



ECDL / ICDL Advanced Word Processing Sample Test

The following is a sample test for ECDL / ICDL Advanced Word Processing. As with the certification test, the sample test contains 20 questions. The suggested test duration for this sample test is 60 minutes, which is the same duration as the certification test.

The purpose of this sample test is to allow candidates to experience the structure and content of ECDL / ICDL Advanced tests. All test items within ECDL / ICDL Advanced tests are based on ECDL / ICDL Advanced Syllabus Version 2.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL Advanced tests please refer to ECDL / ICDL Advanced Syllabus Version 2.0 on <http://www.ecdl.org>

This sample test must only be used for candidate preparation and **must not** be used under any circumstances for certification testing.

Pass Mark

The pass mark for certification tests is 75%.

Measurement Units

Default measurements (margins, indents, tabs etc.) are expressed in centimetres.

Naming Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL Advanced tests and sample tests. References to file names, file extensions, folders, URL's (Uniform Resource Locators), hyperlinks, image links, Web pages, e-mail messages, field identification names etc., together with textual insertions are presented in **bold** for ease of identification within the test paper. Naming or insertion actions for text or numeric data should be added without any formatting except where a formatting action is requested as part of the question item.

Test Preparation

The following tasks **MUST** be completed **PRIOR** to a test:

- The developer ribbon must be turned on.
- The status bar must display Sections.
- During the test Macros should be enabled when workfiles are opened.



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This is a sample test for use by candidates intending to take the ECDL / ICDL Advanced Word Processing certification test. The sample test aims to give candidates an opportunity to become comfortable with the style and structure of the certification test.

The sample test must not, under any circumstances, be used in certification testing.

The following sample test for Advanced Word Processing is based on finalising a proposal document that will be presented in support of a new football stadium for your town. You are also asked to make some changes to other documents associated with the planning application.

This sample test consists of 20 questions with 5 marks available for each question.

1. Open the file named **stadium.docx** from your candidate drive.
On page 1 add the caption **Figure A Artist's Impression** below the "stadium" image such that the caption letter can automatically update. [5 Marks]
2. Find any paragraphs with paragraph spacing of 12 pt before and 0 pt after. Replace the formatting with 6 pt before and 6 pt after. [5 Marks]
- 3.a. At the top of page 1 apply multiple line spacing at 3.5 to the text **New Stadium Proposal Document**. [2 Marks]
- b. At the bottom of page 3, apply formatting to the paragraph beginning **Also, we are...** to ensure the lines of the paragraph are kept together. [3 Marks]
- 4.a. Delete the bookmark named **situation**. [2 Marks]
- b. On page 3, at the end of the paragraph beginning **The Draft Budget...** insert a cross-reference as a hyperlink to bookmark text, which links to the bookmark **budget**. Save the **stadium** file. [3 Marks]
- 5.a. On page 3 create a table of contents below the text **CONTENTS** to show 2 levels, with the classic format and a tab leader of your choice. [3 Marks]
- b. On page 3 insert a page break immediately before the heading **EXECUTIVE SUMMARY**. Update the entire table of contents. [2 Marks]

Continued...

**ECDL / ICDL Advanced Word Processing Sample Test (Contd.)**

6. On page 7, in the **New Stadium Budget Plan** table:
- Merge the two cells in the first row of the table. [3 Marks]
 - Format the first row of the table to ensure the cell contents are centred both horizontally and vertically. [2 Marks]
- 7.a. On page 7, in the **New Stadium Budget Details** table simultaneously sort rows 2 to 15 of the table by **Item** in ascending order, then by **Amount €** in descending order. [3 Marks]
- b. On page 8, convert the text underneath the heading **Upcoming Events** into a table with 5 columns and 5 rows. [2 Marks]
- 8.a. On page 7, in the **New Stadium Budget Plan** table, update the field in the last row of the second column of the table. [2 Marks]
- b. On page 8 in the **Projected Revenue** table insert a field in the empty cell of the **Total €** column which calculates the total for Quarter 1. [2 Marks]
- c. Format the total field in the last row of the **Total €** column to display no decimal places. Save the **stadium** file. [1 Mark]
- 9.a. On page 9 delete the next page section break. [2 Marks]
- b. Modify the vertical page alignment of section 1 **only** to be centred. [3 Marks]
- 10.a. On page 5 mark a main index entry of **Recommendations** and subentry of **New Stadium** for the list item beginning **Build a new....** [2 Marks]
- b. On the last page of the document insert an index below the text **Index** using a single column, classic format. [3 Marks]
11. Apply centre aligned automatic page numbering in the footer of all sections except section 1. Ensure the page numbering starts from 1. [5 Marks]
- 12.a. Delete any comments in the **stadium** file. [1 Mark]
- b. Turn on track changes and on the first page delete the word **Document**. Ensure that no further changes will be tracked. Save and close the **stadium** file. [4 Marks]
13. Open the file named **plans.docx**.
- Display the text from the paragraph beginning **We have done...** to the paragraph ending **...the forthcoming months.** in 2 columns of equal width, with 0.2 cm column spacing and a line between. [4 Marks]
 - Insert a column break immediately before the text **We have appropriate....** [1 Mark]

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**ECDL / ICDL Advanced Word Processing Sample Test (Contd.)**

- 14.a. Select the paragraph beginning **Football is still...** and create a paragraph style named **Box** based on the normal style with a border of your choice. [3 Marks]
- b. Update the heading style named **Heading 1** to match the heading **New Stadium Research** at the top of page 1. Save and close the **plans** file. [2 Marks]
15. Open the file named **update.docx** using the password **stadium**.
Remove the password to open the file and insert the password **arena** to modify the file. [5 Marks]
Save and close the **update** file.
16. Open the file named **survey.docx**.
a. Edit the drop-down form field to the right of the text **I am willing to take part in this survey** displaying **No** to include **Yes** and ensure this displays as the first item in the list. [4 Marks]
b. Using the password **question** restrict access to the document so that only the filling in of forms is allowed. Save and close the **survey** file. [1 Mark]
17. Open the file named **query.docx**. Modify the embedded object to ensure:
a. The figure for **Quarter 1 Concerts** is 105,000. [2 Marks]
b. The data in column F titled **Total** is also displayed in the document. Save and close the **query** file. [3 Marks]
18. Open the file named **appendices.docx**.
a. Promote the **Appendices** heading to Level 1. [2 Marks]
b. Remove the last subdocument **appendix c** and its associated text. Save and close the **appendices** file. [3 Marks]
19. Open the file named **letter.docx**.
a. Record a macro named **letterhead** stored in the **letter** document only to change the top and bottom margins to 5 cm. [5 Marks]
b. Save the **letter** file as a Word macro-enabled document and close.

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ECDL / ICDL Advanced Word Processing Sample Test (Contd.)

20. Open the file named **proposal.docx**. Use this file as a form letter with a data source of **addresses.docx** from your candidate drive.

Using the mail merge feature, replace the text **Resident** below the address, with a field to display **Sir** if the clients title is Mr. otherwise display **Madam**. Merge the addresses list with the form letter and save the merged document as **propmail.docx** to your candidate drive.

[5 Marks]

Save and close all open files and close any open applications.

This is the end of the test.

If you have time, check the work you have done.

Sample Test