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# Ocr Text Processing Business Professional Level 3 1 Text Production Word Processing And Audio Transcription

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## [Book] Ocr Text Processing Business Professional Level 3 1 Text Production Word Processing And Audio Transcription

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Text Processing (Business Professional) Unit Title: Word Processing OCR unit number: 06999 Level: 2 Credit value: 5 Guided learning hours: 50 Unit reference number: T/505/7086 Unit aim This unit aims to equip candidates with the ability to produce, from handwritten and recalled text using a word processor, a variety of business documents to a

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**Text Processing (Business Professional) - pdf.ocr.org.uk**

Text Processing (Business Professional) Unit Title: Medical Word Processing OCR unit number: 06996 Level: 2 Credit value: 5 Guided learning hours: 50 Unit reference number: J/505/7089 Unit aim This unit aims to equip candidates with the ability to produce, from handwritten and recalled text using a word processor, a variety of routine medical

**Administration (Business Professional) - OCR**

Text Processing (Business Professional) is a separate suite of qualifications and any centres wishing to offer these units must be approved to run these qualifications separately from their approval to run the Administration (Business Professional) suite All Text Processing (Business Professional) units must be entered and paid for separately

**Qualification title: Credit value - pdf.ocr.org.uk**

The OCR Level 3 Certificate in Text Processing (Business Professional) is a skills-based qualification that assesses your ability to produce a variety of complex business documents to meet the requirements of a modern business environment using a keyboard and functions It is designed for those with significant experience of producing

**Text Processing (Business Professional)**

Text Processing (Business Professional) Unit Title: Medical Audio-Transcription OCR unit number: 06995 Level: 2 Credit value: 5 Guided learning hours: 50 Unit reference number: A/505/7087 Unit aim This unit aims to equip candidates with the ability to produce a variety of routine medical business

**Text Processing (Business Professional) - beta.ocr.org.uk**

Text Processing (Business Professional) Unit Title: Mailmerge OCR unit number: 06994 Level: 2 Credit value: 5 22 Key in text to produce business documents including: - a business letter - standard business documents take the form of a 1 hour 30 minute test set and marked by OCR - total words

925 Results will be graded Distinction

### **Text Processing (Business Professional) - beta.ocr.org.uk**

transcribe text from recorded material 21 Key in text from recorded material, including - capitalisation - punctuation - paragraphing 22 Apply English, spelling, punctuation and grammar 23 Key in text to a specified layout from recorded material, including - business letter - memo, advertisement or notice - ...

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OCR Word Processing Level 3 (3938) This course is designed to prepare students for the Word Processing unit (ref 3938), part of the OCR Level 3 Text Processing (Business Professional) range of qualifications COURSE CONTENT The course involves typing, word processing and printing a variety of business documents including letters, tables,

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