

**Exemplar Exercise Worked Example
Standard Level**

5284 Word Processing



Image inserted and resized

Date of test
inserted and right
aligned

Title formatted to
Arial, 14 points,
centre aligned and
emboldened

**Summer 2004 Equipment Preview
Worldwide Sporting Goods**

May 7th 2003

To our valued customers

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

- Special offers
- Discounts
- Free samples
- Promotional items

Text 'guest speakers and competitions' deleted and bulleted list inserted.

Bullet styles as shown

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'Morning', 'Midday'
and 'Evening'
formatted to Arial, 14
points, bold



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Morning: Special appearances by professional cricket and football players as well as the Olympic Gold medal coxless 4's team

Midday: Refreshments served on the ground and mezzanine levels of the Convention Centre. Lunch is available price £5 in advance, £6 at the door. Free coffee and tea.

Evening: Prize draw raffle. Grand prize – Complete Build-A-Body Flex-All System. Other prizes include equipment vouchers.

Body text
fully justified

Representative	Sport
George Bark	Cricket
Natthaya Tantivit	Football
Eric Kitten	Rugby
Sanjit Patel	Rowing
Amby McSplott	Fencing

I look forward to seeing you at our event

Yours Sincerely

John Smith
New Product Manager.

Table inserted correctly

Page numbers inserted in footer
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