2 Diploma. It is possible to start by studying at Award level and then later upgrading to Certificate or to Diploma level.

### COURSE DURATION:

**10 Hours**

### STUDY OPTIONS:

- 1. Centre Study** The student attends the centre for sessions of 2 hours or longer. Throughout his/her time at the centre, a trained tutor closely supervises the student. This method of study allows instant access to help when it is required. The training centre provides a comfortable, distraction-free environment in which to study.
- 2. Distance Learning** The student uses our study materials at home or at work. A trained tutor provides assistance through telephone and/or email support. This method of study allows the greatest flexibility for the student.

### TESTING:

Act Training is an OCR Approved Centre. The cost of sitting the OCR test is not included in the cost of any fees quoted, unless specified.

### PLEASE NOTE:

This course is designed for people with a good understanding of at least one word processing package and who need to prepare for OCR Examinations. It is **not** designed for people who need to learn how to use the mailmerge facility of a word processing package. We run courses in all the popular word processing packages where this training is needed. Please ask for further details.

**A Workbook is provided for this course, which is an excellent source of reference material once the course has been completed.**

Please note that course durations are approximate and depend on general aptitude and typing speed.