# ECDL / ICDL Sample Part-Tests

Syllabus Version 5.0

MSWIN72010

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Sample Part-Test



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## 1.1 ECDL / ICDL: What is it?

ECDL (ICDL outside Europe), is the international standard in end-user computer skills. The ECDL / ICDL Syllabus consists of 7 modules which define the skills and competencies necessary to be a proficient user of a computer and common computer applications.

In order to achieve ECDL / ICDL Certification, candidates must pass a test for each of the 7 modules. ECDL / ICDL Module 1 is a theoretical test of computing knowledge at a general level, while modules 2-7 are predominantly practical skills tests.

Individuals who have achieved ECDL / ICDL certification can successfully demonstrate their competence in the use of a computer and common computer applications and can thus be considered 'digitally literate'.

## 1.2 Who is it for?

The ECDL / ICDL certification programme is for anyone who needs to develop their skills and/or demonstrate that they are fully competent in the use of a computer and common computer applications. Information and Communication Technology (ICT) is becoming increasingly widespread in society. People must now use ICT on a daily basis in order to engage in society and the environment around them. A competent level of computer skills (or digital literacy) is now a life requirement for personal, educational and professional engagement with society.

Those enrolling on the ECDL / ICDL programme come from many different sectors in society, including second-level and third-level students, teachers, employees, retired people, and the elderly. Their reasons for enrolling in the programme may vary, and the skills learned will be employed in a wide variety of ways related to their personal or professional situation.

As an internationally-recognised certification and standard, ECDL / ICDL can improve job prospects and equip people to advance further in their existing careers. It also can provide a platform from which to move on to more specialised ICT training and education.

For those who prefer to acquire more basic or advanced skills, we also offer a range of other programmes. For example, if you know someone who has never used a computer before, they may be interested in our EqualSkills or e-Citizen programmes.

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## 1.3 How does it work?

People typically begin the ECDL / ICDL certification process through enrolling in a training course. They may do this in a personal capacity or as part of their training requirement as, for example, an employee of an organisation. Often the training course may take place within an approved Test Centre; however in many cases training and testing for ECDL / ICDL may take place in different locations.

In order to register for ECDL / ICDL testing, each candidate must obtain an ECDL / ICDL Skills Card. The Skills Card is the document which records the candidate's registration, and which is updated by the approved Test Centre as candidates pass the exam in each ECDL / ICDL Module. Once all the exams have been successfully completed and the Skills Card is complete, the approved Test Centre returns the Skills Card to the national operator of ECDL / ICDL who will then issue the certificate to the candidate. Depending on the market, Skills Cards can be either paper based or online. Where automated testing is used, Skills Cards are generally updated automatically and so the candidate may not receive a physical Skills Card. ECDL / ICDL tests can only be taken at an approved Test Centre.

The ECDL / ICDL national operator is responsible for approving Test Centres and auditing them on a regular basis to ensure they meet ECDL Foundation's quality assurance standards.

### *1.3.1 How much training is required?*

People usually take training on each module prior to taking the test, although training is not compulsory. Some candidates may feel competent enough in one area to forego training and move directly to testing, whereas others may require full training before testing. The amount of training needed will depend on the candidate's existing skills levels prior to commencing training and the type of training - for example, instructor-led or e-learning. Typically the average training time for those without prior experience is approximately 30 hours per module.

Training materials such as text books and e-learning that have been approved by ECDL Foundation and/or the national operator are generally available in each market where ECDL / ICDL is offered, enabling individuals to also engage in self-paced learning.

Please see a list of ECDL Foundation approved materials at the Training Materials section of the Programmes, ECDL / ICDL page of www.ecdl.org

### *1.3.2 How long are the tests?*

Each module is tested separately with each test lasting no longer than 45 minutes. The seven tests can be attempted in any order.

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*1.3.3 Vendor neutrality*

ECDL / ICDL is unique in that it has been designed to be vendor neutral. This means that the skills requirements in ECDL / ICDL Syllabus are not linked with any specific software. Candidates therefore have the flexibility and freedom to acquire ICT skills and confidently apply them in a range of software environments.

To find out about ECDL / ICDL training and testing in your country, please visit your country page at www.ecdl.org

## 1.4 How do I get started?

The ECDL / ICDL Sample Part-Tests and corresponding work files give you the chance to experience the look and feel of the ECDL / ICDL certification tests. Although the Sample Part-Tests do not have the syllabus range or number of questions that are asked on ECDL / ICDL certification tests, they do use the same language and format used by the ECDL / ICDL certification tests.

To learn more about ECDL / ICDL and to locate the operator of ECDL Foundation's programmes in your country visit the web site: www.ecdl.org

Sample Part Test



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## 2. ECDL / ICDL SAMPLE PART-TESTS FOR MODULES 1-7

### Module 1 Concepts of Information and Communication Technology (ICT)

### Sample Part-Test

The following are ECDL / ICDL sample part-tests for Module 1, *Concepts of Information and Communication Technology (ICT)*. Each sample part-test contains 18 Multiple Choice Questions (MCQs) giving a total of 18 marks.

The actual ECDL / ICDL certification test in Module 1 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 out of 36 marks. The pass mark in Module 1 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part-tests for Module 1 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

### Answerfile

The ECDL / ICDL sample part-tests for Module 1 are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

### Goals

Module 1 *Concepts of Information and Communication Technology (ICT)* requires the candidate to understand the main concepts of ICT at a general level, and to know about the different parts of a computer.

The candidate shall be able to:

- Understand what hardware is, know about factors that affect computer performance and know about peripheral devices.
- Understand what software is and give examples of common applications software and operating system software.
- Understand how information networks are used within computing, and be aware of the different options to connect to the Internet.
- Understand what Information and Communication Technology (ICT) is and give examples of its practical applications in everyday life.
- Understand health and safety and environmental issues in relation to using computers.
- Recognize important security issues associated with using computers.
- Recognize important legal issues in relation to copyright and data protection associated with using computers.

Sample Part-Test



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## Module 1 Sample Part-Test 1.1

***This is a sample part-test only.***

The following sample part-test for Module 1, *Concepts of Information and Communication Technology (ICT)*, contains 18 multiple-choice questions. Attempt each of the 18 questions. Each question has one correct answer.

**1.1.1**

Which one of the following types of computer is most likely to be used by a travelling salesman? **[1 Mark]**

a. ☐ A desktop computer.

b. ☐ A tablet PC.

c. ☐ A server.

d. ☐ A laptop.

**1.1.2**

Which one of the following is a term for systems used to store, retrieve, process and transmit data? **[1 Mark]**

a. ☐ Internet & Communication Technology.

b. ☐ Internet & Information Technology.

c. ☐ Information & Communication Technology.

d. ☐ Information & Computer Technology.

**1.1.3**

Which one of the following measures the speed of the CPU? **[1 Mark]**

a. ☐ Gigahertz (GHz).

b. ☐ Bits per second (Bps).

c. ☐ Gigabytes (GB).

d. ☐ Megabytes (MB).

**Continued…**

Sample Part-Test



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**Sample Part-Test 1.1 (Contd.)**

**1.1.4**

Which one of the following is a term for an audio or video recording posted on a web site that can be downloaded and played later? **[1 Mark]**

a. ☐ Podcast.

b. ☐ Blog.

c. ☐ VoIP.

d. ☐ RSS Feed.

**1.1.5**

Which one of the following describes a computer's operating system? **[1 Mark]**

a. ☐ Software that can retrieve information from a database.

b. ☐ Hardware that can scan and convert photographs into digital files.

c. ☐ Software that controls the allocation and usage of hardware.

d. ☐ Hardware that can record and send images across the Internet.

**1.1.6**

Which one of the following types of software would you most likely use to create a letter? **[1 Mark]**

a. ☐ Web browsing software.

b. ☐ Spreadsheet software.

c. ☐ Accounting software.

d. ☐ Word processing software.

**1.1.7**

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

a. ☐ The Internet.

b. ☐ A Local Area Network.

c. ☐ The World Wide Web.

d. ☐ A network port.

**Continued…**

Sample Part-Test



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**Sample Part-Test 1.1 (Contd.)**

**1.1.8**

Which one of the following is a private network that allows specified external users access? **[1 Mark]**

a. ☐ Intranet.

b. ☐ WorldNets.

c. ☐ Internet.

d. ☐ Extranet.

**1.1.9**

Which one of the following devices do you need to be able to communicate with other computers using the telephone network? **[1 Mark]**

a. ☐ CD-ROM.

b. ☐ Modem.

c. ☐ Printer.

d. ☐ Speakers.

**1.1.10**

Which one of the following is a software application that assists users who are visually impaired to identify and interpret what is displayed on screen? **[1 Mark]**

a. ☐ A screen calendar.

b. ☐ A word processor.

c. ☐ A screen reader.

d. ☐ A web log.

**1.1.11**

Which one of the following is a common feature of e-learning? **[1 Mark]**

a. ☐ Always requires physical class attendance.

b. ☐ Cannot download documents for later reading.

c. ☐ Learning is self-paced.

d. ☐ Travel time and costs are very high.

**Continued…**

Sample Part-Test



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## Sample Part-Test 1.1 (Contd.)

**1.1.12**

Which one of the following is NOT a feature of electronic commerce? **[1 Mark]**

a. ☐ Goods can be advertised and prices compared.

b. ☐ There is physical contact between buyer and seller.

c. ☐ Transactions can be processed quickly.

d. ☐ Services are available 24 hours a day.

**1.1.13**

Which one of the following is the best way to maintain a good posture? **[1 Mark]**

a. ☐ Ensure your computer is in a well-lit area.

b. ☐ Make sure that there are no cables on the floor.

c. ☐ Make sure that your computer is using a fast processor.

d. ☐ Make sure that your computer; desk and chair are positioned correctly.

**1.1.14**

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

a. ☐ There are no procedures for reporting security lapses.

b. ☐ Staff passwords are not changed regularly.

c. ☐ Sensitive data is available to everyone that requests it.

d. ☐ Keeping an off-site backup of all files.

**1.1.15**

Which one of the following is a good password policy for an organisation? **[1 Mark]**

a. ☐ All passwords are changed regularly.

b. ☐ All passwords are never changed.

c. ☐ All passwords are made up of less than four characters.

d. ☐ All passwords are made up of less than four numbers.

**Continued…**

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## Sample Part-Test 1.1 (Contd.)

**1.1.16**

Which one of the following is the best way to protect a computer against computer viruses? **[1 Mark]**

a. ☐ Only virus-check e-mail attachments.

b. ☐ Update antivirus software on a regular basis.

c. ☐ Always make sure that the operating system is up to date.

d. ☐ Only download files from the Internet during business hours.

**1.1.17**

Which one of the following statements describes shareware? **[1 Mark]**

a. ☐ Totally free software that is available only on the Internet.

b. ☐ Commercial based software that must be paid for.

c. ☐ Software available for free on a trial basis after which payment will be required.

d. ☐ Copyright free software that allows unlimited copies and distribution.

**1.1.18**

There are rules governing the rights of a data subject and the responsibilities of a data controller. What are these rules called? **[1 Mark]**

a. ☐ Data Privacy Policy.

b. ☐ Data Management Act.

c. ☐ Data Protection legislation or conventions.

d. ☐ Data Publicity Law.

**End of Sample Part-Test**

Sample Part-Test



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## Module 1 Sample Part-Test 1.2

**This is a sample part-test only.**

The following sample part-test for Module 1, *Concepts of Information and Communication Technology (ICT),* contains 18 multiple-choice questions. Attempt each of the 18 questions. Each question has one correct answer.

**1.2.1**

Which one of the following is an example of hardware? **[1 Mark]**

a. ☐ An antivirus program.
b. ☐ A spreadsheet application.
c. ☐ A mouse.
d. ☐ The World Wide Web.

**1.2.2**

Which one of the following would improve computer performance? **[1 Mark]**

a. ☐ Using a larger monitor.
b. ☐ Increasing the number of applications running.
c. ☐ Using a faster printer.
d. ☐ Increasing the size of RAM.

**1.2.3**

Which one of the following is NOT a function of the Central Processing Unit? **[1 Mark]**

a. ☐ Executing program instructions.
b. ☐ Ensuring program instructions are executed in the correct sequence.
c. ☐ Sending e-mail.
d. ☐ Carrying out calculations.

**1.2.4**

Which one of the following is both an input and output device? **[1 Mark]**

a. ☐ Touchscreen.
b. ☐ Keyboard.
c. ☐ Printer.
d. ☐ Scanner.

**Continued…**

Sample Part-Test



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**Sample Part-Test 1.2 (Contd.)**

**1.2.5**

Which one of the following is a method of publishing frequently updated content such as news headlines online? **[1 Mark]**

a. ☐ A Blog.

b. ☐ RSS.

c. ☐ A Podcast.

d. ☐ Instant messaging.

**1.2.6**

Which one of the following is an example of an operating system? **[1 Mark]**

a. ☐ iTunes.

b. ☐ PowerPoint.

c. ☐ Windows.

d. ☐ Netscape.

**1.2.7**

Which one of the following is considered good environmental practice? **[1 Mark]**

a. ☐ Using a slow computer.

b. ☐ Printing on both sides of a page.

c. ☐ Using up to date software.

d. ☐ Backing up data on a regular basis.

**1.2.8**

Which one of the following statements about the Internet is TRUE? **[1 Mark]**

a. ☐ The Internet is a global network that links many computer networks together.

b. ☐ The Internet is a private company network.

c. ☐ The Internet is a visual representation of linked documents.

d. ☐ The Internet is a network operating system.

**Continued…**

Sample Part-Test



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**Sample Part-Test 1.2 (Contd.)**

**1.2.9**

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

a. ☐ Linear.
b. ☐ Radial.
c. ☐ Lateral.
d. ☐ FireWire.

**1.2.10**

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

a. ☐ Long commuting times.
b. ☐ Flexible schedules.
c. ☐ Less emphasis on teamwork.
d. ☐ Lack of human contact.

**1.2.11**

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

a. ☐ Completely safe from intruders.
b. ☐ It has a dial up connection.
c. ☐ High speed.
d. ☐ Cost can vary from day to day.

**1.2.12**

Which one of the following is a text-based communication between two or more people over the Internet? **[1 Mark]**

a. ☐ Podcasting.
b. ☐ Really Simple Syndication.
c. ☐ Voice over Internet Protocol.
d. ☐ Instant Messaging.

**Continued…**

Sample Part-Test



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**Sample Part-Test 1.2 (Contd.)**

**1.2.13**

Which one of the following practices helps create a good ergonomic working environment? **[1 Mark]**

a. ☐ Protecting computer monitors from reflections and glare by correct positioning.
b. ☐ Taking very few breaks away from the computer.
c. ☐ Keeping the office cold and using low overhead lighting.
d. ☐ Use of non-adjustable chairs when working with computers.

**1.2.14**

Why is it necessary for an organisation to adopt a good password policy? **[1 Mark]**

a. ☐ To allow easy sharing of files across the company network.
b. ☐ To make it easier for the computer to connect to a network.
c. ☐ To protect files against unauthorized use.
d. ☐ To make it easier to find files on a computer.

**1.2.15**

Which one of the following is a way to prevent the theft of data from a computer? **[1 Mark]**

a. ☐ Use an up to date anti-virus program.
b. ☐ Back up data on a regular basis.
c. ☐ Remove the monitor when not in use.
d. ☐ Set up a username and password.

**1.2.16**

Which one of the following should be carried out to safeguard files from loss in case the main copy is damaged? **[1 Mark]**

a. ☐ Backup files to a new location on your computer.
b. ☐ Install password security.
c. ☐ Backup the files regularly and store offsite.
d. ☐ Install a firewall.

**Continued…**

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**Sample Part-Test 1.2 (Contd.)**

**1.2.17**

Which one of the following could allow a virus to enter a computer? **[1 Mark]**

a. ☐ Downloading files from the Internet onto the computer.

b. ☐ Connecting the computer to a new printer.

c. ☐ Running a virus scan on the computer.

d. ☐ Setting the computer monitor to a low resolution.

**1.2.18**

Which one of the following statements about an End User License Agreement is true? **[1 Mark]**

a. ☐ It gives full ownership of the software to the user of the software.

b. ☐ It gives the user the exclusive right to copy and sell the software to other potential users.

c. ☐ It gives the user the right to modify the software.

d. ☐ It gives the user the right to install and run the software on a specified number of computers.

**End of Sample Part-Test**

Sample Part-Test



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# Module 2 - Using the Computer and Managing Files

## Sample Part-Test

The following is a sample part-test for ECDL /ICDL Module 2, *Using the Computer and Managing Files*. This sample part-test contains 12 questions giving a total of 16 marks.

The actual ECDL / ICDL certification test in Module 2 contains 24 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark in Module 2 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part-tests for Module 2 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org
The ECDL / ICDL sample part-tests for Module 2 are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your name.

## Goals

Module 2 *Using the Computer and Managing Files* requires the candidate to demonstrate competence in running and managing a personal computer.

The candidate shall be able to:

- Use the main features of the operating system including adjusting the main computer settings and using built-in help features.
- Operate effectively around the computer desktop and work effectively in a graphical user environment.
- Know about the main concepts of file management and be able to efficiently organize files and folders so that they are easy to identify and find.
- Use utility software to compress and extract large files and use anti-virus software to protect against computer viruses.
- Demonstrate the ability to use simple text editing and print tools available within the operating system.

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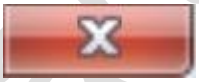
## Module 2 Sample Part-Test 2.1

***This is a sample part-test only.***

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

**[16 Marks]**

1. Locate the ***answer*** folder on your candidate drive. Open the file called ***sample answerfile2.1.docx*** contained in the ***answer*** folder. **[2 Marks]**
2. Enter your candidate identification in the space provided on row 2 (Q. 2 space provided) of the table in the ***sample answerfile2.1*** and save the ***sample answerfile2.1*** on your candidate drive. **[1 Mark]**
3. Which one of the following should you click on to "Restore Down" a window? Enter your answer (a, b, c, or d) in the ***sample answerfile2.1*** (Q. 3 space provided). **[1 Mark]**

| a. | b. | c. | d. |
|---|---|---|---|
| | |  | |

4. Which one of the following file types is a common word processing format? Enter your answer (a, b, c, or d) in the ***sample answerfile2.1*** (Q. 4 space provided). **[1 Mark]**

| a. | b. | c. | d. |
|---|---|---|---|
| .xlsx | .mp3 | .docx | .gif |

5. Which one of the following is an advantage of a virus scanning application? Enter your answer (a, b, c, or d) in the ***sample answerfile2.1*** (Q. 5 space provided) and save. **[1 Mark]**

   a. It ensures software licence is up to date.

   b. It detects and removes viruses.

   c. It organises files and folders.

   d. It prevents software from being copied.

6. Open your candidate drive and locate and extract the ***ecdltest*** folder to your candidate drive. Create a shortcut icon for the extracted ***ecdltest*** folder on your candidate drive. **[2 Marks]**
7. Locate the file ***goods.docx*** in the ***ecdltest*** folder and rename the file ***stock.docx***. **[1 Mark]**

**Continued…**

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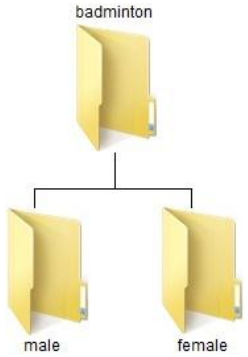
**Sample Part-Test 2.1 (Contd.)**

8. Locate the ***badminton*** folder in the ***ecdltest*** folder. Create two subfolders within the ***badminton*** folder and name them ***male*** and ***female***. **[2 Marks]**




9. Move the files ***fees.xlsx*** and ***badminton numbers.docx*** from the ***ecdltest*** folder to the ***female*** subfolder. **[1 Mark]**

10. Change the attribute of the ***badminton report.docx*** file in the ***ecdltest*** folder to ***Read-only***. **[1 Mark]**

11. Sort all the files in the ***ecdltest*** folder by size in descending order to display the largest file at the top of the list. **[1 Mark]**

12. Capture a screen image that shows only the window showing the names, sizes, file types and dates modified of the files in the ***ecdltest*** folder. Paste the screen image into the ***sample answerfile2.1.doc*** on page 2. Save and close any open files and close all applications. **[2 Marks]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 2 Sample Part-Test 2.2

***This is a sample part-test only.***

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

**[16 Marks]**

1. Locate the ***answer*** folder on your candidate drive. Open the file called ***sample answerfile2.2.docx*** contained in the ***answer*** folder. **[2 Marks]**
2. Enter your candidate identification in the space provided on row 2 (Q. 2 space provided) of the table in the ***sample answerfile2.2*** and save the ***sample answerfile2.2*** on your candidate drive. **[1 Mark]**
3. Which one of the following is used to navigate through a document that is too big to view all at once in an open window? Enter your answer (a, b, c, or d) in the ***sample answerfile2.2*** (Q. 3 space provided). **[1 Mark]**
   a. Title Bar.
   b. Scroll Bar.
   c. Ribbon.
   d. Status Bar.
4. Which one of the following icons represents a folder? Enter your answer (a, b, c, or d) in the ***sample answerfile2.2*** (Q. 4 space provided). **[1 Mark]**

a.
b.
c.
d.

5. Which one of the following is used to reduce the size of large files? Enter your answer (a, b, c, or d) in the ***sample answerfile2.2*** (Q. 5 space provided). **[1 Mark]**
   a. E-mail software.
   b. Anti-virus software.
   c. Compression software.
   d. Word-processing software.
6. What is the name and version number of the operating system on the computer you are using for this test? Enter your answer in the ***sample answerfile2.2*** (Q. 6 space provided). **[1 Mark]**

**Continued…**

Sample Part Test



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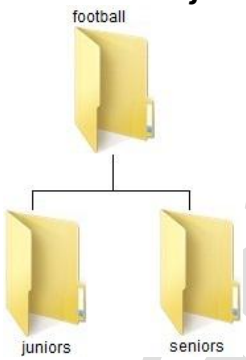
**Sample Part-Test 2.2 (Contd.)**

7. Open your candidate drive and locate and extract the ***ecdltest*** folder to your candidate drive. Use the search feature to search in the extracted ***ecdltest*** folder (including subfolders) for a file named ***invoice***.
Enter the file type of the ***invoice*** file as your answer in the ***sample answerfile2.2*** (Q7 space provided) and save. **[2 Marks]**

8. Locate the file ***decision.docx*** in the ***ecdltest*** folder and compress it into a compressed zipped folder called ***dec.zip*** in the ***ecdltest*** folder. **[2 Marks]**

9. Locate the ***football*** folder on your candidate drive. Create two subfolders within the ***football*** folder and name them ***juniors*** and ***seniors***. **[2 Marks]**




10. Delete the files ***issue.docx*** and ***sales.docx*** from the ***ecdltest*** folder. **[1 Mark]**

11. Copy the file ***panel.docx*** from the ***ecdltest*** folder and paste it into the ***juniors*** subfolder. **[1 Mark]**

12. Print one copy of the ***sample answerfile2.2*** document to a printer. Save and close any open files and close all applications. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 3 - Word Processing

### Sample Part-Test

The following is a sample part-test for ECDL / ICDL Module 3, *Word Processing*. This sample part-test contains 16 questions giving a total of 16 marks.

The actual ECDL / ICDL certification test in Module 3 contains 32 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark in Module 3 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part-tests for Module 3 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

### Goals

Module 3 *Word Processing* requires the candidate to demonstrate the ability to use a word processing application to create everyday letters and documents.

The candidate shall be able to:

- Work with documents and save them in different file formats.
- Choose built-in options such as the Help function to enhance productivity.
- Create and edit small-sized word processing documents that will be ready to share and distribute.
- Apply different formats to documents to enhance them before distribution and recognize good practice in choosing the appropriate formatting options.
- Insert tables, images and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before finally printing documents.

Sample Part-Test



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## Module 3 Sample Part-Test 3.1

***This is a sample part-test only.***

The following is a sample part-test for Module 3, *Word Processing*. Your task is to prepare a circular letter giving notice about an upcoming annual general meeting of your local badminton club. In the test you are asked to modify the letter, to apply various formatting actions to it; and to carry out a mail merge operation.

**[16 Marks]**

1. Open the word processing application and open the file called ***game.docx*** from your candidate drive. Save the document to your candidate drive as ***badminton.docx***. **[1 Mark]**
2. Centre align the heading ***Badminton*** located at the top of the document. **[1 Mark]**
3. Change the colour of the heading ***Badminton*** to a colour of your choice. **[1 Mark]**
4. In the paragraph beginning ***The idea of…*** create a new paragraph at the sentence beginning ***Badminton became popular …***. **[1 Mark]**
5. Apply single line spacing to the paragraph beginning ***It was adopted...***. **[1 Mark]**
6. In the paragraph beginning ***It was adopted…*** make the words ***Duke of Beaufort*** bold and save. **[1 Mark]**
7. Select the paragraph beginning ***As with all…*** and change the font size to 12. **[1 Mark]**
8. Apply bullets to the text near the bottom of the page from ***When the shuttle lands…*** to ***When a player touches…*** **[1 Mark]**
9. The Return key on the keyboard has been used to put space between the text ***A New Scoring System*** and the paragraph beginning ***The Rally Point…*** below it. Remove the paragraph mark and change the paragraph spacing below (after) the text ***A New Scoring System*** to 6 pt instead. **[1 Mark]**
10. Apply ***a 2 ¼ pt*** box border and a shading of your choice to the paragraph beginning ***The Rally Point….*** **[1 Mark]**
11. Enter your name in the left hand side of the header of the document. **[1 Mark]**
12. Print one copy of the ***badminton*** document to an output printer. Save and close the ***badminton*** file. **[1 Mark]**
13. ***Mail Merge:*** Open the file called ***agmletter.docx*** from your candidate drive. Use the document as the form letter for a mail merge. **[1 Mark]**
14. Use the file ***addrlst.docx*** from your candidate drive as the data source to be merged with the ***agmletter.docx*** form letter. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 3.1 (Contd.)**

15. Merge the address list data source file with the letter to create a mail-merged document showing **all** the addressees. Save the mail merge document as ***merge.docx*** to your candidate drive. Save and close all open files. **[1 Mark]**

16. Open the file called ***memorandum.docx*** from your candidate drive and save the file as a word template called ***pegasus memo.dotx*** to your candidate drive. Save and close any open files and close the word processing application. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 3 Sample Part-Test 3.2

***This is a sample part-test only.***

The following is a sample part-test for Module 3, *Word Processing*. Your task is to prepare an information sheet providing tips about hill walking. In the test you are asked to edit the information sheet, to apply various formatting actions to it, and to edit a simple table.

**[16 Marks]**

1. Open the word processing application and open the file called ***test32.docx*** from your candidate drive. Save the document to your candidate drive as ***hill walking.docx***. **[1 Mark]**
2. Change the colour of the heading ***Hill Walking*** to a colour of your choice. **[1 Mark]**
3. Change the spacing of the paragraph beginning ***This is the practice…*** so that there is a 6 pt space after (below) the paragraph. **[1 Mark]**
4. In the paragraph beginning ***This is the practice…*** edit the text ***land*** to read ***terrain***. **[1 Mark]**
5. Change the heading ***PLANNING*** to sentence case. **[1 Mark]**
6. In the paragraph beginning ***This is one…*** underline the word ***considerations***. **[1 Mark]**
7. In the paragraph beginning ***This is one…*** delete the soft line break after the word ***account***. **[1 Mark]**
8. Apply the paragraph style ***subhead*** to the text ***Equipment*** above the paragraph beginning ***There are many types…***. **[1 Mark]**
9. Apply automatic numbering to the list of points from ***Compass*** to ***Water***. **[1 Mark]**
10. The heading ***Summer Months for Hill Walking*** was aligned using the spacebar. Remove the spacing and set and apply a left aligned tab of 1 cm to the heading ***Summer Months for Hill Walking*** and save. **[1 Mark]**
11. Complete the table with the following information. **[1 Mark]**

| Months | Temperature (Celsius) |
|---|---|
| June | 20 |
| July | 25 |
| August | 30 |

12. Add a shading of your choice to the first row containing the text ***Months*** and ***Temperature (Celsius)***. **[1 Mark]**
13. Set the line width for all the borders in the table to 1 pt. **[1 Mark]**
14. Change the left and right margins in the document to 2 cm. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 3.2 (Contd.)**

15. Enter your name in the left hand side of the header of the document. **[1 Mark]**

16. Print one copy of the document to an output printer. Save and close the ***hill walking*** file and close the word processing application. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 4 - Spreadsheets

### Sample Part-Tests

The following is a sample part-test for ECDL / ICDL Module 4, *Spreadsheets*. This sample part-test contains 16 questions giving a total of 16 marks.

The actual ECDL / ICDL certification test in Module 4 contains 32 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark in Module 4 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part-tests for Module 4 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

### Goals

Module 4 *Spreadsheets* requires the candidate to understand the concept of spreadsheets and to demonstrate an ability to use a spreadsheet to produce accurate work outputs.

The candidate shall be able to:

- Work with spreadsheets and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data.
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets.
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas.
- Format numbers and text content in a spreadsheet.
- Choose, create and format charts to communicate information meaningfully.
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets.

Sample Part-Test



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## Module 4 Sample Part-Test 4.1

***This is a sample part-test.***

The following sample part-test for Module 4, *Spreadsheets*, is based on creating a spreadsheet for improvements to your house. In the test you are asked to develop a budget for improvements to your house, to carry out various formatting actions, and to make some calculations before presenting the spreadsheet to your bank manager.

**[16 Marks]**

1. Open the spreadsheet application and open the file called ***improvements.xlsx*** from your candidate drive. Save the file as ***costings.xlsx*** to your candidate drive. **[1 Mark]**
2. On the ***projection*** worksheet, zoom the display to ***100%***. **[1 Mark]**
3. Widen ***column A*** so that the content of the column is fully visible. **[1 Mark]**
4. Enter the number ***2,000*** into ***cell C7***. **[1 Mark]**
5. Enter a function in ***cell B11*** to calculate the sum of the ***cell range B5:B10***. **[1 Mark]**
6. Copy the sum function in ***cell B11*** to the ***cell range C11:F11***. **[1 Mark]**
7. Enter a formula in ***cell B13*** that subtracts ***cell B11*** from ***cell B3***. Copy the formula in ***cell B13*** to the ***cell range C13:E13***. **[1 Mark]**
8. Enter a formula in ***cell F5*** with an absolute cell reference for one cell only that divides the content of ***cell E5*** by the content of ***cell E11***. Copy the formula in ***cell F5*** to the ***cell range F6:F10***. **[1 Mark]**
9. Format the ***cell range F5:F11*** as a percentage with no decimal places and save. **[1 Mark]**
10. Enter a function in ***cell B15*** to calculate the minimum of the ***cell range B5:B10***. Copy the function in ***cell B15*** to the ***cell range C15:D15***. **[1 Mark]**
11. Enter a function in ***cell B17*** to calculate the maximum of the ***cell range B5:B10***. Copy the function in ***cell B17*** to the ***cell range C17:D17***. **[1 Mark]**
12. Format the ***cell range B3:E17*** to € currency with no decimal places. **[1 Mark]**
13. Rename the ***Sheet3*** worksheet so that it meaningfully relates to the worksheet content. **[1 Mark]**
14. On the ***loan*** worksheet create a 2-D clustered column chart from the ***cell range A3:D5***. Position the chart to display at ***cell A7*** in the worksheet and save. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 4.1 (Contd.)**

15. On the ***loan*** worksheet enter your name in the right section of the header of the worksheet. **[1 Mark]**

16. Print one copy of the contents of the ***loan*** worksheet to an output printer. Save and close any open files and close the spreadsheet application. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 4 Sample Part-Test 4.2

***This is a sample part-test only.***

The following sample part-test for Module 4, *Spreadsheets*, is based on an analysis of revenues at the Jupiter ice-rink. In the test you are asked to create a small spreadsheet for the ice-rink management showing receipts over the four quarters of the trading period just passed, to carry out various formatting actions and to make some calculations.

**[16 Marks]**

1. Open the spreadsheet application and open the file called ***arena.xlsx*** from your candidate drive. Save the spreadsheet as ***rink.xlsx*** to your candidate drive. **[1 Mark]**
2. On the ***revenue*** worksheet adjust the height of row 6 so that the content of the row is fully visible. **[1 Mark]**
3. Enter the number ***250*** into ***cell C5*** and the number ***275*** into ***cell D5***. **[1 Mark]**
4. Change the number in ***cell D7*** to ***160***. **[1 Mark]**
5. Enter a function in ***cell B8*** to calculate the sum of the ***cell range B4:B7***. **[1 Mark]**
6. Copy the sum function in ***cell B8*** to the ***cell range C8:G8***. **[1 Mark]**
7. Enter a function in ***cell B10*** to calculate the average of the ***cell range B4:B7***. Copy the average function in ***cell B10*** to the ***cell range C10:E10***. **[1 Mark]**
8. Enter a formula in ***cell G4*** with an absolute cell reference for one cell only that divides ***cell F4*** by ***cell F8***. Copy the formula in ***cell G4*** to the ***cell range G5:G7*** and save. **[1 Mark]**
9. Format the ***cell range G4:G8*** to percentage with no decimal places. **[1 Mark]**
10. Enter a function in ***cell B12*** that displays the text ***Above Budget*** if the number in ***cell F8*** is greater than 3500 and otherwise displays the text ***Below Budget***. **[1 Mark]**
11. Which of the two cells ***F4*** or ***F5*** displays good practice in totalling a cell range? Enter your answer in ***cell B14***. **[1 Mark]**
12. On the ***sales details*** worksheet create a 2-D pie chart from the ***cell range A4:B8***. Position the chart to display at ***cell A11***. **[1 Mark]**
13. Add outside end positioned value data labels to the pie chart. **[1 Mark]**
14. Delete the ***2007*** worksheet. **[1 Mark]**
15. On the ***names*** worksheet sort the ***cell range A4:C135*** by ***Surname*** in ascending order. Save and close the ***rink*** file. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 4.2 (Contd.)**

16. Open the file called ***yearly.xlsx*** from your candidate drive. Save the ***yearly*** spreadsheet as an excel template called ***yearly results.xltx*** to your candidate drive. Save and close all open files and close the spreadsheet application. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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# Module 5 - Using Databases

## Sample Part-Tests

The following is a sample part-test for ECDL / ICDL Module 5, *Using Databases*. This sample part-test contains 13 questions giving a total of 16 marks.

The actual ECDL / ICDL certification test in Module 5 contains 32 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark in Module 5 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part tests for Module 5 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

## Answerfile

The ECDL / ICDL sample part-tests for Module 5 are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

## The Database

The database work file provided on the candidate drive consists 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.

## Goals

Module 5 *Using Databases* requires the candidate to understand the concept of a database and demonstrate competence in using a database.

The candidate shall be able to:

- Understand what a database is and how it is organized and operated.
- Create a simple database and view the database content in various modes.
- Create a table, define and modify fields and their properties; enter and edit data in a table.
- Sort and filter a table or form; create, modify and run queries to retrieve specific information from a database.
- Understand what a form is and create a form to enter, modify and delete records and data in records.
- Create routine reports and prepare outputs ready for distribution.



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Sample Part-Test

## Module 5 Sample Part-Test 5.1

***This is a sample part-test only.***

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

**[16 Marks]**

1. Open the file called ***sample theory questions 5.1.docx*** from your candidate drive. Open the file called ***sample answerfile5.1.docx*** from your candidate drive. Enter your answers in the ***sample answerfile5.1***. Save and close the ***sample answerfile5.1*** file and close the ***Sample Theory Questions 5.1*** file. **[3 Marks]**
2. Open the file called ***toys.accdb*** from your candidate drive. Open the ***Items*** table. **[1 Mark]**
3. In the ***Items*** table, add the field below. Save and close the table. **[1 Mark]**

| Field Name | Data Type | Field Size or Format |
|---|---|---|
| Manufacturer | Text | 40 |

4. Create a new table called ***Toy List*** with the three fields and their properties as shown below. **[2 Marks]**

| Field Name | Data Type | Field Size or Format |
|---|---|---|
| ToyID | AutoNumber | Long Integer |
| ToyColour | Text | 20 |
| Category | Text | 25 |

5. Set the ***ToyID*** field as the primary key and save the ***Toy List*** table. **[1 Mark]**
6. Add the following records to the ***Toy List*** table. Close the ***Toy List*** table. **[1 Mark]**

| ToyID | ToyColour | Category |
|---|---|---|
| 1 | Pink | Baby |
| 2 | Blue | Aged five or over |

7. Open the ***UnderFive*** query and change the criteria for the ***Price*** field to show all prices less than 5. Save and close the ***UnderFive*** query. **[1 Mark]**
8. Create a query using only the ***ToyName*** field from the ***Items*** table and the ***Award*** field from the ***Awards*** table. Save the query as ***ToyAwards*** and close the query. **[1 Mark]**
9. Select the ***Items*** table. Export the ***Items*** table in Excel Workbook (*.xlsx) format and save as ***items.xlsx*** to your candidate drive. Accept all other default settings. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 5.1 (Contd.)**

10. Create a simple form using all the fields from the ***Customers*** table. Accept default settings. Save the form as ***Customer Details*** and close the form. **[1 Mark]**

11. Create a report using all the fields from the ***Customers*** table. Accept default settings. Save the report as ***Customer Records*** and close the report. **[1 Mark]**

12. Open the ***Toys*** report. Add a label containing your name to appear on the right hand side of the report header and save. **[1 Mark]**

13. Print one copy of the ***Toys*** report to an output printer. Save and close any open files and all applications. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 5 Sample Part-Test 5.2

***This is a sample part-test only.***

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

**[16 Marks]**

1. Open the file called ***sample theory questions 5.2.docx*** from your candidate drive. Open the file called ***sample answerfile5.2.docx*** from your candidate drive. Enter your answers in the ***sample answerfile5.2***. Save and close the ***sample answerfile5.2*** file and close the ***Sample Theory Questions 5.2*** file. **[3 Marks]**
2. Open the file called ***store.accdb*** from your candidate drive. Open the ***Items*** table. **[1 Mark]**
3. In the ***Items*** table, add the field below. Save and close the table. **[1 Mark]**

| Field Name | Data Type | Field Size or Format |
|---|---|---|
| SellByDate | Date/Time | Short Date |

4. Create a new table called ***Food*** with the three fields and their properties as shown below. **[2 Marks]**

| Field Name | Data Type | Field Size or Format |
|---|---|---|
| FoodID | AutoNumber | Long Integer |
| FoodCode | Text | 10 |
| FoodName | Text | 25 |

5. Make the ***FoodID*** field the primary key and save the ***Food*** table. **[1 Mark]**
6. Add the following records to the ***Food*** table. Close the ***Food*** table. **[1 Mark]**

| FoodID | FoodCode | FoodName |
|---|---|---|
| 1 | 007b | Marmalade |
| 2 | 094f | Cheese |

7. Open the ***Customers*** table and sort the table by ***LastName*** in descending order. Save and close the ***Customers*** table. **[1 Mark]**
8. Select the ***Item Details*** table. Export the ***Item Details*** table in Microsoft Excel (*.xlsx) format and save as ***items.xlsx*** to your candidate drive. Accept all other default settings. **[1 Mark]**
9. Delete the ***Discount*** table. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 5.2 (Contd.)**

10. Create a query using all the fields from the ***Customers*** table that will show those customers who have purchased a product with the Product ID ***2***. Save the query as ***Product*** and close the query. **[1 Mark]**

11. Create a report using all the fields from the ***Customers*** table, grouped by ***LastName***, which will show the average ***CustomerSpend***. Accept all other default settings. Save the report as ***AvgSpend*** and close the report. **[1 Mark]**

12. Open the ***Food*** report and add a label containing your name to appear on the right hand side of the report header and save. **[1 Mark]**

13. Print one copy of the ***Food*** report to an output printer. Save and close any open files and all applications. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 6 - Presentation

### Sample Part-Test

The following is a sample part-test for ECDL / ICDL Module 6, *Presentation*. This sample part-test contains 16 questions giving a total of 16 marks.

The actual ECDL / ICDL certification test in Module 6 contains 32 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark in Module 6 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part-tests for Module 6 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

### Answerfile

The ECDL / ICDL sample part-tests for Module 6 are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

### Goals

Module 6 *Presentation* requires the candidate to demonstrate competence in using presentation software.

The candidate shall be able to:

- Work with presentations and save them in different file formats.
- Choose built-in options such as the Help function within the application to enhance productivity.
- Understand different presentation views and when to use them, choose different slide layouts and designs.
- Enter, edit and format text in presentations. Recognize good practise in applying unique titles to slides.
- Choose, create and format charts to communicate information meaningfully.
- Insert and edit pictures, images and drawn objects.
- Apply animation and transition effects to presentations and check and correct presentation content before finally printing and giving presentations.

Sample Part-Test



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## Module 6 Sample Part-Test 6.1

***This is a sample part-test only***

The following test for Module 6, *Presentation*, is based on modifying presentations for a clothes retail chain called Snake, opening in different cities. Your tasks include answering a theory question, adding information to the presentation, formatting the content, adding a chart and printing the presentation for an upcoming meeting.

**[16 Marks]**

1. Start the presentation application and open the file called ***sample answerfile6.1.pptx*** from your candidate drive.

   Which one of the following views in a slide presentation does not display graphics?

   Enter your answer (a, b, c or d) in the "Click to add text" placeholder.

   a. Slide sorter view.

   b. Slide show view.

   c. Outline view.

   d. Slide master view.

   Save and close the ***sample answerfile6.1*** file. **[1 Mark]**

2. Open the file called ***new shops.pptx*** from your candidate drive. Save the ***new shops.pptx*** presentation in Outline/RTF (rich text format) as ***new shops.rtf*** to your candidate drive. Close the ***new shops*** file. **[1 Mark]**

3. Open the file called ***clothes wear.pptx*** from your candidate drive and save the presentation as a file called ***snake.pptx*** to your candidate drive. **[1 Mark]**

4. Zoom the ***snake.pptx*** presentation in slide sorter view to ***80%***. **[1 Mark]**

5. On slide 1 titled ***Snake Clothing Ltd*** change the slide layout to a title slide. **[1 Mark]**

6. Insert the image file ***fashion.gif*** from your candidate drive once into the top-left of the ***snake*** presentation so it will appear on all slides except the title slide in the presentation. **[1 Mark]**

7. On slide 2 titled ***Company Organisation*** add a shape with the name ***Paula Green*** and title of ***Assistant Buyer*** below the shape containing the text ***Ann Reid*** and ***Chief Buyer*** in the organisation chart. **[1 Mark]**

8. On slide 5 titled ***Italy*** resize the "Italian Flag" image so that it is 2.36 cm high and 3.81 cm wide and save. **[1 Mark]**

9. On slide 5 enter the following bullet point text as below: **[1 Mark]**

   - ***Store opening in Milan***
   - ***New fashion ranges***
   - ***20% discounts***

**Continued…**



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Sample Part-Test

**Sample Part-Test 6.1 (Contd.)**

10. On slide 6 titled ***France*** apply an entrance custom animation effect of your choice to the "French Flag" image. Accept the default settings. **[1 Mark]**

11. Insert a new slide immediately after slide 6 with a title and content slide layout. Add the slide title ***Target Profits €000***. **[1 Mark]**

12. On slide 7 titled ***Target Profits €000*** create a clustered column chart from the data below. **[1 Mark]**

| | Year 1 | Year 2 |
|---|---|---|
| Ireland | 30 | 63 |
| Italy | 35 | 69 |
| France | 26 | 58 |

13. Move slide 3 titled ***Summary*** so it becomes the last slide in the presentation and save. **[1 Mark]**

14. Apply a slide transition effect of your choice between all the slides in the presentation. Accept the default settings. **[1 Mark]**

15. Insert your name into the footer of **all** of the slides in the presentation. **[1 Mark]**

16. Print the ***snake.pptx*** presentation in outline view to an output printer. Save and close any open files and close the presentation application. **[1 Mark]**

**End of Sample Part-Test**

Sample Part Test



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## Module 6 Sample Part-Test 6.2

***This is a sample part-test only***

The following test for Module 6, *Presentation*, is based on modifying presentations for a chauffeur company called Luxury Limos. Your tasks include answering a theory question, adding information to the presentation, formatting the presentation content, adding a chart and printing the presentation for an upcoming marketing meeting.

**[16 Marks]**

1. Start the presentation application and open the file called ***sample answerfile6.2.pptx*** from your candidate drive.

   Which one of the following would NOT be considered good practice?

   Enter your answer (a, b, c or d) in the "Click to add text" placeholder.

   a. Using the same title on all slides for consistency.

   b. Using the same background colour on all slides.

   c. Using the same font on all slides for consistency.

   d. Using the same type of bullets on all slides.

   Save and close the ***sample answerfile6.2*** file. **[1 Mark]**

2. Open the file called ***trip.pptx*** from your candidate drive and save the presentation as a file called ***limo.pptx*** to your candidate drive. **[1 Mark]**

3. Apply the theme ***flow.thmx*** from your candidate drive to the ***limo.pptx*** presentation. **[1 Mark]**

4. Insert the image file ***car.gif*** from your candidate drive once into the presentation so it will appear on the bottom left of all slides in the presentation. **[1 Mark]**

5. On slide 1 titled ***Luxury Limousines*** change the font colour for the text ***Luxury Limousines*** to a colour of your choice. **[1 Mark]**

6. On slide 1 change the font of the title text ***Luxury Limousines*** to Tahoma. **[1 Mark]**

7. On slide 1 delete the "Direction Arrows" picture from the bottom of the slide and save. **[1 Mark]**

8. On slide 2 titled ***Luxury Fleet*** flip the "compass" image horizontally. **[1 Mark]**

9. On slide 2 increase the indent of the bullet point ***Corporate Events***. **[1 Mark]**

10. On slide 3 titled ***Rates*** increase the width of the first column so that the text within it is clearly displayed and save. **[1 Mark]**

11. Insert a row above the bottom row and add the following vehicle type and price per day:
    ***Vintage Car 300*** **[1 Mark]**

**Continued…**



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Sample Part-Test

**Sample Part-Test 6.2 (Contd.)**

12. On slide 4 titled ***Proposed New Branches***, apply an entrance custom animation effect of your choice to the "car" image to the right of the bulleted text. Accept the default settings. **[1 Mark]**

13. On slide 5 titled ***Revenue Year 2008*** change the column chart to a pie chart. **[1 Mark]**

14. Hide slide 6 titled ***Discontinued Branches***. **[1 Mark]**

15. Insert your name into the footer of **all** of the slides in the presentation. **[1 Mark]**

16. Print handouts of the ***limo*** presentation with six slides per page to an output printer. Save and close any open files and close the presentation application. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 7 - Web Browsing and Communication

### Sample Part-Test

The following is a sample part-test for ECDL / ICDL Module 7, *Web Browsing and Communication*. This sample part-test contains 15 questions giving a total of 16 marks.

The actual ECDL / ICDL certification test in Module 7 contains 30 questions giving a total of 32 marks. The candidate has passed the test if he/she scores 24 out of 32 marks. The pass mark in Module 7 is 75%. The duration of the actual ECDL / ICDL certification test is 45 minutes.

Although the ECDL / ICDL sample part-tests for Module 7 are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL certification test. All test items within the actual ECDL / ICDL certification tests are based on ECDL / ICDL Syllabus Version 5.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL tests please refer to ECDL / ICDL Syllabus Version 5.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

### Answerfile

The ECDL / ICDL sample part-tests for Module 7 are provided with a sample answerfile for each sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

### Goals

Module 7 *Web Browsing and Communication* is divided into two sections.

The first section, Web Browsing, requires the candidate to know about the Internet and to use a web browsing application.

The candidate shall be able to:

- Understand what the Internet is and common terms associated with it. Be aware of some security considerations when using the Internet.
- Accomplish everyday web browsing tasks including changing browser settings.
- Search for information and complete and submit web-based forms.
- Save web pages and download files from the web. Copy web content into a document.

The second section, Communication, requires the candidate to understand some of the concepts of electronic mail (e-mail) and know about other communication options.

The candidate shall be able to:

- Understand what e-mail is and know some advantages and disadvantages of its use. Be aware of other communication options.
- Be aware of network etiquette and security considerations when using e-mail.

Sample Part-Test



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- Create, spell check and send e-mail. Reply to and forward e-mail, handle file attachments and print an e-mail.
- Be aware of ways to enhance productivity when working with e-mail software. Organize and manage e-mail.

Sample Part-Test



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## Module 7 Sample Part-Test 7.1

***This is a sample part-test only.***

The following test for Module 7, *Web Browsing and Communication*, is divided into two parts. In the Web Browsing part of the test you are asked to answer some theory questions, carry out some basic tasks using a web browsing application and undertake a web search about ***wind erosion***.

**[16 Marks]**

1. Locate the ***answer*** folder on your candidate drive. Open the file called ***sample answerfile7.1.docx*** contained in the ***answer*** folder. **[2 Marks]**
2. Which one of the following is a program used to view HTML documents on the World Wide Web? Enter your answer (a, b, c, or d) in the ***sample answerfile7.1*** (Q. 2 space provided). **[1 Mark]**
   a. A hyperlink.
   b. A bookmark.
   c. A browser.
   d. A cookie.
3. Which one of the following is a digital certificate? Enter your answer (a, b, c, or d) in the ***sample answerfile7.1*** (Q. 3 space provided). **[1 Mark]**
   a. A program that allows the regular update of the antivirus program on a computer.
   b. A program that searches for an Internet connection.
   c. A program that refreshes web pages.
   d. A program that provides an assurance that software downloaded from the Internet comes from a trustworthy source.
4. Open a web browsing application and go to the following web page address: ***http://www.ecdl.org/m7sampletestv5/*** **[1 Mark]**
5. Activate the ***Restaurant Booking Form*** hyperlink on the ECDL / ICDL Syllabus Version 5.0 (Module 7 Sample Tests) page. **[1 Mark]**
6. On the ***Restaurant Booking Form*** enter the following details:

   Date: ***08 April 2009***
   Time: ***20:00***
   Number of People: ***2***

   When you have filled out the ***Restaurant Booking Form***, click on the ***Book Table*** button. Enter the number displayed into the ***sample answerfile7.1*** (Q. 6 space provided) and save. **[1 Mark]**
7. Access an Internet search engine and search using the keywords ***wind erosion***. Select any web site that gives information about ***wind erosion*** from the search results. **[1 Mark]**
8. Print one copy of page 1 only of the web site about ***wind erosion*** to an output printer. **[1 Mark]**

**Continued…**

Sample Part-Test



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**Sample Part-Test 7.1 (Contd.)**

***This is a sample part-test only.***

You are now beginning the *Communication* part of the sample part-test.
You will also use the ***sample answerfile7.1*** for this part of the test.

9. Which one of the following is an advantage of e-mail? Enter your answer (a, b, c, or d) in the ***sample answerfile7.1*** (Q. 9 space provided). **[1 Mark]**

   E-mail messages are always easy to locate.

   E-mail is a low cost way to send messages worldwide.

   E-mail is always a secure means of sending messages.

   E-mail eliminates the need for conventional surface mail.

10. A Chat Room is an example of which one of the following? Enter your answer (a, b, c, or d) in the ***sample answerfile7.1*** (Q. 10 space provided) and save and close the ***sample answerfile7.1*** file. **[1 Mark]**

    a. A Voice over Internet Protocol.

    b. A podcast.

    c. Phishing.

    d. An online virtual community.

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

12. Prepare a message using a mail address of your choice and ***Trip*** as the subject. **[1 Mark]**

13. Enter the following short text in the body of the mail message: **[1 Mark]**

    ***Dear Paula***

    ***We await your list of passengers and will arrange the requisite number of coaches accordingly.***

    ***Best wishes,***

    ***Robert Brown.***

14. Insert the file ***coach.docx*** from your candidate drive as an attachment to the ***Trip*** message. **[1 Mark]**

15. Send the ***Trip*** message with high priority (importance). Save and close any open files and all applications. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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## Module 7 Sample Part-Test 7.2

***This is a sample part-test only.***

The following test for Module 7, Web Browsing and Communication, is divided into two parts. In the Web Browsing part of the test you are asked to answer some theory questions, carry out some basic tasks using a web browsing application and undertake a web search about the city of ***London***.

**[16 Marks]**

1. Locate the ***answer*** folder on your candidate drive. Open the file called ***sample answerfile7.2.docx*** contained in the ***answer*** folder. **[2 Marks]**
2. Which one of the following describes malware? Enter your answer in the ***sample answerfile7.2*** (Q. 2 space provided). **[1 Mark]**
   a. Software that is used to backup data to an external storage device.
   b. Software that is created and distributed for harmful purposes.
   c. Software that is used to detect problems in the operating system.
   d. Software that is used to create web pages.
3. What is encryption and why is it used? Enter your answer (a, b, c, or d) in the ***sample answerfile7.2*** (Q. 3 space provided) and save. **[1 Mark]**
   a. Encoding of data to prevent infection by computer viruses.
   b. Encoding of data to prevent loss of data.
   c. Encoding of data to prevent accidental deletion.
   d. Encoding of data to prevent unauthorized access to data.
4. Open a web browsing application and go to the following web page address: ***http://www.ecdl.org/m7sampletestv5/*** **[1 Mark]**
5. Activate the ***Social Networking*** hyperlink on the ECDL / ICDL Syllabus Version 5.0 (Module 7 Sample Tests) page. **[1 Mark]**
6. In the section ***Post a comment on my wall:*** enter the following details:

   Username: ***Fisher1***

   E-mail: ***fish@fish.com***

   Mood: ***Happy***

   Comment: ***Any luck with salmon fishing this year?***

   When you have filled out ***Post a comment on my wall:***, click on the ***Post*** button. Enter the number displayed into the ***sample answerfile7.2*** (Q. 6 space provided) and save. **[1 Mark]**
7. Access a search engine and search using the keyword ***London***. Select any web site that gives information about ***London*** from the search results and save it as ***London.txt*** to your candidate drive. **[1 Mark]**
8. Print one copy of page one only of the web site about ***London*** to an output printer. **[1 Mark]**

**Continued…**



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Sample Part-Test

**Sample Part-Test 7.2 (Contd.)**

***This is a sample part-test only.***

You are now beginning the *Communication* part of the sample part-test.
You will also use the ***sample answerfile7.2*** for this part of the test.

9. In the e-mail address ***annsmith@revco.com*** which part of the address is ***annsmith***. Enter your answer (a, b, c, or d) in the ***sample answerfile7.2*** (Q. 9 space provided). **[1 Mark]**
   a. Domain.
   b. Username.
   c. Host.
   d. Subdomain.
10. What is a distribution list? Enter your answer (a, b, c, or d) in the ***sample answerfile7.2*** (Q. 10 space provided) and save and close the ***sample answerfile7.2*** file. **[1 Mark]**
    a. A list of e-mails with attachments.
    b. A list of recipients on an e-mail mailing list.
    c. A list of messages in the inbox.
    d. A list of sent e-mails.
11. You are going to create and send an e-mail message. Open an e-mail application and create a new mail message. **[1 Mark]**
12. Prepare a message using a mail address of your choice and ***Meeting*** as the subject. **[1 Mark]**
13. Enter the following short text in the body of the mail message:

    ***Dear Mary,***
    ***The meeting will take place in London on the 29th of September.***
    ***Best wishes,***
    ***Cathy.*** **[1 Mark]**
14. Insert the file ***agenda.docx*** from your candidate drive as an attachment to the ***Meeting*** message. **[1 Mark]**
15. Send the ***Meeting*** message with low priority. Save and close any open files and all applications. **[1 Mark]**

**End of Sample Part-Test**

Sample Part-Test



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# Sample Part-Tests MCQ Answer Guide

## Sample Part-Test 1.1

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 1.1 | 1.1.1 | d |
| 1.1 | 1.1.2 | c |
| 1.1 | 1.1.3 | a |
| 1.1 | 1.1.4 | a |
| 1.1 | 1.1.5 | c |
| 1.1 | 1.1.6 | d |
| 1.1 | 1.1.7 | b |
| 1.1 | 1.1.8 | d |
| 1.1 | 1.1.9 | b |
| 1.1 | 1.1.10 | c |
| 1.1 | 1.1.11 | c |
| 1.1 | 1.1.12 | b |
| 1.1 | 1.1.13 | d |
| 1.1 | 1.1.14 | d |
| 1.1 | 1.1.15 | a |
| 1.1 | 1.1.16 | b |
| 1.1 | 1.1.17 | c |
| 1.1 | 1.1.18 | c |

## Sample Part-Test 1.2

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 1.2 | 1.2.1 | c |
| 1.2 | 1.2.2 | d |
| 1.2 | 1.2.3 | c |
| 1.2 | 1.2.4 | a |
| 1.2 | 1.2.5 | b |
| 1.2 | 1.2.6 | c |
| 1.2 | 1.2.7 | b |
| 1.2 | 1.2.8 | a |
| 1.2 | 1.2.9 | d |
| 1.2 | 1.2.10 | b |
| 1.2 | 1.2.11 | c |
| 1.2 | 1.2.12 | d |
| 1.2 | 1.2.13 | a |
| 1.2 | 1.2.14 | c |
| 1.2 | 1.2.15 | d |
| 1.2 | 1.2.16 | c |
| 1.2 | 1.2.17 | a |
| 1.2 | 1.2.18 | d |

Sample Part-Test



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## Sample Part-Test 2.1

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 2.1 | 3 | b |
| 2.1 | 4 | c |
| 2.1 | 5 | b |

## Sample Part-Test 2.2

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 2.2 | 3 | b |
| 2.2 | 4 | d |
| 2.2 | 5 | c |

## Sample Part-Test 5.1

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 5.1 | 1a | d |
| 5.1 | 1b | b |
| 5.1 | 1c | b |

## Sample Part-Test 5.2

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 5.2 | 1a | c |
| 5.2 | 1b | b |
| 5.2 | 1c | b |

## Sample Part-Test 6.1

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 6.1 | 1 | c |

## Sample Part-Test 6.2

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 6.2 | 1 | a |

Sample Part Test



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## Sample Part-Test 7.1

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 7.1 | 2 | c |
| 7.1 | 3 | d |
| 7.1 | 9 | b |
| 7.1 | 10 | d |

## Sample Part-Test 7.2

| Test Number | Question Number | Answer Guide |
|---|---|---|
| 7.2 | 2 | b |
| 7.2 | 3 | d |
| 7.2 | 9 | b |
| 7.2 | 10 | b |

Sample Part-Test



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