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# European Computer Driving Licence (ECDL)

# And

# International Computer Driving Licence (ICDL)

# Manual Question Test Base (MQTB) Syllabus Version 5.0

# Sample Tests

# May 2011

Ref: ECDL / ICDL - Syllabus - V5.0 - SampleMQTB – MSWIN72010 - V1 - 0

**This is a sample test for use by Candidates intending to take the ECDL/ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.**

**The sample tests must not, under any circumstances, be used in Certification testing.**

# 1. INTRODUCTION

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**1.** **INTRODUCTION**

**1.1 ECDL / ICDL Sample Tests**

This document is the ECDL Foundation Sample Manual Question Test Base (MQTB) for ECDL / ICDL Syllabus Version 5.0.

The sample tests are for use with Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style, approach, format and structure adopted within standard ECDL / ICDL tests.

The sample tests must not, under any circumstances, be used in Certification testing. The sample tests should only be used in an authorised ECDL / ICDL Test Centre.

The actual content of the ECDL / ICDL Test used for certification will vary to ensure appropriate syllabus coverage across all tests. For this reason, candidates should be informed that the Sample MQTB will not be an exact reflection of actual test content.

For further information on the structure and content of ECDL / ICDL please see: <http://www.ecdl.org>

### Pass Marks for ECDL / ICDL Tests

### The following table shows the pass marks in the various modules for ECDL / ICDL tests:

|  |  |  |
| --- | --- | --- |
| Module | Pass Mark | % |
| 1 | 27 Marks from 36 | 75% |
| 2 | 24 Marks from 32 | 75% |
| 3 | 24 Marks from 32 | 75% |
| 4 | 24 Marks from 32 | 75% |
| 5 | 24 Marks from 32 | 75% |
| 6 | 24 Marks from 32 | 75% |
| 7 | 24 Marks from 32 | 75% |

### 2. ECDL SAMPLE TESTS FOR MODULES 1-7

### 2.1 Module 1 Sample Test

### *Concepts of Information and Communication Technology (ICT)*

The following are sample tests for ECDL / ICDL Module 1, *Concepts of Information and Communication Technology (ICT)*. ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL / ICDL standard tests. All test items within ECDL / ICDL tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0

Marking Instructions

Each sample test contains 36 Multiple Choice Questions (MCQ) questions giving a total of 36 marks. A standard ECDL / ICDL test in Module 1 also contains 36 Multiple Choice Questions (MCQ) and the entire test represents a total of 36 marks and the Candidate has passed the test if he/she scores 27 / 36. The pass mark in Module 1 is 75%. The duration of a standard ECDL / ICDL test is 45 minutes.

Answer Guide

An **Answer Guide** for the sample tests is contained within the sample tests folder.

Response Format

The test in Module 1 may be administered as a paper-based test or as a test with responses provided to an electronic answerfile. Where an electronic answerfile is used to administer the test, the authorized ECDL / ICDL tester should note the following ***answerfile*** instructions.

Where the Candidate is asked to give a response to the questions electronically the appropriate ***answerfile*** is provided in the ***answer*** folder in the Candidate Drive. Authorized ECDL / ICDL Testers are required to make the following instruction known to Candidates on a separate sheet in advance of the test:

answerfile Instruction

An ***answerfile*** is provided in the ***answer*** folder for each test paper in your Candidate Drive. You are asked to enter your answer beside the relevant question number in the ***answerfile*** and save.

### Module 1 Sample Test 1.1

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

**Test 1.1**

**1.1.1**

Which one of the following terms describes the physical components of a computer system? **[1 Mark]**

a.  Hardware.

b.  Freeware.

c.  Software.

d.  Courseware.

**1.1.2**

Which one of the following is a portable digital device? **[1 Mark]**

a.  Photocopier.

b.  Desktop computer.

c.  Personal digital assistant.

d.  Computer screen.

**1.1.3**

Which one of the following can slow down the computers performance? **[1 Mark]**

a.  Running several software applications at the same time.

b.  Using a small computer monitor.

c.  Increasing the amount of RAM available in the computer.

d.  Printing documents at a low resolution.

**1.1.4**

Which one of the following is most likely to be used to input a photograph into a computer? **[1 Mark]**

a.  Stylus.

b.  Microphone.

c.  Plotter.

d.  Scanner.

**Sample Test 1.1 (Contd.)**

**1.1.5**

Which one of the following statements about RAM is true? **[1 Mark]**

a.  RAM retains data when the computer shuts down.

b.  RAM is read and write memory.

c.  RAM is write-only memory.

d.  RAM cannot be increased in any computer.

**1.1.6**

Which one of the following properties of a central processing unit (CPU) is measured in gigahertz (GHz)? **[1 Mark]**

a.  Cost.

b.  Volume.

c.  Speed.

d.  Temperature.

**1.1.7**

Which one of the following statements is true? **[1 Mark]**

a.  A gigabyte is less than a megabyte.

b.  A kilobyte is greater than a megabyte.

c.  A byte is less than a bit.

d.  A terabyte is greater than a gigabyte.

**1.1.8**

Which one of the following is used as a computer input device? **[1 Mark]**

a.  Plotter.

b.  Monitor.

c.  Printer.

d.  Scanner.

**Sample Test 1.1 (Contd.)**

**1.1.9**

Which one of the following can output the results of work done on a computer? **[1 Mark]**

a.  Scanner.

b.  Touchpad.

c.  Joystick.

d.  Printer.

**1.1.10**

Which one of the following describes operating system software? **[1 Mark]**

a.  Software to control the allocation and usage of hardware resources.

b.  Software to carry out spreadsheet calculations.

c.  Software to operate virus-scanning procedures.

d.  Software to manipulate databases.

**1.1.11**

Which one of the following devices typically has the largest storage capacity? **[1 Mark]**

a.  USB flash drive.

b.  Internal hard disk.

c.  DVD.

d.  CD-ROM.

**1.1.12**

Which one of the following tasks is best suited to a spreadsheet? **[1 Mark]**

a.  Composing a standard letter for a mail shot.

b.  Reserving an airline ticket.

c.  Presenting sales data to a large audience.

d.  Calculating a budget and cash flow for a new project.

**Sample Test 1.1 (Contd.)**

**1.1.13**

Which one of the following is a software application that allows a computer to respond to voice commands? **[1 Mark]**

a.  A screen reader.

b.  A screen magnifier.

c.  A speech recognition utility.

d.  An on-screen keyboard.

**1.1.14**

Which one of the following describes the speed at which data can be moved from one computer to another? **[1 Mark]**

a.  Line width.

b.  Cache level.

c.  Transfer rate.

d.  Transform time.

**1.1.15**

Which one of the following is the delivery of training or education programs by electronic means? **[1 Mark]**

a.  E-learning.

b.  E-college.

c.  E-teaching.

d.  E-school.

**1.1.16**

Which one of the following is not application software? **[1 Mark]**

a.  Word processing software.

b.  Database software.

c.  Presentation software.

d.  Windows 7 software.

**Sample Test 1.1 (Contd.)**

**1.1.17**

Which one of the following statements about Internet connection services is true? **[1 Mark]**

a.  Broadband connections are always-on while your computer is switched on.

b.  Dial-up connections are usually faster than broadband connections.

c.  You cannot use your telephone line to make calls while using a broadband connection.

d.  Dial-up connections are always-on while your computer is switched on.

**1.1.18**

What does the term ‘ICT’ stand for? **[1 Mark]**

a.  Information and Communication Technology.

b.  Internet and Computer Technology.

c.  Internet and Control Technology.

d.  Information and Control Technology.

**1.1.19**

The computers in your local office building are connected together so staff in the building can share files and printers. What is this arrangement of computers called? **[1 Mark]**

a.  LAN.

b.  ISDN.

c.  WAN.

d.  FTP.

**1.1.20**

Which one of the following describes RSS (Really Simple Syndication)? **[1 Mark]**

a.  An audio or video recording posted on a website that can be downloaded and played later.

b.  A Web feed format used to publish frequently updated content such as blog entries, news headlines or podcasts.

c.  An online journal where an author posts comments and observations in chronological order.

d.  Real-time text-based communication between two or more people over a network such as the Internet.

**Sample Test 1.1 (Contd.)**

**1.1.21**

Which one of the following is an online journal where an author posts personal views and observations in a chronological order? **[1 Mark]**

a.  Podcast.

b.  RSS feed.

c.  Blog.

d.  E-mail.

**1.1.22**

Which one of the following best describes an extranet? **[1 Mark]**

a.  A worldwide network of servers that store a collection of linked hypertext documents.

b.  An extension to a network operating system used to monitor and control the flow of data.

c.  An extension of an intranet using Internet technologies to facilitate communication with specified users outside the intranet.

d.  An external network filing system for backing up large data files.

**1.1.23**

Which one of the following is unsafe online activity? **[1 Mark]**

a.  Giving your home address to someone you met in a chat room.

b.  Using a screen name or nick name that cannot identify you.

c.  Meeting someone you met online face-to-face in the company of your friends.

d.  Keeping your social network profile private.

**1.1.24**

Which one of the following is good working practice when using a computer? **[1 Mark]**

a.  Reducing the light level in the area around the computer.

b.  Taking frequent breaks away from the computer.

c.  Sitting in a comfortable armchair when using the computer.

d.  Positioning the keyboard below wrist level on the desk.

**Sample Test 1.1 (Contd.)**

**1.1.25**

Which one of the following is the name commonly given to the buying and selling of goods on the Internet? **[1 Mark]**

a.  e-mail.

b.  e-data exchange.

c.  e-retail.

d.  e-commerce.

**1.1.26**

Which one of the following is good practice when downloading files? **[1 Mark]**

a.  Disable virus-scanning software when downloading files.

b.  Open all unrecognised e-mail messages.

c.  Enable virus scanning software and download files from secure sites only.

d.  Download files from Internet bulletin boards.

**1.1.27**

Which one of the following is a type of input/output port? **[1 Mark]**

a.  Firewall.

b.  Firewire.

c.  Firmware.

d.  Linear.

**1.1.28**

Which one of the following activities could lead to the spread of a computer virus? **[1 Mark]**

a.  Using only software that has been checked for viruses.

b.  Maintaining regularly updated antivirus software.

c.  Opening only virus-checked file attachments from known sources.

d.  Using a USB Flash Drive from an unknown source to exchange data.

**Sample Test 1.1 (Contd.)**

**1.1.29**

What is the name for licensed software that can be used for a trial period after which the user is requested to pay a fee for continued use? **[1 Mark]**

a.  Shareware.

b.  Freeware.

c.  Open Source software.

d.  Software bundle.

**1.1.30**

Which one of the following monitors incoming network traffic to prevent unauthorized attacks? **[1 Mark]**

a.  Dataguard.

b.  Firewall.

c.  Fireguard.

d.  Datashield.

**1.1.31**

Which one of the following is software introduced into a computer without the owner’s knowledge to corrupt the computer’s operating system or destroy data? **[1 Mark]**

a.  A virus.

b.  A germ.

c.  A bug.

d.  A macro.

**1.1.32**

Which one of the following statements about software copyright is true? **[1 Mark]**

a.  Copyright promotes the illegal use of software.

b.  Copyright is the exclusive legal right of software authors to produce copies of their own software.

c.  Copyright is designed to protect a disk against computer viruses.

d.  Copyright will prevent a CD-ROM from being duplicated.

**Sample Test 1.1 (Contd.)**

**1.1.33**

Which one of the following practices will save energy? **[1 Mark]**

a.  Apply settings to automatically power down the screen/monitor when not in regular use.

b.  Update your screen saver.

c.  Change the screen/monitor background design.

d.  Leave the computer on continuously to avoid re-booting the system.

**1.1.34**

Which one of the following statements describes a good approach to information security for an organisation? **[1 Mark]**

a.  Sensitive data is available to everyone.

b.  Computer systems are backed up on a regular basis.

c.  There are no procedures for reporting security lapses.

d.  Staff passwords are never changed.

**1.1.35**

Which one of the following allows or denies users the privileges to create, view, change or delete data on a computer system? **[1 Mark]**

a.  Client rights.

b.  Access rights.

c.  Sign on rights.

d.  Entry rights.

**1.1.36**

The theft of which one of the following would result in the loss of contact details? **[1 Mark]**

a.  Printer.

b.  PDA.

c.  Modem.

d.  RAM.

**END OF TEST**

**Module 1 Sample Test 1.2**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

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**Test 1.2**

**1.2.1**

Which one of the following would be described as software? **[1 Mark]**

a.  Internet browser.

b.  Printer.

c.  Monitor.

d.  Keyboard.

**1.2.2**

Which one of the following would be most used by someone who travels by train to work in various locations? **[1 Mark]**

a.  Scanner.

b.  Printer.

c.  Laptop.

d.  Desktop.

**1.2.3**

A laptop is most likely to have which one of the following input devices fitted as standard? **[1 Mark]**

a.  Scanner.

b.  Joystick.

c.  Mouse.

d.  Touchpad.

**1.2.4**

Which one of the following is the CPU in a computer? **[1 Mark]**

a.  Calculating Process Unit.

b.  Control Program Unit.

c.  Control Process Unit.

d.  Central Processing Unit.

**Sample Test 1.2 (Contd.)**

**1.2.5**

Which one of the following is most likely to improve the performance of the computer? **[1 Mark]**

a.  Increasing the number of applications running simultaneously.

b.  Increasing the size of the computer monitor being used.

c.  Increasing the amount of RAM being used.

d.  Attaching a bigger printer.

**1.2.6**

Which one of the following statements about Read Only Memory is true? **[1 Mark]**

a.  Application programs can write data to ROM.

b.  The contents of ROM are not deleted when the computer is switched off.

c.  Internet pages are stored in ROM while they are being loaded.

d.  The contents of ROM are deleted when the computer is switched off.

**1.2.7**

Which one of the following describes Instant Messaging (IM)? **[1 Mark]**

a.  A Web feed format used to publish frequently updated news headlines, in a standardised format.

b.  Technology that enables the delivery of telephone conversations over the Internet.

c.  Real-time text-based communication between two or more people over the Internet.

d.  A frequently updated journal or diary often hosted by a third party on the Internet.

**1.2.8**

Which one of the following describes uploading files? **[1 Mark]**

a.  Transferring data from a personal computer to a web server.

b.  Copying a free image from a web page.

c.  Transferring data from a web server to a personal computer.

d.  Saving a Webpage from the Internet to a personal computer.

**Sample Test 1.2 (Contd.)**

**1.2.9**

Which one of the following describes Windows 7? **[1 Mark]**

a.  A database application.

b.  An anti-virus scanner.

c.  A backup utility.

d.  An operating system.

**1.2.10**

Which one of the following is a software application that helps users with a physical disability to enter characters on a PC? **[1 Mark]**

a.  A screen reader.

b.  An on-screen keyboard.

c.  A screen magnifier.

d.  A screen saver.

**1.2.11**

Which one of the following can be used to both input and output information? **[1 Mark]**

a.  Touchscreen.

b.  Monitor.

c.  Keyboard.

d.  Mouse.

**1.2.12**

Which one of the following is a kilobyte? **[1 Mark]**

a.  1,000,000 bytes.

b.  1000 bytes.

c.  1024 bits.

d.  1024 bytes.

**Sample Test 1.2 (Contd.)**

**1.2.13**

Which one of the following is a storage medium? **[1 Mark]**

a.  CPU.

b.  USB Flash Drive.

c.  Trackball.

d.  Stylus.

**1.2.14**

Which one of the following government services would most likely be provided over the Internet? **[1 Mark]**

a.  Waste Collection.

b.  Online Tax enquiries.

c.  Prison Service.

d.  Marriage Registration.

**1.2.15**

Which type of software controls the allocation of resources and software on the computer? **[1 Mark]**

a.  Operating system software.

b.  Utility software.

c.  Browser software.

d.  Security software.

**1.2.16**

Which one of the following would require the use of a database application? **[1 Mark]**

a.  Design a cover for a new magazine.

b.  Compose a standard letter for a mail shot.

c.  Record details of staff training courses.

d.  Calculate a budget for a new project.

**Sample Test 1.2 (Contd.)**

**1.2.17**

Which one of the following describes an audio or video recording posted on a website that can be downloaded and played later? **[1 Mark]**

a.  An RSS feed.

b.  A broadcast.

c.  A web log.

d.  A podcast.

**1.2.18**

Which one of the following would be a typical file size for a 2-paged word processed letter? **[1 Mark]**

a.  30 bits

b.  100 bytes

c.  30 kilobytes

d.  1 megabyte

**1.2.19**

Which one of the following is the delivery of training or education programs by electronic means? **[1 Mark]**

a.  E-learning.

b.  E-college.

c.  E-teaching.

d.  E-school.

**1.2.20**

Which one of the following virtual communities normally allows sharing of photos and video clips? **[1 Mark]**

a.  Internet chat rooms.

b.  Internet forums.

c.  Social networking websites.

d.  Online computer games.

**Sample Test 1.2 (Contd.)**

**1.2.21**

Which one of the following statements about Internet connection services is true? **[1 Mark]**

a.  Dial-up connections are always-on while your computer is switched on.

b.  Dial-up connections do not stop you from using your telephone line to make calls.

c.  Broadband services allow you to share a single connection with more than one computer.

d.  Broadband services usually are slower than dial-up connections.

**1.2.22**

Which one of the following is safe to post on a social networking website? **[1 Mark]**

a.  A personal telephone number.

b.  A home address.

c.  Hobbies.

d.  A school or work-place address.

**1.2.23**

Which one of the following is commonly used to connect computers in the Italian and English offices of a multinational company? **[1 Mark]**

a.  The World Wide Web.

b.  A local area network.

c.  A wide area network.

d.  A wireless local area network.

**1.2.24**

Which one of the following terms commonly refers to a network where one computer provides shared resources to other computers? **[1 Mark]**

a.  Server / Client.

b.  Client / User.

c.  Client / Server.

d.  Server / Provider.

**Sample Test 1.2 (Contd.)**

**1.2.25**

Which one of the following describes RSS (Really Simple Syndication)? **[1 Mark]**

a.  A radio programme posted on a website that can be downloaded and played later.

b.  A Web feed format used to publish frequently updated content such as blog entries, news headlines or podcasts.

c.  An online journal where an author posts comments and observations in chronological order.

d.  Real-time text-based communication between two or more people over a network such as the Internet.

**1.2.26**

Which one of the following commonly describes an Intranet? **[1 Mark]**

a.  a network of a maximum of 3 computers.

b.  a private company network.

c.  only used in the home.

d.  a world wide network of computers.

**1.2.27**

Which one of the following is an advantage of teleworking? **[1 Mark]**

a.  More emphasis on teamwork.

b.  Allows only fixed working hours.

c.  Allows flexible working hours.

d.  Never a need to use a computer or telephone.

**1.2.28**

Which one of the following usually causes RSI? **[1 Mark]**

a.  Viewing a monitor that has a lot of glare and reflections.

b.  Working where there is inadequate lighting and ventilation.

c.  Using a chair without arms.

d.  Typing for a long period of time without breaks.

**Sample Test 1.2 (Contd.)**

**1.2.29**

Which one of the following can help maintain a good posture when sitting in front of a computer? **[1 Mark]**

a.  Using a low level of lighting.

b.  Sitting close to the computer monitor.

c.  Correctly positioning the computer, desk and seat.

d.  Recycling printer cartridges.

**1.2.30**

Which one of the following is a harmful software programme that can generate copies of itself and spread throughout a computer system? **[1 Mark]**

a.  An operating system.

b.  An application system.

c.  A computer virus.

d.  A web log.

**1.2.31**

Which one of the following activities could lead to the spread of a computer virus? **[1 Mark]**

a.  Using only software that has been checked for viruses.

b.  Maintaining regularly updated antivirus software.

c.  Opening only virus-checked file attachments from known sources.

d.  Using a CD from an unknown source to exchange data.

**1.2.32**

Which one of the following is a feature of software copyright? **[1 Mark]**

a.  It denies the rights of the software author.

b.  It recognises the rights of the software author.

c.  It makes software freeware.

d.  It encourages software piracy.

**Sample Test 1.2 (Contd.)**

**1.2.33**

How does copyright relate to stories downloaded from a national newspaper’s web site? **[1 Mark]**

a.  Copyright never applies to stories downloaded.

b.  Full copyright applies to stories downloaded.

c.  Copyright applies for one month from download date.

d.  Only part of copyright applies to stories downloaded.

**1.2.34**

What is the best way to protect a computer against data loss? **[1 Mark]**

a.  Lock the computer when it is not being used.

b.  Change your password regularly.

c.  Delete archive files each month.

d.  Make regular backups of data to a removable storage device.

**1.2.35**

Which one of the following is the reason that users should log on with a username and password? **[1 Mark]**

a.  To be aware of who is in the building.

b.  To check up on the time-keeping of users.

c.  To protect computers on a network against unauthorised use.

d.  To enable a personalized greeting for each user.

**1.2.36**

Which one of the following best describes the purpose of Data protection legislation? **[1 Mark]**

a.  To give computer owners the right to protect themselves against computer fraud.

b.  To give software owners the right to promote software copyright.

c.  To give governments the right to control data access on the Internet.

d.  To give a right to individuals to establish the existence of personal data.

**END OF TEST**

### Module 2 Sample Test

### *Using the Computer and Managing Files*

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The following are sample tests for ECDL / ICDL Module 2, *Using the Computer and Managing Files*. ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL / ICDL standard tests. All test items within ECDL / ICDL tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0

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Answer Guide

An **Answer Guide** for the sample tests is contained within the sample tests folder.

answerfile Instruction

An ***answerfile*** is provided in the ***answer*** folder for each test paper in your Candidate Drive. You are asked to enter your answer beside the relevant question number in the ***answerfile*** and save.

# Set-up Instructions

In order to use the files and folders for tests in Module 2 please do the following:

1. Firstly, make sure that you have Winzip installed on your PC, if not download it from here: http://www.winzip.com/
2. When you have installed Winzip double click on the Module 2 folder on the MQTB to open it.
3. Double click on the m2wrkfls folder.
4. Open the appropriate sample test folder.
5. Double click on the ecdltest.zip file.
6. Click on the "Extract" Icon in Winzip.
7. Extract the ecdltest.zip file within the appropriate sample test folder.
8. This will create the ecdltest folder and all required files and subfolders.

### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL applications tests (Modules 2 – 7). 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*** ***italic*** 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. Authorised ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the test.

### Candidate Drive

An allocated location on a Drive should be provided to Candidates for the tests in Modules 2-7. Where support files and folders, work files or an ***answerfile*** relevant to the specific test are required, these are to be provided on the allocated location on the Drive. The allocated location on the Drive is the property of the Test Centre and is the responsibility of the authorised ECDL / ICDL Tester. Candidates may save their work to removable media provided by the Test Centre. All test documentation and removable media must be handed up at the end of the test.

### Desktop Icons

Where desktop icon movement is presented as a test item, Test Centres should ensure that auto arrange tools for desktop icons are switched off on the Candidate computer and that icons are appropriately positioned in advance of the test.

### Print to file

For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Operator.

**Module 2 Sample Test 2.1**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following is a sample test for Module 2, *Using the Computer and Managing Files*. In the sample test you are required to answer questions associated with operating and using your computer. You are asked to create a folder structure and carry out various operations associated with manipulating files and folders within this folder structure.

**[32 Marks]**

1. Locate the answer folder on your Candidate Drive. Open the ***sample answerfile 2.1*** contained in the answer folder. **[2 Marks]**
2. Enter your Candidate Identification number in the space provided on row 1 of the table in the ***sample answerfile 2.1*** and save the ***sample answerfile 2.1*** on your Candidate Drive. **[1 Mark]**
3. wastebasket.bmpWhich one of the following icons represents a folder? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q3 space provided). **[1 Mark]**

1. b. c. d.
2. Which one of the buttons below should you click on to restore down a window? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q4 space provided). **[1 Mark]**

1. b. c. d.
2. Which one of the following is a benefit of online file storage? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q5 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | Files can be shared safely with friends and family with Internet access. |
| b. | Only text files can be stored online. |
| c. | The data is publicly available to anyone with Internet access. |
| d. | Only you can access files you have stored on line. |

**Sample Test 2.1 (Contd.)**

1. Which one of the following is not a desktop display property? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q6 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | Selecting a screen saver. |
| b. | Selecting the default printer. |
| c. | Selecting the screen resolution. |
| d. | Changing the background image displayed on the desktop. |

1. What is the name and version number of the operating system on the computer you are using to take this sample test? Enter your answer in the ***sample answerfile 2.1*** (Q7 space provided). **[1 Mark]**
2. Which one of the following shows file size from smallest to largest? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q8 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | Gigabyte, Megabyte, Kilobyte, Byte. |
| b. | Megabyte, Gigabyte, Kilobyte, Byte. |
| c. | Byte, Kilobyte, Megabyte, Gigabyte. |
| d. | Kilobyte, Megabyte, Byte, Gigabyte. |

1. Which one of the following statements about computer viruses is true? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q9 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | Text files are the only files to be corrupted by viruses. |
| b. | Files are always permanently damaged by viruses. |
| c. | Files can be damaged by computer viruses. |
| d. | Compressed files can never be damaged by viruses. |

1. Which one of the following is an appropriate routine to shut down a non-responding application? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q10 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | Close all open documents and press the power button until the computer automatically switches off. |
| b. | Press Ctrl+Alt+Delete, select the application in the Task Manager window and click End Task. |
| c. | Pull out the power cable from the back of the computer. |
| d. | Click Shut Down on the Start menu and choose Shut down from the Shut Down Windows drop-down list. |

**Sample Test 2.1 (Contd.)**

1. Which one of the following is the result of restoring a file from the Recycle Bin? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q11 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | The file is backed up on the desktop. |
| b. | The file is copied to its original location. |
| c. | The file is moved to a temporary location. |
| d. | The file is moved to its original location. |

1. Which one of the following icons represents a shortcut to a Music folder? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.1*** (Q12 space provided). **[1 Mark]**



a. b. c. d.

1. Use the ***operating system*** Help Function to find information about the topic ***Print a document or file***. Copy a sentence of text information about ***Print a document or file*** as your answer in the ***sample answerfile 2.1*** (Q13 space provided) and save. **[2 Marks]**
2. Locate and open the ***ecdltest*** folder on your Candidate Drive. Display the folders and files to show the name, size, type and date modified. Sort the files to display the most recently modified file at the top of the list. **[2 Marks]**
3. Select the three most recently modified files. **[1 Mark]**
4. Capture a full screen image showing the selected files and paste the image into the second page of the ***sample answerfile 2.1***. Save the ***sample answerfile 2.1***. **[2 Marks]**
5. Locate the folder ***Planets*** in the ***ecdltest*** folder and create two subfolders within the Planets folder and name them ***Jupiter*** and ***Pluto***. **[2 Marks]**

Planets

****

****

Pluto

Jupiter

1. Locate the file ***helpctx.docx*** in the ecdltest folder and rename the file ***userlist.docx***. **[1 Mark]**
2. Delete the file ***Provence.docx***. **[1 Mark]**

**Sample Test 2.1 (Contd.)**

1. Copy the file ***earth quiz.docx*** to the Earth subfolder. **[1 Mark]**
2. Move all the rich text format (.rtf) files to the Earth subfolder. **[1 Mark]**
3. In the ecdltest folder, locate and open the compressed file ***tip.zip***. Extract the document within the compressed file to the ecdltest folder on your Candidate Drive. **[2 Marks]**
4. Search for all files in the ecdltest folder (including subfolders) that have a name beginning with ***fa*** and enter the number of files found as your answer in the ***sample answerfile 2.1*** (Q23 space provided). **[2 Marks]**
5. Print one copy of the sample answerfile 2.1 to a printer. Save and close the ***sample answerfile 2.1***. **[1 Mark]**

**END OF TEST**

**Module 2 Sample Test 2.2**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

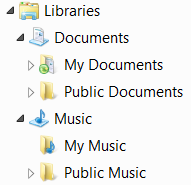
***The sample tests must not, under any circumstances, be used in Certification testing.***

The following is a sample test for Module 2, *Using the Computer and Managing Files*. In the sample test you are required to answer questions associated with operating and using your computer. You are asked to create a folder structure and carry out various operations associated with manipulating files and folders within this folder structure.

**[32 Marks]**

1. Locate the ***answer*** folder on your Candidate Drive. Open the ***sample answerfile 2.2*** contained in the ***answer*** folder. **[2 Marks]**
2. Enter your Candidate Identification in the space provided on row 1 of the table in the ***sample answerfile 2.2*** and save the ***answerfile 2.2*** on your Candidate Drive. **[2 Marks]**
3. Which one of the following file types is a music file? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q3 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | .zip |
| b. | .docx |
| c. | .odt |
| d. | .mp3 |

1. Which one of the following best describes the type of file system structure being shown below?   
   Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q.4 space provided) and save. **[1 Mark]** 

|  |  |  |  |
| --- | --- | --- | --- |
| a. | b. | c. | d. |
| Flat File. | Sequential. | Hierarchical. | Random. |

1. Which one of the following is the correct name for the screen image shown below? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q5 space provided). **[1 Mark]**

scrollbar.jpg

a. Ribbon. b. Title Bar. c. Status Bar. d. Scroll Bar.

**Sample Test 2.2 (Contd.)**

1. Which one of the following icons represents a file created with an application? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q6 space provided). **[1 Mark]**

a. b. c. d.

1. Why do you need to update anti-virus scanning software regularly? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q7 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | To stop any unauthorised access to the computer. |
| b. | To renew the anti-virus scanning software  End-User Licence Agreement. |
| c. | To protect against infection of files by new viruses. |
| d. | To avoid accidental deletion of the anti-virus software. |

1. Which one of the following is a result of compressing a file? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q8 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | The file is deleted. |
| b. | The file size is smaller. |
| c. | The 3 character extension is hidden. |
| d. | All file properties are lost. |

1. Why is it important to backup files to removable storage media? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q9 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | To increase space on the internal hard disk. |
| b. | To free space in the recycle bin. |
| c. | To make it easier to find important files quickly. |
| d. | To avoid the loss of data due to hard disk failure. |

1. Why is it important for a file to have the correct file extension? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q10 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | To allow the file to be compressed. |
| b. | To relate the file to the correct folder. |
| c. | To relate the file to the correct application. |
| d. | To allow the file to be stored in the Recycle Bin. |

**Sample Test 2.2 (Contd.)**

1. How much Random Access Memory is in the computer you are using for this sample test? Enter your answer in the ***sample answerfile 2.2*** (Q11 space provided). **[2 Marks]**
2. Use the ***operating system*** Help Function to find information about the topic ***Use pictures as a screen saver*** Copy a sentence of text information from a topic about ***Use pictures as a screen saver*** as your answer in the ***sample answerfile 2.2*** (Q12 space provided) and save. **[2 Marks]**
3. Which of the following file names complies with good practice in naming a file containing trading figures for the Greenway company for the third quarter of 2008? Enter your answer (a, b, c, or d) in the ***sample answerfile 2.2*** (Q13 space provided). **[1 Mark]**

|  |  |
| --- | --- |
| a. | Company 456C.xlsx |
| b. | Greenway figures.xlsx |
| c. | Q3 Trading.xlsx |
| d. | Greenway 2008Q3 Trading.xlsx |

1. Locate the ***ecdltest*** folder on your Candidate Drive. Open the ***ecdltest*** folder to display the name, size, type and date modified. **[1 Mark]**
2. Sort the files in the ***ecdltest*** folder in order of size displaying the largest at the top of the list. **[1 Mark]**
3. Select the two largest files and capture a screen image that shows only the window showing the selected files. Paste the image below the title on page two of the ***sample answerfile 2.2***. **[2 Marks]**
4. Use the search feature to search for all files with the extension ***.gif*** in the ***ecdltest*** folder (including subfolders) and enter the number of files as your answer in the ***sample answerfile 2.2*** (Q. 17 space provided). **[2 Marks]**
5. Locate the folder ***Oceans*** in the ***ecdltest*** folder and create two subfolders within the ***Oceans*** folder and name them ***Atlantic*** and ***Pacific***. **[2 Marks]**

****

Oceans



Pacific

Atlantic

1. Select the files ***ocean info.docx*** and ***atlantic ocean.docx***. Copy the selected files to the ***Atlantic*** folder within the ***Oceans*** folder. **[2 Marks]**

**Sample Test 2.2 (Contd.)**

1. Move the ***earth quiz.docx*** to the ***Earth*** folder. **[1 Mark]**
2. Rename the ***test.docx*** to ***decision.docx***. **[1 Mark]**
3. Delete the files ***factors.dat*** and ***agenda1.xlsx***. **[1 Mark]**
4. Change the attribute of the ***delivery.xlsx*** file so the file can be opened and changed. **[1 Mark]**
5. Print one copy of the ***sample answerfile 2.2*** to a printer. Save and close the ***sample answerfile 2.2***. **[1 Mark]**

**END OF TEST**

### Module 3 Sample Test

### *Word Processing*

The following are sample tests for ECDL / ICDL Module 3, *Word Processing*.

ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL / ICDL standard tests. All test items within ECDL / ICDL tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0

### Marking Instructions

Each test consists of 32 tasks. The tasks required to produce the document are of equal value, that is, one mark is allocated to each task of each test. The Candidate has passed the test if he / she scores at least 24 marks out of the possible 32. The pass mark in Module 3 is 75%. The evaluation of answers must be done with some degree of tolerance. Minor errors such as those associated with typing or spelling should not lead to failure.

#### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL applications tests (Modules 2 – 7). References to file names, file extensions, folders, directories, 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*** ***italic*** 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. Authorised ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the test.

#### Candidate Drive

An allocated location on a Drive should be provided to Candidates for the tests in Modules 2-7. Where support files and folders, work files or an ***answerfile*** relevant to the specific test are required, these are to be provided on the allocated location on the Drive. The allocated location on the Drive is the property of the Test Centre and is the responsibility of the authorised ECDL / ICDL Tester. Candidates may save their work to removable media provided by the Test Centre. All test documentation and removable media must be handed up at the end of the test.

#### Print to file

For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Operator.

**Module 3 Sample Test 3.1**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

Your task is to work on documents relating to a garden centre. In the sample test you are asked to edit an information sheet providing instructions about watering plants. You will be asked to edit the information sheet and apply various formatting actions to it, and to create a simple table.

**[32 Marks]**

1. Open the word processing application and open the file called ***sampletest31.docx*** from your Candidate Drive. Save the file to your Candidate Drive using the filename ***spring garden.docx***.**[1 Mark]**
2. Justify the main body text in page 1 from ***This is a new gardening fact sheet…*** to ***… the spring and summer months***. **[1 Mark]**
3. Select all the text in the document and change the font to Arial. **[1 Mark]**
4. Select all the text from ***This is a new gardening fact sheet…*** to ***… the spring and summer months*** and apply 6 point spacing after (below) each paragraph and save. **[1 Mark]**
5. Underline the title text ***gardening for amateurs***. **[1 Mark]**
6. Change the title text ***gardening for amateurs*** to uppercase and save. **[1 Mark]**
7. Insert a centre aligned field below the text ***gardening for amateurs*** to display today’s date. **[1 Mark]**
8. Edit the text ***every month*** in the first paragraph to read ***every week***. **[1 Mark]**
9. Apply the ***italred*** style to the text ***Gardening tips for Spring***. **[1 Mark]**
10. In the paragraph beginning ***Over recent weeks due…*** start a new paragraph at the sentence beginning ***June is a terrific month…*** **[1 Mark]**
11. Apply automatic numbering to the paragraphs beginning ***Bed in new…*** to ***Water all plants…*** **[1 Mark]**
12. Delete the page break between pages 1 and 2. **[1 Mark]**
13. Create a table with two columns and four rows below the text ***Special Offers This Week***. **[1 Mark]**
14. Insert the following text into the table as shown below: **[1 Mark]**

|  |  |
| --- | --- |
| Plant | Price € |
| Crocus | 2.99 |
| Pansy | 4.99 |
| Lily | 3.50 |

1. Change the width of all the cell borders of the table to be 3pt and change the colour of the cell borders to a colour of your choice. **[1 Mark]**

**Sample Test 3.1 (Contd.)**

1. Copy the formatting of the text ***Gardening tips for Spring*** and apply the formatting to the headings in the first row of the table. **[1 Mark]**
2. Right align all the text and numbers in column 2 (Price € column) in the table. **[1 Mark]**
3. Change the top and bottom margins in the document to 2.5cms and save. **[1 Mark]**
4. Use a spell-check program and make changes if necessary. Proper names are not included in this spell checking and may be ignored. Save and close the ***spring garden.docx***. **[1 Mark]**
5. Open the file called ***rose.docx*** from your Candidate Drive. The Return key on the keyboard has been used to put space between the heading Roses and the paragraph beginning ***In many parts of the world...*** Remove the paragraph marks and change the spacing below (after) the heading Roses to 6 pt instead. Save and close the ***rose.docx*** document. **[1 Mark]**
6. Open the file called ***plants.docx*** from your Candidate Drive. Delete the picture of the garden centre from below the text ***THE CONTAINER GARDNER*** in page one. **[1 Mark]**
7. Move the picture of the rose from the bottom of page 2 of the ***plants.docx*** to below the bulleted text ***Hanging baskets*** on page 1. **[1 Mark]**
8. Resize the rose image so that it is 3.5cm in height. **[1 Mark]**
9. Make the title, ***THE CONTAINER GARDENER*** at the top of the document, bold. **[1 Mark]**
10. Enter your candidate identification number after the text ***Author:*** in the header of the document. **[1 Mark]**
11. Apply left-aligned automatic page numbering at the bottom of pages for the whole document and save. **[1 Mark]**
12. Leaving the ***plants.docx*** open, create a new blank document. **[1 Mark]**
13. Copy the table from page 2 of the ***plants.docx*** document into the new blank document. **[1 Mark]**
14. In the new document change the width of the second column (Flowering Season) of the table to be 4cm. **[1 Mark]**
15. Save the new document to your Candidate Drive with the file name ***container plants.docx*** and close the document. **[1 Mark]**
16. Print one copy of page 1 **only** of the ***plants.docx*** document to an output printer. Save and close the ***plants.docx*** document. **[1 Mark]**
17. Open the file ***bedding plants.docx*** from your Candidate Drive. Save the ***bedding plants.docx*** document to your Candidate Drive in plain text format as ***bedding.txt***. Click Ok if message displayed. Save all open files and close the word processing application. **[1 Mark]**

**END OF TEST**

**Module 3 Sample Test 3.2**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

Your task is to prepare a letter and agenda giving information about the next general meeting of your local Windsurfing Club. In the sample test you are asked to modify the letter, to apply various formatting actions to it; and to carry out a mail merge operation so that the circular can be delivered to all the members of the Windsurfing Club.

**[32 Marks]**

1. Open the word processing application and open the file called ***sampletest32.docx*** from your Candidate Drive. Save the document to your Candidate Drive using the file name ***windagm.docx***. **[1 Mark]**
2. Change the orientation of the whole document to portrait. **[1 Mark]**
3. Change the paper size for printing from ***legal*** to ***A4*** (do not print) and save. **[1 Mark]**
4. Enter the date ***14/7/2010*** above the text ***To the members of the Windsurfing Club***. **[1 Mark]**
5. Justify the text in the paragraph beginning ***This is a call…*** **[1 Mark]**
6. Centre align the text ***Agenda***. **[1 Mark]**
7. Indent the agenda items from ***Election of the Chairman…*** to ***Expeditions planned…*** by 2 cms from the left margin. Save the ***windagm.docx*** document. **[1 Mark]**
8. Apply bullets to the list of agenda items from ***Election of the Chairman…*** to ***Expeditions planned…***. **[1 Mark]**
9. Apply double line spacing to the bullet points from ***Election of the Chairman…*** to ***Expeditions planned…***. **[1 Mark]**
10. Delete the soft line break after the word ***Sea*** in the paragraph beginning ***There are still spaces…*** **[1 Mark]**
11. Set and apply a left tab of ***2.5 cms*** to the text beginning ***Special Rate For...*** **[1 Mark]**
12. Apply superscript to the text ***See Anne for details*** and save. **[1 Mark]**
13. Insert a page break immediately before the text ***2008 EXPEDITIONS***. **[1 Mark]**
14. Apply a 3pt box border and a shading of your choice to the text ***2008 EXPEDITIONS*** at the top of page 2. **[1 Mark]**
15. Insert 3 flag symbols (🏱) from the wingdings symbols font under the text ***2008 EXPEDITIONS*** at the top of page 2. **[1 Mark]**
16. Apply a font colour of your choice to the flag symbols and save. **[1 Mark]**
17. Insert a column to the right of the ***Dates*** column in the table on page 2. **[1 Mark]**

**Sample Test 3.2 (Contd.)**

1. Add the heading ***Fares*** to the new column and insert the fares as shown below. **[1 Mark]**

|  |
| --- |
| **Fares** |
|  |
| €999 |
| €425 |
| €750 |
| €295 |

1. Delete the blank row in the table. **[1 Mark]**
2. Add shading of your choice to the first row of the table containing the headings ***Location, Dates, Fares***. **[1 Mark]**
3. Replace all occurrences of the word ***club*** with ***association***. **[1 Mark]**
4. Use a spell-check program and make changes if necessary. Proper names or place names are not included in this spell checking and may be ignored. Save the ***windagm.docx*** document. **[1 Mark]**
5. Insert the image file ***sail.jpg*** from your Candidate Drive below the table on page 2. **[1 Mark]**
6. Resize the ***sail*** image on page 2 to be 40% of its original height and width. **[1 Mark]**
7. Copy the ***sail*** image from page 2 to page 1 between ***SOUTHAMPTON WINDSURFING ASSOCIATION*** and the name ***Gareth Williams*** at the top of the letter. **[1 Mark]**
8. Enter your candidate identification number in the left hand side of the header of the document. Save the ***windagm.docx*** document. **[1 Mark]**
9. Print one copy of page 1 only of the ***windagm.docx*** to an output printer. **[1 Mark]**
10. Mail Merge: Use the current version of ***windagm.docx*** as a form letter. **[1 Mark]**
11. Use the file ***contactlist.docx*** from your Candidate Drive as the data source to be merged with the ***windagm.docx*** form letter. Replace the existing name, address and city lines at the top of the document by inserting the following merge fields:

***<<First\_Name>> <<Last\_Name>>***

***<<Address>>***

***<<City>>*** **[1 Mark]**

1. Merge the address list data source with the ***windagm.docx*** form letter to create the mail-merged document. Save the mail merge document as ***agm2007.docx*** to your Candidate Drive. Save and close all open documents. **[1 Mark]**

**Sample Test 3.2 (Contd.)**

1. Open the file called ***times.docx*** from your Candidate Drive. The text ***1pm to 5pm*** has been aligned using the spacebar. Remove the spaces and set and apply a left tab of ***6 cm*** to the text ***1pm to 5pm*** instead. Save and close the ***times.docx*** document. **[1 Mark]**
2. Open the file called ***faxtoDW.docx*** from your Candidate Drive and save the file in template format as ***surffax.dotx*** to your Candidate Drive. Close the ***surffax.dotx*** template and close the word processing application. **[1 Mark]**

**END OF TEST**

### Module 4 Sample Tests

### *Spreadsheets*

The following are sample tests for ECDL / ICDL Module 4, *Spreadsheets*.

ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL / ICDL standard tests. All test items within ECDL / ICDL tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0.

#### Marking Instructions

Each test consists of 32 tasks. The tasks required to produce the spreadsheet are of equal value, that is, one Mark is allocated to each task of each test. The Candidate has passed the test if he / she scores at least 24 marks out of the possible 32. The pass mark in Module 4 is 75%. The assessment of answers must be done with some degree of tolerance. Minor errors such as those associated with typing or spelling should not lead to failure.

#### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL applications tests (Modules 2 – 7). References to file names, file extensions, folders, directories, 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*** ***italic*** 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. Authorised ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the test.

#### Candidate Drive

An allocated location on a Drive should be provided to Candidates for the tests in Modules 2-7. Where support files and folders, work files or an ***answerfile*** relevant to the specific test are required, these are to be provided on the allocated location on the Drive. The allocated location on the Drive is the property of the Test Centre and is the responsibility of the authorised ECDL / ICDL Tester. Candidates may save their work to removable media provided by the Test Centre. All test documentation and removable media must be handed up at the end of the test.

#### Print to file

For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Operator.

**Module 4 Sample Test 4.1**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following sample test for Module 4, *Spreadsheets*, is based on creating a spreadsheet for improvements to a golf club. In the sample test you are asked to develop a budget for improvements to the club facilities, to carry out various formatting actions, and to make some calculations before presenting the spreadsheet to the club members.

**[32 Marks]**

1. Open the spreadsheet application and open the file called ***golfbudget.xlsx*** from your Candidate Drive. Save the ***golfbudget.xlsx*** spreadsheet as ***extensionbudget.xlsx*** to your Candidate Drive. **[1 Mark]**
2. Zoom the ***costings*** worksheet up to 100%. **[1 Mark]**
3. On the ***costings*** worksheet widen column A as appropriate so that entered data is fully visible. **[1 Mark]**
4. Which of the two ***cells E7 or E8*** displays good practise in totalling a cell range? Enter your answer in ***cell B22***. **[1 Mark]**
5. Enter 1600 in ***cell C11*** and change the number in ***cell D8*** from 400 to 600. **[1 Mark]**
6. Enter a formula in ***cell B12*** to calculate the sum of the ***cell range B7 : B11***. **[1 Mark]**
7. Copy the formula in ***cell B12*** to the ***cell range C12 : E12*** and save. **[1 Mark]**
8. Enter a formula in ***cell F7*** with an absolute cell reference (for one cell only), that divides ***cell E7*** by ***cell E12***. Copy the formula in ***cell F7*** to the ***cell range F8 : F12***. **[1 Mark]**
9. Format the ***cell range F7 : F11*** as a percentage with 2 decimal places. **[1 Mark]**
10. Enter a formula in ***cell B14*** that subtracts ***cell B12*** from ***cell B3***. Copy the formula in ***cell B14*** to the ***cell range C14 : E14***. **[1 Mark]**
11. Enter a formula in ***cell B15*** to calculate the maximum of the ***cell range B7 : B11***. Copy the formula in ***cell B15*** to the ***cell range C15 : E15***. **[1 Mark]**
12. Enter a formula in ***cell B16*** to calculate the minimum of the ***cell range B7 : B11***. Copy the formula in ***cell B16*** to the ***cell range C16 : E16***. **[1 Mark]**
13. Enter a formula in ***cell B17*** that will calculate the average of the ***cell range B7 : B11***. Copy the formula in ***cell B17*** to the ***cell range C17 : E17***. **[1 Mark]**

**Sample Test 4.1 (Contd.)**

1. Enter a formula in ***cell J9*** using the + operator that adds ***cell B9*** and ***cell B10***. **[1 Mark]**
2. Enter a formula in ***cell B20*** that displays the text Yes if the number in ***cell E14*** is less than zero and otherwise displays the text No. **[1 Mark]**
3. Format the ***cell range B3 : E17*** to € currency with no decimal places. **[1 Mark]**
4. Copy the formatting from ***cell A6*** to ***cell A14*** (widen column A again if necessary so the entered data is fully visible). **[1 Mark]**
5. Insert a right aligned field in the footer of the ***costings*** worksheet that shows the worksheet name. **[1 Mark]**
6. On the ***donations*** worksheet you want to be able to sort the ***cell range A2:D135*** by ***Surname*** only in ascending order. What changes are required for the ***cell range A2:B135*** to allow you to do this? Enter your answer in the shaded ***cell B141***. **[1 Mark]**
7. On the ***donations*** worksheet freeze row 1 and save. **[1 Mark]**
8. On the ***donations*** worksheet apply settings so that the titles on row 1 would automatically print at the top of each page. Do not print the worksheet. **[1 Mark]**
9. Rename the ***Sheet 3*** worksheet so that it meaningfully relates to the worksheet content. **[1 Mark]**
10. Rename the ***bank loan*** worksheet as funding and save. **[1 Mark]**
11. On the ***funding*** worksheet there is a #NAME? error value in ***cell B8***. Why is this error displayed? Enter your answer in the shaded ***cell B11*** of the worksheet. **[1 Mark]**
12. On the ***funding*** worksheet create a 2-D Clustered Column chart, (accept default column chart) from the ***cell range A2 : B6***. **[1 Mark]**
13. On the ***funding*** worksheet move the column chart to begin near ***cell A13***. **[1 Mark]**
14. Change the colour of the columns in the chart to a colour of your choice. **[1 Mark]**
15. Add your candidate identification number into the left section of the header of the ***funding*** worksheet. **[1 Mark]**
16. Print 1 copy of the contents of the ***funding*** worksheet to an output printer. Save and close the ***extensionbudget.xlsx*** spreadsheet. **[1 Mark]**
17. Open the file called ***newmembers.xlsx*** from your Candidate Drive. Change the top and bottom margins for the ***new members*** worksheet to 2.5. **[1 Mark]**

**Sample Test 4.1 (Contd.)**

1. Enter a function in ***cell B42*** to count the new member names in the ***cell range B4 : B40***. Save and close the ***newmembers.xlsx*** spreadsheet. **[1 Mark]**
2. Open the file called ***scoreboard.xlsx*** from your Candidate Drive. Save the ***scoreboard.xlsx*** spreadsheet to your Candidate Drive in template format as ***scoreboard.xltx***. Save and close any open spreadsheets and close the spreadsheet application. **[1 Mark]**

**END OF TEST**

Module 4 Sample Test 4.2

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following is a sample test for Module 4, *Spreadsheets*. Your task is based on creating a spreadsheet for The Sports Centre. In the sample test you are asked to edit a spreadsheet that deals with sales and expenses over the past year, to carry out various formatting actions, to make some calculations and to create a chart.

**[32 Marks]**

1. Open the spreadsheet application and open the file called ***games.xlsx*** from your Candidate Drive. Save the ***games.xlsx*** spreadsheet as ***sportsbudget.xlsx*** to your Candidate Drive. **[1 Mark]**
2. On the ***budget*** worksheet apply a font colour of your choice to the contents of ***cell A1****.* **[1 Mark]**
3. Adjust the height of row 3 as appropriate so that entered data is fully visible. **[1 Mark]**
4. Enter 15220 in ***cell D7*** and change the number in ***cell E7*** from 44770 to 44780. **[1 Mark]**
5. Enter a formula in ***cell B13*** to calculate the sum of the ***cell range B5 : B12***. **[1 Mark]**
6. Copy the formula in ***cell B13*** to the ***cell range C13 : F13*** and save. **[1 Mark]**
7. Format the ***cell range B5 : F13*** to no decimal places with a separator for thousands. **[1 Mark]**
8. Enter a formula in ***cell B16*** to calculate the maximum sales in the ***cell range B5 : B12***. Copy the formula in ***cell B16*** to the ***cell range C16 : F16***. **[1 Mark]**
9. Enter a formula in ***cell B17*** to calculate the minimum sales in the ***cell range B5 : B12***. Copy the formula in ***cell B17*** to the ***cell range C17 : F17***. **[1 Mark]**
10. Enter a formula in ***cell B18*** that will calculate the number of sales values in the ***cell range B5 : B12***. Copy the formula in ***cell B18*** to the ***cell range C17 : F17***. **[1 Mark]**
11. Enter a formula in ***cell G5*** with an absolute cell reference (for one cell only), that divides ***cell F5*** by ***cell F13***. Copy the formula in ***cell G5*** to the ***cell range G6 : G13***. **[1 Mark]**
12. Enter a formula in ***cell J8*** that subtracts ***cell J6*** from ***cell F13***. **[1 Mark]**
13. Enter a formula in ***cell J11*** that displays the text in ***cell L2*** if the number in ***cell F13*** is greater than the number in ***cell J6*** and otherwise displays the text in ***cell L3***. **[1 Mark]**
14. Enter a formula in ***cell J14*** that multiplies the value in ***cell F5 by L4***. **[1 Mark]**

**Sample Test 4.2 (Contd.)**

1. Format ***cell I2*** so the date displays the year as well as the day and month and save. **[1 Mark]**
2. Change the top and bottom margins for the ***budget*** worksheet to 2. **[1 Mark]**
3. Add your candidate identification number into the right section of the header of the ***budget*** worksheet. **[1 Mark]**
4. Adjust the ***cell range B2 : E2*** so that the contents display at a 45 degree angle. **[1 Mark]**
5. Delete the text from ***cell A22***. **[1 Mark]**
6. Apply a setting (without adjusting the font size or margins) so that the contents of the worksheet would print on 1 page. **[1 Mark]**
7. Print 1 copy of the contents of the ***budget*** worksheet to an output printer. Save the spreadsheet. **[1 Mark]**
8. On the ***footwear*** worksheet merge and centre the title Footwear in ***cell A1*** across the cell range ***A1:G1***. **[1 Mark]**
9. On the ***footwear*** worksheet which of the two ***cells F7 or F8*** displays good practice in totalling a cell range? Enter your answer in ***cell B12***. **[1 Mark]**
10. Display gridlines for printing purposes and save. Do not print the worksheet. **[1 Mark]**
11. Delete column ***H*** titled ***VAT*** on the ***footwear*** worksheet. **[1 Mark]**
12. On the ***sportswear*** worksheet, create a pie chart (accept default pie chart) from the data contained within the ***cell range A2 : B5***. **[1 Mark]**
13. Add the title ***Sportswear Sales*** to the chart. **[1 Mark]**
14. On the ***accessories & gamesfitness*** worksheet there is an ***#REF!*** error value in ***cell B7***. Why does this error message appear? Enter your answer 1, 2, 3 or 4 in the shaded ***cell B12*** of the worksheet from the 4 options displayed in the worksheet. **[1 Mark]**
15. On the department worksheet enter a function in ***cell E7*** to round the content of ***cell D7*** to no decimal places. Copy the function in ***cell E7*** to the ***cell range E8 : E14*** and save. **[1 Mark]**
16. On the department worksheet wrap the content of ***cell B6*** in the cell. **[1 Mark]**
17. On the ***sports equipment*** worksheet resize the line chart so the chart and data would print on one page. Do not print the worksheet. Save and close the ***sportsbudget.xlsx*** spreadsheet. **[1 Mark]**
18. Open the file called ***CustomerList.xlsx*** from your Candidate Drive. Save the ***CustomerList.xlsx*** spreadsheet as a text file (tab delimited) called ***customer.txt*** to your Candidate Drive (Click Yes to dialog box prompt). Save all open spreadsheets and close the spreadsheet application. **[1 Mark]**

**END OF TEST**

**Module 5 Sample Tests**

### *Using Databases*

The following are sample tests for ECDL / ICDL Module 5, *Using Databases*.

ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL / ICDL standard tests. All test items within ECDL / ICDL tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0

#### The Database

The database work file provided on the Candidate Drive will consist of tables, queries, forms and reports to allow the Candidate to undertake the test. Date formats for the database application must be set in the dd/mm/yy format to reflect the design of specific questions in the Question and Test Base (QTB) in Module 5. All standard database application components must be installed prior to the test starting in order to allow the Candidate to answer specific questions.

#### Marking Instructions

Each test consists of 32 tasks. The end result for the test is based on the completion of various tasks associated with using databases and on responses to some multiple choice questions. The Candidate has passed the test if he / she scores at least 24 Marks out of the possible 32. The pass Mark in Module 5 is 75%. The assessment of answers must be done with some degree of tolerance. Minor errors such as those associated with typing or spelling should not lead to failure.

Answer Guide

An **Answer Guide** for the sample tests is contained within the sample tests folder.

#### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL applications tests (Modules 2 – 7). References to file names, file extensions, folders, directories, 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*** ***italic*** 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. Authorised ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the test.

#### Candidate Drive

An allocated location on a Drive should be provided to Candidates for the tests in Modules 2-7. Where support files and folders, work files or an ***answerfile*** relevant to the specific test are required, these are to be provided on the allocated location on the Drive. The allocated location on the Drive is the property of the Test Centre and is the responsibility of the authorised ECDL / ICDL Tester. Candidates may save their work to removable media provided by the Test Centre. All test documentation and removable media must be handed up at the end of the test.

### Print to file

For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Operator.

Response Format

The theoretical questions of the test in Module 5 may be administered as a paper-based test or as a test with responses provided to an electronic answerfile. If the Candidate completes a paper-based test he / she should be advised by the authorized ECDL / ICDL tester to enter their candidate identification number at the top of the test paper. Where an electronic answerfile is used to administer the test, the authorized ECDL / ICDL tester should note the following ***answerfile*** instructions.

*answerfile* Instructions

An *answerfile* is provided in the *answer* folder for each test paper in your Candidate Drive. The Candidate should enter his / her candidate identification number near the top of the *answerfile*. You are asked to enter your answer beside the relevant question number in the *answerfile* and save.

Security Warnings

When opening database files, depending on security settings, some security warnings may appear. The Authorised Tester must advise the Candidate if these warnings occur.

Module 5 Sample Test 5.1

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following sample test for Module 5,*Using Databases* is based on working with a database called ***Herb Garden***. In the sample test you will create a small table and enter some data, design queries that will extract data from the database, and create simple forms and reports.

**[32 Marks]**

1. Open the file called ***Theory Questions*** ***5.1*** from yourCandidate Drive. Open the file called ***sample answerfile 5.1*** from your Candidate Drive. Enter your candidate identification number near the top of the ***sample answerfile 5.1*** file. Enter your answers in the ***sample answerfile 5.1***. Save and close the ***sample answerfile 5.1*** file and close the ***Theory Questions*** ***5.1*** file. **[7 Marks]**
2. Open the ***Herb Garden*** database from your Candidate Drive. **[1 Mark]**
3. Create a new table with the 3 fields and their properties as shown below. **[2 Marks]**

|  |  |  |
| --- | --- | --- |
| Field Name | Data Type | Field Size or Format |
| Herb ID | AutoNumber | Long Integer |
| Herb Name | Text | 25 |
| Price | Currency | Euro |

1. Set the ***Herb ID*** field as the primary key. Save the table as ***New Varieties***. **[1 Mark]**
2. Add the following records to the ***New Varieties*** table. Save and close the ***New Varieties*** table. **[1 Mark]**

|  |  |  |
| --- | --- | --- |
| Herb ID | Herb Name | Price |
| 1 | Basil Puck | €1.29 |
| 2 | Golden Sage | €2.25 |

1. Open the ***Customers*** table, add the field below and save the changes. **[1 Mark]**

|  |  |  |
| --- | --- | --- |
| Field Name | Data Type | Field Size or Format |
| Telephone | Text | 25 |

1. In the ***Customers*** table move the ***Last Name*** field so that it appears between the ***First*** ***Name*** and the ***Type*** fields. Save and close the table. **[1 Mark]**
2. In the ***Herb Stock*** table modify the ***Price*** field to show 2 decimal places for all records. Save the table. **[1 Mark]**
3. Change the displayed width of all columns in the ***Herb Stock*** table to ***25*** and save.**[1 Mark]**
4. Sort the ***Herb Stock*** table by the ***Price*** field in ascending order. Save and close the table. **[1 Mark]**

**Sample Test 5.1 (Contd.)**

1. In the ***Customers*** table delete the Last Name ***Western*** and replace with the Last Name ***Weston***. Save and close the table. **[1 Mark]**
2. Delete the ***Discontinued Herbs*** table. **[1 Mark]**
3. Using all the fields from the ***Herb Stock*** table, create a new query that will show all herbs with a price greater than ***€2***. Save the query as ***More Than 2***. Close the ***More Than 2*** query. **[1 Mark]**
4. Open the ***Customer Details*** query and delete the ***Town*** field. Save and close the query. **[1 Mark]**
5. Open the ***Prices*** query*.*Modify the query to extract herbs costing ***1.99*** or ***2.25***.Save and close the query. **[1 Mark]**
6. Create a query using the ***First Name***, ***Last Name*** and ***Town*** fields from the ***Customers*** table and the ***Route*** field from the ***Deliveries*** table. Save the query as ***Delivery Routes*** and close the query. **[1 Mark]**
7. Create a simple form using all fields from the ***Customers*** table. Accept default settings. Save the form as ***Trade*** ***Customers*** and close the ***Trade* *Customers*** form. **[1 Mark]**
8. Open the ***Seeds*** form and add the following record. **[1 Mark]**

|  |  |
| --- | --- |
| Seed ID | Seed Name |
| 10 | Tarragon |

1. Use the ***Seeds*** form to change the ***Seed Name*** of the item with ***Seed ID*** ***5*** from ***Lovage*** to ***Seed Name*** **Spearmint**. Close the form. **[1 Mark]**
2. Open the ***Herb Stock*** form and modify the header ***Herb Details*** to be red, size 14. Save and close the ***Herb Stock*** form. **[1 Mark]**
3. Create a report using all the fields from the ***Seeds*** table. Accept default settings. Save the report as ***Seeds*** and close. **[1 Mark]**
4. Create a report using the ***First Name***, ***Last Name***, ***Town***, ***Sales Rep*** and ***First*** ***Contact*** fields from the ***Customers*** table. Group the report by ***Town*** and sortthe customer details in ascending ***Last Name*** order. The report orientation should be landscape. Save the report as ***CustList*** and close. **[1 Mark]**
5. Select the ***Customers*** table. Export the ***Customers*** table in Microsoft Excel format as ***Customers.xlsx*** and save to your Candidate Drive. **[1 Mark]**
6. Delete the ***Discontinued Herbs*** report. **[1 Mark]**
7. Open the ***Herb List*** report and modify the header ***Herb Stock*** to read ***List of Herbs In Stock***. Save and close the ***Herb List*** report. **[1 Mark]**

**END OF TEST**

Module 5 Sample Test 5.2

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following sample test for Module 5, *Using* *Databases* is based on working with a database called ***Antiques*** which holds information for a shop selling old furniture, clocks and china. In the sample test you are asked to create a small table and enter some data, design queries that will extract data from the database, and create simple forms and reports.

**[32 Marks]**

1. Open the file called ***Theory Questions*** ***5.2*** from yourCandidate Drive. Open the file called ***sample answerfile 5.2*** from your Candidate Drive. Enter your candidate identification number near the top of the ***sample answerfile 5.2*** file. Enter your answers in the ***sample answerfile 5.2***. Save and close the ***sample answerfile 5.2*** file and close the ***Theory Questions*** ***5.2*** file. **[7 Marks]**
2. Open the ***Antiques*** database from your Candidate Drive. **[1 Mark]**
3. Create a new table with the 3 fields and their properties as shown below.  **[2 Marks]**

|  |  |  |
| --- | --- | --- |
| Field Name | Data Type | Field Size or Format |
| Chair ID | AutoNumber | Long Integer |
| Description | Text | 30 |
| Date Purchased | Date/Time | Short Date |

1. Set the ***Chair ID*** field as the primary key. Save the table as ***Chairs***. **[1 Mark]**
2. Add the following records to the ***Chairs*** table. Save and close the table. **[1 Mark]**

|  |  |  |
| --- | --- | --- |
| Chair ID | Description | Date Purchased |
| 1 | Chippendale | 13/03/08 |
| 2 | Windsor | 01/06/08 |

1. Open the ***Clocks*** table, add the field below. Save and close the ***Clocks*** table. **[1 Mark]**

|  |  |  |
| --- | --- | --- |
| Field Name | Data Type | Field Size or Format |
| Country of Origin | Text | 40 |

1. Open the ***Clock Makers*** table. Decrease the field size for the ***Surname*** field from 20 to 15 characters and save. Click Yes to continue if a warning message is displayed. **[1 Mark]**

**Sample Test 5.2 (Contd.)**

1. In the ***Clock Makers*** table move the ***First Name*** field immediately before the ***Surname*** field. **[1 Mark]**
2. Delete the Date of Birth field from the ***Clock Makers*** table. Save and close the ***Clock Makers*** table. **[1 Mark]**
3. Open the ***Clocks*** table. Modify the ***Buying Price*** field to show the Euro symbol for all the records and save.**[1 Mark]**
4. In the ***Clocks*** table select the ***Clock Description*** field and apply an index that will ensure duplicate values are not allowed. Save and close the ***Clocks*** table.**[1 Mark]**
5. In the ***Customers*** table, change the displayed width of the ***First Contact*** column to ***20***. Save and close the ***Customers*** table.**[1 Mark]**
6. Create a new query using all the fields from the ***Clocks*** table to show all clocks where the ***Buying Price*** is greater than ***7000***. Save the query as ***ClockCostOver7000*** and close the query. **[1 Mark]**
7. Using the ***First Name*** and ***Last Name*** fields from the ***Customers*** table and the ***Antique*** field from the ***Customer Interests*** table, create a query that will show customers who are interested in the ***Antique*** ***Love-Seat***. Save the query as ***Love-Seat List*** and close the query. **[1 Mark]**
8. Modify the ***Less than 5000*** query to show only records with a ***Price*** less than ***€5000***. Save and close the query. **[1 Mark]**
9. Modify the ***Clocks Purchased before November 2007*** to show only records with clocks purchased ***before November 2007***. Save and close the query. **[1 Mark]**
10. Open the ***Chairs and Cabinets*** query and remove the criteria ***Or "Clock"*** from the ***Type*** field. Save and close the query. **[1 Mark]**
11. Create a simple form using all fields from the ***Furniture*** table. Accept default settings. Save the form as ***Furniture Stock*** and close the ***Furniture Stock*** form. **[1 Mark]**
12. Open the ***Customers*** form and add the record below. **[1 Mark]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Customer ID | First  Name | Last  Name | Town | First  Contact | Sales  Rep |
| 93 | Jeremy | Peterson | Bangor | 01/07/08 | Sadie |

1. Using the ***Customers*** form, delete the record with ***Customer ID 11*** and ***First Name* Derek**. Close the Customer form. **[1 Mark]**
2. Create a report using the ***First Name***, ***Last Name*** and ***Town*** fields from the ***Customers*** table. Accept default settings. Save the report as ***Customer Names*** and close the ***Customer Names*** report. **[1 Mark]**
3. Create a report using all the fields from the ***Furniture*** table. Group the report by the ***Type*** field showing the sum of the ***Prices*** field for each type of furniture. Save the report as ***FurnVal*** and close the ***FurnVal*** report. **[1 Mark]**
4. Delete the ***Obsolete*** report. **[1 Mark]**

**Sample Test 5.2 (Contd.)**

1. Open the ***Clock Makers*** report. Add a label containing your candidate identification number to appear on the right hand side of the report header and save. **[1 Mark]**
2. Print one copy of the ***Clock Makers*** report to an output printer. Save and close the ***Clock Makers*** report. Close the database application. **[1 Mark]**

**END OF TEST**

### Module 6 Sample Test

#### *Presentation*

The following are sample tests for ECDL/ICDL Module 6, *Presentation*.   
ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL / ICDL standard tests. All test items within ECDL / ICDL tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0.

#### Marking Instructions

Each test consists of 32 tasks. The tasks required to produce the presentations are of equal value, that is, one Mark is allocated to each task of each test. The Candidate has passed the test if he / she scores at least 24 Marks out of the possible 32. The pass Mark in Module 6 is 75%. The assessment of answers must be done with some degree of tolerance. Minor errors such as those associated with typing or spelling should not lead to failure.

Answer Guide

An **Answer Guide** for the sample tests is contained within the sample tests folder.

#### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL applications tests (Modules 2 – 7). References to file names, file extensions, folders, directories, 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*** ***italic*** 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. Authorised ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the test.

#### Candidate Drive

An allocated location on a Drive should be provided to Candidates for the tests in Modules 2-7. Where support files and folders, work files or an ***answerfile*** relevant to the specific test are required, these are to be provided on the allocated location on the Drive. The allocated location on the Drive is the property of the Test Centre and is the responsibility of the authorised ECDL / ICDL Tester. Candidates may save their work to removable media provided by the Test Centre. All test documentation and removable media must be handed up at the end of the test.

#### Print to file

For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Operator.

Module 6 Sample Test 6.1

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following sample test for Module 6, *Presentation*, is based on modifying presentations for the Apple Marketing Board. Your tasks include adding information to a presentation, formatting presentation content, adding a chart and printing the presentation for an upcoming Marketing meeting.

**[32 Marks]**

1. Start the presentation application and open the file called ***sample answerfile 6.1.pptx*** from your Candidate Drive.   
   When creating text content for a slide presentation which one of the following should be used?  
   Enter your answer (a, b, c or d) in the “Click to add text” place holder. Save and close the ***sample answerfile 6.1.pptx*** file. **[1 Mark]**

a. Use long detailed paragraphs to make a point.

b. Use as many different fonts as possible in the presentation.

c. Use only short concise phrases.

d. Fill each slide with text to eliminate white space.

1. Open the file called ***apple varieties.pptx*** from your Candidate Drive. **[1 Mark]**
2. Save the ***apple varieties.pptx*** presentation in outline / rtf (rich text format) as ***apple varieties.rtf*** to your Candidate Drive. Close the ***apple varieties.pptx*** file. **[1 Mark]**
3. Open the file called ***apple* *pips.pptx*** from your Candidate Drive and save the presentation as a file called ***apple marketing.pptx*** to your Candidate Drive. **[1 Mark]**
4. Zoom the ***apple marketing.pptx*** presentation in normal view to ***65%***.**[1 Mark]**
5. Change the layout of slide 1 titled ***The Apples of our Isles*** to a title slide. **[1 Mark]**
6. On slide 1 add the subtitle ***Apple Marketing Board*** and save. **[1 Mark]**
7. Apply the theme ***Flow.thmx*** from your Candidate Drive to the ***apple marketing.pptx*** presentation. **[1 Mark]**
8. Insert the image file **red apple.jpg** from your Candidate Drive once into the bottom left of the presentation so it will appear on all slides in the presentation. **[1 Mark]**
9. On slide 2 titled ***Apple Marketing Board*** add a shape with the name ***Carl Kent*** and the title of ***Assistant Accountant*** below ***John*** ***Browne*** titled ***Finance Manager*** in the organisation chart and save. **[1 Mark]**

**Sample Test 6.1 (Contd.)**

1. For slide 2 add a presenter note ***Carl Kent – newly appointed to the Finance Team***. **[1 Mark]**
2. On slide 3 titled ***Apple Varieties*** increase the font size for the title ***Apple Varieties*** to 44. **[1 Mark]**
3. On slide 3 left align the bulleted text. **[1 Mark]**
4. On slide 4 titled ***Green Apples*** apply a shadow to the bullet text ***Granny Smith***. **[1 Mark]**
5. On slide 4 resize the green and grey apple image so that it is ***11 cms*** high and ***8.68 cms*** wide. Save the presentation. **[1 Mark]**
6. On slide 6 titled ***Using******Green Apples*** enter the following bullet point text: **[1 Mark]**

* ***Jams and jellies***
* ***Classic pies and crumbles***
* ***Sauce for meats - goose and pork***

1. On slide 6 without moving any of the objects bring the “Pie” drawn object to the front of the “Jam” and “Sauce” drawn objects. **[1 Mark]**
2. On slide 7 titled ***When Buying Apples*** change the font colour for the bullet point text to a colour of your choice and save. **[1 Mark]**
3. On slide 7 flip the arrow vertically. **[1 Mark]**
4. Insert a new slide immediately after slide 7 with a Title and Content slide layout. Add the slide title ***Apple Production Statistics***.**[1 Mark]**
5. On the newly inserted slide 8 create a pie chart from the data below. **[1 Mark]**

|  |  |
| --- | --- |
|  | Apple Production |
| Pie | 10 |
| Jam | 25 |
| Sauce | 10 |
| Juice | 55 |

1. On slide 8 format data labels to display the relevant percentage for each pie chart slice. Position each percentage label outside the pie chart and save. **[1 Mark]**
2. On slide 8 add a text box directly below the pie chart with the text ***Most apples make juice***. **[1 Mark]**
3. On slide 10 titled ***Apple Nutrition*** change the space after each paragraph within the bullet points to 6pts and save. **[1 Mark]**
4. Move slide 5 titled ***Finally*** so it becomes the last slide in the ***apple marketing.pptx*** presentation and save. **[1 Mark]**
5. Apply a slide transition effect of your choice between **all** the slides in the presentation. Accept the default settings. **[1 Mark]**

**Sample Test 6.1 (Contd.)**

1. Add your candidate identification number to the footer of all slides in the presentation and save. **[1 Mark]**
2. Open the file called ***apple trees.pptx*** from your Candidate Drive. Copy the “cut apple” picture from slide 2 of the ***apple trees.pptx*** and paste it into the bottom right corner of slide 6 titled ***When Buying Apples*** of the ***apple marketing.pptx*** presentation. Close the ***apple trees.pptx***. **[1 Mark]**
3. Delete slide 8 titled ***Cooking with Apples*** from the ***apple marketing.pptx*** presentation. **[1 Mark]**
4. Spell-check the ***apple marketing.pptx*** presentation. Proper names are not included in this spell checking and may be ignored. **[1 Mark]**
5. Hide slide 4 titled ***Green Apples*** in the ***apple marketing.pptx*** presentation. **[1 Mark]**
6. Print a handout of the ***apple marketing.pptx*** presentation ready for distribution with six slides to a page to an output printer. Save and close the ***apple marketing.pptx*** file and close the presentation application. **[1 Mark]**

**END OF TEST**

Module 6 Sample Test 6.2

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

The following sample test for Module 6, *Presentation*, is based on modifying a presentation for ColourBright - an Interior Design Company. Your tasks include adding information to the presentation, formatting the presentation content, amending a chart and printing the presentation for a meeting with clients.

**[32 Marks]**

1. Start the presentation application and open the file called ***sample answerfile 6.2.pptx*** from your Candidate Drive.  
   Which one of the following views is used to increase or decrease text indents, collapse and expand content so that you see slide titles but no subordinate bullet points, and show or hide text formatting as you work?  
   Enter your answer (a, b, c or d) in the “Click to add text” place holder. Save and close the ***sample answerfile 6.2.pptx*** file. **[1 Mark]**

a. Slide Show View.

b. Normal View.

c. Slide Sorter View.

d. Outline View.

1. Open the file called ***interior.pptx*** from your Candidate Drive. Save the presentation as ***design.pptx*** to your Candidate Drive. **[1 Mark]**
2. On slide 1 titled ***The Bright Interior Design Company*** remove the bold and italic from the subtitle ***Exceeding Expectations***. **[1 Mark]**
3. On slide 1 replace the ***#*** character below the subtitle ***Exceeding Expectations*** with your candidate identification number.**[1 Mark]**
4. On slide 1 align the **building** image to the top right corner of the slide. **[1 Mark]**
5. On slide 2 titled ***Mission*** change the slide layout to a Title and Content slide layout. **[1 Mark]**
6. On slide 2 change the font of the title text ***Mission*** to Lucida Sans Unicode and save. **[1 Mark]**
7. On slide 2 change the bulleted list beginning ***Providing the best…*** to a numbered list. **[1 Mark]**
8. On slide 2 apply a custom animation effect of your choice to the numbered list. Accept default settings. **[1 Mark]**
9. Insert a new slide immediately after slide 2 with a Title and Content slide layout. Add the slide title ***Interior Design Specialities*** and save. **[1 Mark]**

**Sample Test 6.2 (Contd.)**

1. On slide 3 titled ***Interior Design Specialties*** create a table from the data below. **[1 Mark]**

|  |  |
| --- | --- |
| **Residential** | **Non-Residential** |
| Apartments | Offices |
| Houses | Hotels |

1. On slide 4 titled ***Types of Design*** underline the bulleted text ***Classic***. **[1 Mark]**
2. On slide 5 titled ***Design Team*** add a shape with the name ***Adam York*** and the title of ***CAD Technician*** below ***John Pullman*** titled ***Interior Architect*** in the organisation chart and save. **[1 Mark]**
3. On slide 5 delete ***Susan Parks*** titled ***Personal Assistant*** from the organisation chart and save. **[1 Mark]**
4. On slide 6 titled ***Interior Design V Consultation (€M)*** change the column chart to a line chart. **[1 Mark]**
5. On slide 6 change the line colour in the chart for the ***Interior Design*** line and the ***Consultation*** line to a colour of your choice. **[1 Mark]**
6. On slide 6 add a text box directly below the chart with the text ***Gains expected for 2010***. **[1 Mark]**
7. On slide 7 titled ***Services*** left align the bulleted text and save. **[1 Mark]**
8. On slide 7 change the bulleted text ***Drawing*** ***or Décor Consultants*** to ***Design or Décor Consultants***.**[1 Mark]**
9. On slide 7 change the paragraph spacing before each bulleted paragraph to 4 pt. **[1 Mark]**
10. Hide slide 8 titled ***Sourcing and Supply*** for presentation purposes. **[1 Mark]**
11. On slide 9 titled ***Furniture*** change the fill colour of the “Café” image to a colour of your choice. **[1 Mark]**
12. On slide 9 resize the “Café” picture so that it is 5 cms high and 3 cms wide. **[1 Mark]**
13. On slide 9 add a presenter note ***Access to skilled Cabinet Makers*** and save. **[1 Mark]**
14. Open the file called ***consultation.pptx*** from your Candidate Drive. Copy slide 2 titled ***Summary*** from the ***consultation.pptx*** presentation and paste it into the ***design.pptx*** presentation so it becomes the last slide. Close the ***consultation.pptx*** file. **[1 Mark]**
15. On slide10 titled ***Summary*** increase the list level of the bulleted text, durable, practical and beautiful. **[1 Mark]**
16. Remove the logo image from the bottom right corner of the slide master so that it is removed from all slides in the presentation. **[1 Mark]**

**Sample Test 6.2 (Contd.)**

1. Apply a transition effect between all the slides in the presentation. Accept default settings. **[1 Mark]**
2. Insert the current date that can automatically update into the footer of all slides in the ***design.pptx*** presentation. **[1 Mark]**
3. Spell-check the ***design.pptx*** presentation. Proper names are not included in this spell checking and may be ignored. **[1 Mark]**
4. Print slide 1 titled ***The Bright Interior Design Company*** in outline view to an output printer. Save and close the ***design.pptx*** presentation. **[1 Mark]**
5. Open the file called ***colour.pptx*** from your Candidate Drive. Save the ***colour.pptx*** presentation as a PowerPoint template called ***colour.potx*** to your Candidate Drive. Close the ***colour.potx*** PowerPoint template and close the presentation application. **[1 Mark]**

**END OF TEST**

### Module 7 Sample Test

### 

### *Web Browsing and Communication*

The following are sample tests for ECDL / ICDL Module 7, Web Browsing and Communication. ECDL / ICDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL / ICDL tests are based on ECDL/ ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0.

***answerfile* Instructions**

An *answerfile* is provided in the *answer* folder for each test paper in your Candidate Drive. The Candidate should enter his / her candidate identification number near the top of the *answerfile*. You are asked to enter your answer beside the relevant question number in the *answerfile* and save.

Answer Guide

An **Answer Guide** for the sample tests is contained within the sample tests folder.

#### Set-up Instructions for *Communication* Test

### For the *Communication* section of the Module 7 test the Authorised ECDL / ICDL Tester is required to create an e-mail account to which all candidate responses which form part of the *Communication* test can be sent.

### The generic address scheme “\_ \_ \_@\_ \_ \_.\_ \_” is provided in the test papers herewith to send a message although the Authorised ECDL / ICDL Tester needs to insert the e-mail address to which candidates e-mails will be sent.

### The Authorised ECDL / ICDL Tester is also required to create a second e-mail account - the generic address scheme “\_ \_ \_@\_ \_ \_.\_ \_”– is provided in the test papers herewith to cc a message or bcc (blind copy) although the Authorised ECDL / ICDL Tester needs to insert the e-mail address to which to cc or bcc the candidates e-mail. Ensure that the bcc feature is activated in the e-mail application.

### The Authorised ECDL / ICDL Tester is also required to create a third e-mail account - the generic address scheme “\_ \_ \_@\_ \_ \_.\_ \_”– is provided in the test papers herewith to forward a message although the Authorised ECDL / ICDL Tester needs to insert the e-mail address to which to forward the candidates e-mail

### To carry out the test all the candidates must be set up with their own e-mail accounts. The Authorised ECDL / ICDL Tester is required to give details of these accounts to test candidates in advance of the test.

### Print to file

### For some Test Centre sites there may be restrictions with printing output workfile documents. In such instances use of a “print-to-file” approach may be appropriate. For further details on this please contact your National Licensee.

#### Naming and Reference Conventions

The following naming and reference conventions have been adopted within the ECDL / ICDL applications tests (Modules 2 – 7). References to file names, file extensions, folders, directories, 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*** ***italic*** 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.Authorized ECDL / ICDL Testers are required to make these conventions known to Candidates in advance of the test.

### The Authorised ECDL / ICDL Tester is to have e-mailed the following e-mail messages to each candidate prior to the commencement of each test.

Sample Test 7.1

Subject: **Walk on the Beach**  
The message is to contain the following text:  
  
**Hi Jenny**

**Do you want to go for a walk on the beach before we go to the restaurant? It looks great – see the attached image!**

**Molly**

This message is to contain the attachment ***beach.jpg*** that is provided.

Subject: **Special Offer**  
The message is to contain the following text:

**Please note that for the month of August our restaurant is offering a fantastic 5 course meal for only €19.99 per person. In addition, Traditional Greek music will also be played live on the terrace between 10:00 p.m. and 11:30 p.m.**

**Regards**

**Janis**

**Restaurant Manager**

**South Pier Boathouse Restaurant**

Sample Test 7.2

Subject: **Fishing Holiday**  
The message is to contain the following text:  
  
**Hi**

**We had a fantastic trip to Alaska last year. The scenery is breathtaking and the fishing is great.**

**Are you planning to book a trip soon?**

**Regards**

**Gareth**

Subject: **Fly Tying**  
The message is to contain the following text:

**Advance Notice.**

**The fly tying course continues next Monday evening when we will learn how to make the Black Pennell and the Kate McLaren flies.**

**New pupils always welcome.**

**Paul Smyth**

**Instructor**

**Module 7 Sample Test 7.1**

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

**7.1.1**

The following sample test for Module 7, *Web Browsing and Communication*, is divided in two parts. In the Web Browsing part of the sample test you are asked to carry out some basic tasks using a Web browsing application and to undertake a Web search about Mauritius.

**[32 Marks]**

1. Locate the answer folder on your Candidate Drive. Open the ***sample answerfile 7.1*** contained in the answer folder. Enter your Candidate Identification number in the cell provided and save the ***sample answerfile 7.1*** to your Candidate Drive. **[3 Marks]**
2. Which one of the following is a feed format used to publish frequently updated content such as news headlines or podcasts? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.2 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Really Simple Service (RSS). |
| b. | Real Summary Syndication (RSS). |
| c. | Really Simple Syndication (RSS). |
| d. | Real Site Software (RSS). |

1. Which one of the following is used by web browsers to locate web sites on the Internet? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.3 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | SMS. |
| b. | VoIP. |
| c. | ISP. |
| d. | URL. |

1. Which one of the following refers to the domain name in the URL ***http://www.ecdl.org***? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.4 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | .org |
| b. | http:// |
| c. | //www. |
| d. | ecdl |

**Sample Test 7.1 (Contd.)**

1. Which one of the following describes software that is created and distributed for malicious purposes? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.5 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Freeware. |
| b. | Vaporware. |
| c. | Shareware. |
| d. | Malware. |

1. Which one of the following icons is used to indicate a secure web page? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.6 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | house.bmp |
| b. | lock.bmp |
| c. | printer.bmp |
| d. | arrow.bmp |

1. What is the purpose of a firewall? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.7 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | To provide secure off-site data storage for a computer or network. |
| b. | To provide a computer or network with wireless access to the Internet. |
| c. | To delete temporary Internet files and cookies from a computer or network. |
| d. | To protect a computer or network against unauthorised intrusion. |

1. Which one of the following is a scheme where criminals send unsolicited e-mail or pop-up messages to get personal and financial information from unsuspecting victims? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.8 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Browsing. |
| b. | Searching. |
| c. | Phishing. |
| d. | Blogging. |

1. Open a Web browsing application and go to the following Web page address: ***http://www.ecdl.org/m7sampletestv5/*** **[1 Mark]**

**Sample Test 7.1 (Contd.)**

1. Save the ***restaurant terrace*** image from the ECDL / ICDL Syllabus Version 5.0 (Module 7 Sample Tests) page as ***restaurant.jpg*** to your Candidate Drive. **[1 Mark]**
2. Activate the ***Restaurant Booking Form*** hyperlink on the ECDL / ICDL Syllabus Version 5.0 (Module 7 Sample Tests) page. **[1 Mark]**
3. On the ***South Pier Boathouse Restaurant*** web page select the following:  
     
   Date: ***24 August 2008***  
   Time: ***20:00***  
   Number of People: ***2***  
   Special Requirements: ***A table on the outdoor terrace please.***  
     
   When you have filled out the restaurant booking form, click on the ***Book Table*** button. Enter the number displayed into the ***sample answerfile 7.1*** (Q.12 space provided) and save. **[1 Mark]**
4. Access a Search Engine and search using the keywords ***Greek cuisine***. **[1 Mark]**
5. Select any web sitethat gives information about Greek cuisine from the search results and save the web page as a text file called ***greek food.txt*** to your Candidate Drive. **[1 Mark]**
6. Access a web based encyclopaedia and search using the keyword ***moussaka****.* Copy a sentence of text information from a topic concerning moussaka into the ***answerfile7.1*** (Q.15 space provided). Save the ***sample answerfile 7.1***. **[1 Mark]**

Sample Test 7.1.2

You are now beginning the *Communication* part of the sample test. You will also use the ***sample answerfile 7.1*** for this part of the sample test.

1. In the e-mail address ***drossi@infaxa.it*** which part of the address identifies the geographical area? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.16 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | @ |
| b. | drossi |
| c. | it |
| d. | infaxa |

1. Which one of the following statements is true? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.17 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | e-mail cannot transmit images as attachments. |
| b. | e-mail is a low cost way to send and receive messages. |
| c. | e-mail cannot be infected by computer viruses. |
| d. | e-mail is a secure way to transmit and store confidential information. |

1. Which one of the following allows voice communication across the Internet? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.18 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | VPN. |
| b. | IM. |
| c. | VoIP. |
| d. | SMS. |

1. Which one of the following is an example of an online (virtual) community? Enter your answer (a, b, c or d) in the ***sample answerfile 7.1*** (Q.19 space provided) and save and close ***sample answerfile 7.1*** **[1 Mark]**

|  |  |
| --- | --- |
| a. | Home Page. |
| b. | Chat Room. |
| c. | Cache. |
| d. | News feed. |

1. You are going to create and send an e-mail message. Open the e-mail application and create a new mail message. **[1 Mark]**

**Sample Test 7.1 (Contd.)**

1. Prepare a message with the mail address \_ \_ \_ \_@\_ \_ \_ \_.\_ \_[[1]](#footnote-1) and Restaurant Booking as the subject. **[1 Mark]**
2. Enter the following short text in the body of the mail message: **[1 Mark]**

***Dear Molly***

***I have booked a table at the South Pier Boathouse Restaurant. Attached are some reviews of the restaurant. We can then meet Joan after the meal.***

***Regards***

***Jenny***

1. Use the cc feature so that the Restaurant Booking message will also go   
   to \_ \_ \_ \_@\_ \_ \_ \_.\_ \_[[2]](#footnote-2). **[1 Mark]**
2. Insert the file ***reviews.docx*** from your Candidate Drive as an attachment to the Restaurant Booking message. **[1 Mark]**
3. Send the ***Restaurant Booking*** message with high priority (importance). **[1 Mark]**
4. Open the message entitled ***Walk on the Beach*** from your inbox. **[1 Mark]**
5. Save the attachment ***beach.jpg*** from the ***Walk on the Beach*** message to your Candidate Drive. **[1 Mark]**
6. You are going to reply to the ***Walk on the Beach*** message. Open the file ***walk.docx*** from your Candidate Drive and copy all the text of the document and paste it into the top left hand corner of the ***Walk on the Beach*** message and send (with or without original message insertion). Close any open messages without saving. **[1 Mark]**
7. Search for a message in your inbox containing the text ***music***. **[1 Mark]**
8. You are now going to forward the message containing the text ***music***. Enter the address \_ \_ \_ \_@\_ \_ \_ \_.\_ \_[[3]](#footnote-3) and insert the following: ***See you in time for the music!*** as the first line and send (forward) the message. Close any open messages without saving and close the e-mail application. **[1 Mark]**

**END OF TEST**

Module 7 Sample Test 7.2

***This is a sample test for use by Candidates intending to take the ECDL / ICDL Certification Tests. The test aim is to give Candidates an opportunity to become comfortable with the style and structure of the Test.***

***The sample tests must not, under any circumstances, be used in Certification testing.***

**7.2.1**

The following sample test for Module 7, *Web Browsing and Communication*, is divided in two parts. In the Web Browsing part of the sample test you are asked to carry out some basic tasks using a Web browsing application and to undertake a Web search about butterflies.

**[32 Marks]**

1. Locate the answer folder on your Candidate Drive. Open the ***sample answerfile 7.2*** contained in the answer folder. Enter your Candidate Identification number in the cell provided and save the ***sample answerfile 7.2*** to your Candidate Drive. **[3 Marks]**
2. Which one of the following is a worldwide collection of computer networks accessible by the public? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.2 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | The World Wide Web. |
| b. | The Internet. |
| c. | A website. |
| d. | A firewall. |

1. Which one of the following is used to connect individuals, businesses, or other organisations to the Internet? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.3 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Independent Software Provider (ISP). |
| b. | Universal Resource Locator (URL). |
| c. | Digital Certificate. |
| d. | Internet Service Provider (ISP). |

1. Which one of the following refers to the transfer protocol in the URL ***http://www.ecdl.org***? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.4 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | .org |
| b. | http:// |
| c. | //www. |
| d. | ecdl |

**Sample Test 7.2 (Contd.)**

1. Which one of the following is a digital media file that is downloaded from the Internet for playback on portable media players and personal computers? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.5 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Malware. |
| b. | Blog. |
| c. | Cookie. |
| d. | Podcast. |

1. What is a digital certificate? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.6 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | A verification that a Web site is free from viruses. |
| b. | A verification of the date and time you viewed a Web page. |
| c. | A verification that authenticates a Web site. |
| d. | A version number indicating when a Web page was published. |

1. Which one of the following is the best method to ensure access to a network is secure? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.7 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | The network requires a user name and password for access. |
| b. | The network only requires a user name for access. |
| c. | The network provides anti-virus protection. |
| d. | The network requires the user to pay a fee to gain access. |

1. Which one of the following is the most likely to infect your computer with a virus while you are browsing the Internet? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.8 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Downloading files from a web site. |
| b. | Refreshing web pages. |
| c. | Disabling cookies. |
| d. | Installing a firewall. |

1. Open a Web browsing application and go to the following Web page address: ***http://www.ecdl.org/m7sampletestv5/*** **[1 Mark]**
2. Activate the ***Social Networking*** hyperlink on the ECDL / ICDL Syllabus Version 5.0 (Module 7 Sample Tests) page. **[1 Mark]**

**Sample Test 7.2 (Contd.)**

1. On the ***AZ Social Networking*** web page for ***Member - J A Smith (FisherSmith\_75)*** enter the following comment in the form at the bottom of the web page:  
     
   Username: ***AR\_Jones***  
   E-mail: ***arjones@infaxa.com***  
   Mood: ***Happy***  
   Comment: ***Thanks for the fly tips. I caught a nice brown trout.***  
     
   When you have filled out the comment form, click on the ***Post*** button. Enter the number displayed into the ***sample answerfile 7.2*** (Q.11 space provided) and save. **[1 Mark]**
2. Access an Internet Search Engine and search using the keyword ***fishing***.**[1 Mark]**
3. Select any web sitethat gives information about fishing from the search results and save as ***fishing.htm*** to your Candidate Drive. **[1 Mark]**
4. Refine search to also include ***fly***.Select any web site that gives information about ***fly fishing*** from the search results. **[1 Mark]**
5. Print one copy of page one only of the web site about ***fly fishing*** to an output printer. **[1 Mark]**

**7.2.2**

You are now beginning the *Communication* part of the sample test. You will also use the ***sample answerfile 7.2*** for this part of the sample test.

1. Which one of the following best describes the difference between the Cc and Bcc fields? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.16 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | There is no difference between the Cc and Bcc fields. |
| b. | The Bcc recipient’s name in a mail message is visible to other recipients of the message. |
| c. | The Bcc recipient’s name in a mail message is NOT visible to other recipients of the message. |
| d. | The Cc recipient’s name in a mail message is NOT visible to other recipients of the message. |

1. Which one of the following does not conform to network etiquette (netiquette)? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.17 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Always using subject lines in e-mail messages. |
| b. | Always spelling check outgoing e-mail messages. |
| c. | Compressing large files before attaching to e-mail messages. |
| d. | Only responding to high-priority e-mail messages. |

1. Which one of the following actions would most likely infect a computer with a virus? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.18 space provided) and save. **[1 Mark]**

|  |  |
| --- | --- |
| a. | Copying text from an e-mail message to a word processing document. |
| b. | Deleting an e-mail attachment. |
| c. | Opening an e-mail attachment. |
| d. | Adding a contact to your address book. |

1. Which one of the following gives you the ability to know if a desired contact is online? Enter your answer (a, b, c or d) in the ***sample answerfile 7.2*** (Q.19 space provided) and save and close the ***sample answerfile 7.2*** . **[1 Mark]**

|  |  |
| --- | --- |
| a. | Really Simple Syndication (RSS). |
| b. | Short message service (SMS). |
| c. | Instant messaging (IM). |
| d. | Uniform Resource Locator (URL). |

**Sample Test 7.2 (Contd.)**

1. You are going to create and send an e-mail message. Open the e-mail application and create a new mail message. **[1 Mark]**
2. Prepare a message with the mail address \_ \_ \_ \_@\_ \_ \_ \_.\_ \_[[4]](#footnote-4) and ***Alaska Fishing*** as the subject. **[1 Mark]**
3. Enter the following short text in the body of the mail message: **[1 Mark]**

***Dear John***

***I am planning another fishing trip to Alaska in August. Attached is the information on the possible places to fish.***

***Regards***

***Simon***

1. Use the cc feature to also send the Alaska Fishing message to \_ \_ \_ \_@\_ \_ \_ \_.\_ \_[[5]](#footnote-5). **[1 Mark]**
2. Insert the file ***fishing options.docx*** from your Candidate Drive as an attachment to the ***Alaska Fishing*** message. **[1 Mark]**
3. Send the ***Alaska Fishing*** message with low priority (importance). **[1 Mark]**
4. Open the message entitled ***Fishing Holiday*** from your inbox. **[1 Mark]**
5. You are going to reply to the ***Fishing Holiday*** message. Open the file ***reply.docx*** from your Candidate Drive and copy all the text of the document and paste it into the top left corner of the ***Fishing Holiday*** message and send (with or without original message insertion). Close any open messages without saving. **[1 Mark]**
6. Search for a message in your inbox containing the text ***Pennell***. **[1 Mark]**
7. Print one copy of the message containing the text ***Pennell*** to an output printer. **[1 Mark]**
8. You are now going to forward the message containing the text ***Pennell*** Enter the address \_ \_ \_ \_@\_ \_ \_ \_.\_ \_[[6]](#footnote-6). Insert the following: ***Please tell me if you plan to attend*** as the first line and send (forward) the message. Close any open messages without saving and close the e-mail application. **[1 Mark]**

**END OF TEST**

1. The authorised ECDL / ICDL Tester should insert an e-mail address to which to ***send*** the message [↑](#footnote-ref-1)
2. The authorised ECDL / ICDL Tester should insert a second e-mail address to which to ***bcc*** the message [↑](#footnote-ref-2)
3. The authorised ECDL / ICDL Tester should insert an e-mail address to which to ***forward*** the message [↑](#footnote-ref-3)
4. The authorised ECDL / ICDL Tester should insert an e-mail address to which to ***send*** the message [↑](#footnote-ref-4)
5. The authorised ECDL / ICDL Tester should insert a second e-mail address to which to ***cc*** the message [↑](#footnote-ref-5)
6. The authorised ECDL / ICDL Tester should insert an e-mail address to which to ***forward*** the message [↑](#footnote-ref-6)