

**Exemplar Exercise Worked Example
Foundation Level**

5274 Word Processing

The final version of the candidates work, following completion of the Word-Processing exemplar exercise is detailed below:

Bold, Arial, 14 points,
Centre Aligned

Heading entered correctly

Date right aligned, and
changed to date of test

**Summer 2004 Equipment Preview
Worldwide Sporting Goods**

May 7th 2003

To our valued customers

Paragraph moved to here
was paragraph 2

You are invited to attend our Summer 2004 equipment preview next month at Central Valley Convention Centre. Directions to this event are enclosed.

Over 50 experts from more than 20 equipment manufacturers will be at the event demonstrating their new products. There will also be workshops on equipment sales and product training. In addition to demonstrations and workshops you can look forward to guest speakers and competitions.

Text fully justified

Spelling errors corrected

I look forward to seeing you at our event

Yours Sincerely

John Smith
New Product Manager.