

European Computer Driving Licence  
(ECDL)

and

International Computer Driving Licence  
(ICDL)

European Question and Test Base (EQTB)

**Version 4.0**

Sample Part -Tests

31st August 2003

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# 1. INTRODUCTION

## 1.1 The European Computer Driving Licence

The European Computer Driving Licence (ECDL)<sup>1</sup> certifies that the holder has knowledge of the basic concepts of Information Technology (IT) and is able to use a personal computer<sup>2</sup> and common computer applications at a basic level of competence. In practice the ECDL certificate indicates that the holder has passed one theoretical test that assesses his or her knowledge of the basic concepts of Information Technology (IT), and six practice-based tests which assess the holder's basic competence in using a personal computer and working with common computer applications.

The European Computer Driving Licence is an internationally accepted certificate. It can simplify employment procedures and assure the employer that applicants and staff have the necessary level of knowledge and competence to use common computer applications. The ECDL is a certificate of knowledge and proven competence and is based on a single agreed Syllabus.

The overall objective of the ECDL programme is an improvement in the level of basic knowledge about Information Technology (IT) and a higher level of basic competence in using personal computers and common computer applications throughout Europe and internationally.

The ECDL is deployed and monitored by the European Computer Driving Licence Foundation (ECDL-F). The role of the Foundation is to promote and co-ordinate the development of the ECDL concept. The ECDL-F is the guarantor of the ECDL standard and the Foundation ensures that the ECDL is administered in an equitable manner throughout Europe and internationally. Its role has now developed to cover the International Computer Driving Licence (ICDL).

The European Computer Driving Licence Foundation was formed to co-ordinate the introduction and operation of the ECDL concept throughout Europe. The ECDL concept is owned by the ECDL Foundation. The Foundation is a not for profit organisation that licences a national Licensee to use the ECDL concept and establish an ECDL dissemination programme in that country. Within Europe the national Licensee must be a member of the Council of European Professional Informatics Societies (CEPIS). Outside Europe the ECDL Foundation will licence organisations qualified by the ECDL Foundation as Licensees.

<sup>1</sup>References within this document to European Computer Driving Licence (ECDL) include the International Computer Driving Licence (ICDL). ECDL Foundation Syllabus and EQTB Version 4.0 documents are published as the official Syllabus and EQTB documents for use within the European Computer Driving Licence (ECDL) and International Computer Driving Licence (ICDL) certification programmes.

<sup>2</sup>Personal computer as a term within this document is intended to mean any brand of personal desktop or portable computer.

## **1.2 Objectives of the ECDL**

- To promote and encourage computer literacy for all
- To raise the level of knowledge about Information Technology (IT) and the level of competence in using personal computers and common computer applications for all citizens within Europe and internationally
- To ensure all computer users understand best practices and the advantages of using a personal computer
- To increase the productivity of all employees who need to use computers in their work
- To enable better returns from investments in Information Technology (IT)
- To provide a basic qualification which will allow all people, regardless of their background, to be part of the Information Society

## **1.3 Benefits of the ECDL**

Today, computer skills are increasingly important to people in all walks of life. The ECDL is an information technology certificate for all citizens. It is intended for those who need to, or wish to, know how to use a personal computer. It is suitable for people from every work discipline, for people entering the job market, and for all ages. Some of the benefits of the ECDL are that it provides:

- An IT skills qualification for everyone
- An innovative and tangible method of skills measurement and validation
- A model for education and training in the Information Society
- A highly effective training delivery model
- Greater public awareness of the benefits of active participation in the Information Society
- A flexible and accessible qualification that offers increased mobility to holders

## **1.4 ECDL Target Population**

The target population for the ECDL is the general public who want to use a personal computer competently. The ECDL qualification allows workers, students and citizens to formally show, with their certification, that they have basic knowledge and competence in personal computer use. For example, office workers who want their skills using a personal computer formally recognised, will want to take the ECDL tests and obtain certification. Formal certification of computer competency is also valuable to employers to assess an employee or potential employee's skill. As such the target group for ECDL is a very broad population.

## **1.5 Level of Difficulty**

The ECDL is a certificate of knowledge and competence in personal computer use at a basic level. This basic level of knowledge and competence is expressed in the ECDL Syllabus by giving a detailed list of the Knowledge Areas and Knowledge Items (Module 1) and Skill Sets and Task Items (Modules 2-7) covered by the ECDL Syllabus. The Knowledge Areas and Skill Sets included in the ECDL Syllabus are those recognised by expert practitioners in the various domains as being necessary to cover basic knowledge and competence in using a personal computer and common computer applications.

## **1.6 The ECDL Standard**

The document presented in this publication is the ECDL Foundation EQTB Version 4.0 Sample Part-Tests. The ECDL standard consists of the following:

- The ECDL Syllabus, which is the detailed description of the Knowledge Areas and Skill Sets covered by the standard
- The European Question and Test Base (EQTB), which comprises the questions and tests used to certify the ECDL standard
- The Guidelines for ECDL Certification

For the computer user the physical ECDL products are the ECDL certificate itself and the European Computer Skills Card (ECSC).

Conformance to the ECDL standard and the deployment programme of the ECDL is monitored and ensured by the European Computer Driving Licence Foundation.

All the above are elements of the ECDL standard. They are described in more detail in the following sections.

## **1.6.1      *Module Domains***

### **Module 1**

***Concepts of Information Technology (IT)***, requires the candidate to have an understanding of some of the main concepts of IT at a general level. The candidate is required to understand the make-up of a personal computer in terms of hardware and software and to understand some of the concepts of Information Technology (IT) such as data storage and memory. The candidate shall also understand how information networks are used within computing and be aware of the uses of computer-based software applications in everyday life. The candidate shall appreciate health and safety issues as well as some environmental factors involved in using computers. The candidate shall be aware of some of the important security and legal issues associated with computers.

### **Module 2**

***Using the Computer and Managing Files***, requires the candidate to demonstrate knowledge and competence in using the common functions of a personal computer and its operating system. The candidate shall be able to adjust main settings, use the built-in help features and deal with a non-responding application. He or she shall be able to operate effectively within the desktop environment and work with desktop icons and windows. The candidate shall be able to manage and organise files and directories/folders and know how to duplicate, move and delete files and directories/folders, and compress and extract files. The candidate shall also understand what a computer virus is and be able to use virus scanning software. The candidate shall demonstrate the ability to use simple editing tools and print management facilities available within the operating system.

### **Module 3**

***Word Processing***, requires the candidate to demonstrate the ability to use a word processing application on a computer. The candidate shall be able to accomplish everyday tasks associated with creating, formatting and finishing small sized word processing document ready for distribution. He or she shall be able to duplicate and move text within and between documents. The candidate shall demonstrate competence in using some of the features associated with word processing applications such as creating standard tables, using pictures and images within a document, and using mail merge tools.

### **Module 4**

***Spreadsheets***, requires the candidate to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application on a computer. The candidate shall understand and be able to accomplish basic operations associated with developing, formatting, modifying and using a spreadsheet of limited scope ready for distribution. He or she shall also be able to generate and apply standard mathematical and logical formulas using standard formulas and functions. The candidate shall demonstrate competence in creating and formatting graphs/charts.

## **Module 5**

**Database**, requires the candidate to understand some of the main concepts of databases and demonstrate the ability to use a database on a computer. The candidate shall be able to create and modify tables, queries, forms and reports, and prepare outputs ready for distribution. The candidate shall be able to relate tables and to retrieve and manipulate information from a database by using query and sort tools available in the package.

## **Module 6**

**Presentation**, requires the candidate to demonstrate competence in using presentation tools on a computer. The candidate shall be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. He or she shall also be able to duplicate and move text, pictures, images and charts within the presentation and between presentations. The candidate shall demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

## **Module 7**

**Information and Communication**, is divided in two sections. The first section, *Information*, requires the candidate to understand some of the concepts and terms associated with using the Internet and to appreciate some of the security situations. The candidate shall also be able to accomplish common Web search tasks using a Web browsing application and available search engine tools. He or she shall be able to bookmark Web sites, and to print Web pages and search outputs. The candidate shall also be able to navigate within and use Web-based forms. In the second section, *Communication*, the candidate is required to understand some of the concepts of electronic mail (e-mail) together with having an appreciation of some of the security considerations associated with using e-mail. The candidate shall also demonstrate the ability to use e-mail software to send and receive messages, and to attach files to mail messages. The candidate shall also be able to organize and manage message folders/directories within e-mail software.

### ***1.6.2 The ECDL Syllabus***

The purpose of the ECDL Syllabus is to list the Knowledge Areas and Knowledge Items and the Skill Sets and Task Items covered by the ECDL standard and to express in general terms the level of knowledge and skill required to achieve the ECDL standard.

The ECDL standard is based on the computer user knowing certain basic facts about Information Technology (IT) and having the basic knowledge and skills to use a personal computer and its software applications to carry out everyday tasks. The Knowledge Areas and the Skill Sets necessary to be mastered in the ECDL standard are described in the ECDL Syllabus. The purpose of the ECDL Syllabus is to list the facts to be known and the skills to be mastered that are covered by the ECDL standard. ECDL Syllabus Version 4.0 is published on the ECDL Foundation Web site at:

<http://www.ecdl.com/syllabus>

### ***1.6.3 The Question and Test Base (QTB)***

The Question and Test Base (QTB) comprises the questions and tests used within ECDL certification. The QTB is the property of the ECDL Foundation and is not in the public domain. The ECDL tests are software vendor independent. The ECDL may be certified by manual evaluation testing or by automatic evaluation testing.

### ***1.6.4 The ECDL Tests***

The ECDL may be certified by a set of tests undertaken at the computer with manual evaluation or alternatively by undertaking a set of tests at the computer with automatic evaluation. The ECDL certification procedure is moving towards automatic evaluation testing.

### ***1.6.5 Deployment of the ECDL***

The ECDL is deployed and monitored by the European Computer Driving Licence Foundation (ECDL-F). In order to maintain the ECDL standard, all countries must have an Organisation authorized by the ECDL Foundation to monitor that all the tests are based on the ECDL Syllabus. The education and examination procedures can differ between countries, however the ECDL Foundation requires that a valid and well-defined examination process together with a reliably operated testing process be in place at all approved Test Centres. The process of awarding an ECDL is audited by the ECDL Foundation to maintain the standard.

The ECDL is based on the standard ECDL Syllabus written in English. The Syllabus defines the areas of knowledge and practical competencies required in the ECDL. The standard test is localized for use in different countries, while using the same Syllabus and therefore documenting the same level of knowledge and competence in

computing. The process of authorizing a localized QTB is audited and recorded by the ECDL Foundation.

The ECDL dissemination programme differs from most national or international education programmes, since it is based on a standard test or examination instead of a standardized teaching approach. The ECDL always certifies the some standard of knowledge and competence, irrespective of a person's nationality, education, age or sex. An ECDL that is certified in one country is valid in another.

### ***1.6.6 The ECDL Product***

The ECDL Product, for the user, consists of two physical items: the European Computer Driving Licence itself and the European Computer Skills Card (ECSC) which is an official record of the tests passed so far. ECDL Start is a certificate that may be awarded after any four modules have been passed within an ECDL test programme.

The European Computer Driving Licence (ECDL) is the certificate that attests to the holder's ability to use a personal computer and common computer applications, and states that he or she has been tested according to the ECDL standard and the authorized ECDL Syllabus. The ECDL is an internationally accepted document and has a similar format throughout Europe.

For the candidate, gaining a complete ECDL builds around the European Computer Skills Card (ECSC). The candidate will obtain a Skills Card before taking the first test. A Skills Card is an official form that is used to record each test successfully completed. As he or she passes each test, the Skills Card will be updated. When all seven tests have been passed, the candidate will be eligible for a European Computer Driving Licence. The candidate or the Test Centre sends the completed ECSC to the country's national ECDL office where it will be exchanged for a European Computer Driving Licence.

The modules can be taken in any sequence and the tests can be taken in different Test Centres and indeed in different countries. An ECDL or an ECSC that is granted in one country is valid in another. Both the ECDL and the ECSC are internationally recognised certificates.

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

### 2.1 Module 1 Sample Part-Test

#### *Concepts of Information Technology (IT)*

The following are sample tests for ECDL Module 1, *Concepts of Information Technology (IT)*. Each sample test contains 18 Multiple Choice Questions (MCQ) questions giving a total of 18 marks. A standard ECDL 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 / 36. The pass mark in Module 1 is 75%. The duration of a standard ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 4.0

#### Answer Guide

The number of marks available for each question in the following sample tests is indicated in brackets beside the question.

Minor errors, such as spelling and typing should not lead to failure.

An **answerfile** may be provided on the Candidate Disk in order for the candidate to undertake the test. An **answerfile** is a simple word processing document that allows candidates to answer Multiple Choice Questions (MCQ) in ECDL tests. The **answerfile** includes a numbered table for candidate answers and a section for the candidate to enter their Candidate Identification details. Alternatively candidates may provide their Module 1 question answers on test scripts.

## Pass Marks for ECDL Tests

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

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

## **Module 1 Sample Part-Test 1.1**

*This is a sample test only.*

### **Test 1**

#### **1.1.1**

Which type of computer is used to operate large corporate systems and databases

1. ☐ Desktop computer
2. ☐ Personal Digital Assistant (PDA)
3. ☐ Mainframe
4. ☐ Laptop

#### **1.1.2**

Which of the following describes the essential components of Information Technology?

1. ☐ Primary, secondary and cache memory
2. ☐ RAM and ROM
3. ☐ Hardware, software and communications technologies
4. ☐ Hardware and shareware

#### **1.1.3**

The speed of the CPU is measured in:

1. ☐ Megahertz (MHz)
2. ☐ Bits per second (Bps)
3. ☐ Gigabytes (GB)
4. ☐ Megabytes (MB)

#### **1.1.4**

Which of the following statements about formatting a floppy disk for the first time is true?

1. ☐ Formatting prepares a floppy disk to store data
2. ☐ Formatting backs up data onto a floppy disk
3. ☐ Formatting copies a floppy disk
4. ☐ Formatting unlocks a floppy disk

#### **1.1.5**

Which of the following tasks is a function of the operating system?

1. ☐ Adding data to a spreadsheet
2. ☐ Producing a database report
3. ☐ File management
4. ☐ Producing a presentation

#### **1.1.6**

Which software would you use to create a mailshot letter?

1. ☐ Web browsing software
2. ☐ Spreadsheet software
3. ☐ Accounting software
4. ☐ 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. ☐ FTP
2. ☐ LAN
3. ☐ WWW
4. ☐ HTTP

### **1.1.8**

An intranet is:

1. ☐ A network operating system
2. ☐ A network filing system
3. ☐ A private company network
4. ☐ A private company network that includes external specified users

### **1.1.9**

Which of the following devices do you need to be able to communicate with other computers using the telephone network?

1. ☐ CD-ROM
2. ☐ Modem
3. ☐ Plotter
4. ☐ Speakers

### **1.1.10**

Which of the following tasks would be more suited to a person rather than a computer?

1. ☐ Tasks that are repetitive
2. ☐ Tasks that require speed
3. ☐ Tasks that require complex mathematical processing
4. ☐ Tasks that require imagination

### **1.1.11**

Which of the following is NOT a use of computer applications in a school?

1. ☐ Class timetabling
2. ☐ Student registration
3. ☐ Computer based training
4. ☐ Stock Control

### **1.1.12**

Which of the following is NOT a feature of electronic commerce?

1. ☐ Goods can be advertised and prices compared
2. ☐ There is physical contact between buyer and seller
3. ☐ Transactions can be processed quickly
4. ☐ Services are available 24 hours a day

### 1.1.13

Computer use can cause repetitive strain injury (RSI). Which of the following is the best way to avoid this?

1. ☐ Ensure your computer is in a well-lit area
2. ☐ Use an operator chair without arms
3. ☐ Place your monitor at the correct height
4. ☐ Work with your wrists level with the keyboard

### 1.1.14

Which of the following statements describes a good approach to information security for an organisation?

1. ☐ No procedures for reporting security lapses
2. ☐ Staff passwords are not changed regularly
3. ☐ Sensitive data is available to everyone
4. ☐ Computer systems are backed up on a regular basis

### 1.1.15

Which of the following is a good password policy for an organisation?

1. ☐ All passwords are changed regularly
2. ☐ All passwords are never changed
3. ☐ All passwords are made up of less than four characters
4. ☐ All passwords are made up of less than four numbers

### **1.1.16**

What is the best way of preventing your computer from being infected with a virus?

1. ☐ Only virus-check e-mail attachments
2. ☐ Have updateable anti-virus software running on your computer
3. ☐ Have anti-virus software running on your computer
4. ☐ Never open any e-mail attachments

### **1.1.17**

Which of the following statements describes shareware?

1. ☐ Shareware is software without copyright protection
2. ☐ Shareware is free software
3. ☐ Shareware is software you may pay for after an initial time period of use
4. ☐ Shareware is software you can use in any way

### **1.1.18**

There are rules governing the storage and supply of computer-based information. What are these rules called?

1. ☐ Data Privacy Policy
2. ☐ Data Management Act
3. ☐ Data Protection Act
4. ☐ Data Publicity Law

## **Module 1 Sample Part-Test 1.2**

*This is a sample test only.*

### **Test 1.2**

#### **1.2.1**

Which of the following would be considered a portable computer?

1. ☐ Workstation
2. ☐ Mainframe
3. ☐ Laptop
4. ☐ Desktop computer

#### **1.2.2**

Which of the following would improve computer performance?

1. ☐ Using a larger monitor
2. ☐ Increasing the number of applications running
3. ☐ Using a faster printer
4. ☐ Increasing the RAM size

#### **1.2.3**

Which of the following is NOT a function of the Central Processing Unit?

1. ☐ Executing program instructions
2. ☐ Ensuring program instructions are executed in the correct sequence
3. ☐ Sending e-mail
4. ☐ Carrying out calculations

#### **1.2.4**

Which of the following is both an input and output device

1. ☐ Touch screen
2. ☐ Keyboard
3. ☐ Printer
4. ☐ Scanner

#### **1.2.5**

Disk formatting is used to:

1. ☐ Find files on a disk
2. ☐ Lock a disk
3. ☐ Unlock a disk
4. ☐ Prepare a disk to store files

#### **1.2.6**

Which of the following is an operating system?

1. ☐ Lotus 123
2. ☐ PowerPoint 2000
3. ☐ Windows XP
4. ☐ Netscape

#### **1.2.7**

Which of the following four activities is normally carried out last as part of a Systems Development process?

1. ☐ Design
2. ☐ Programming
3. ☐ Testing
4. ☐ Analysis

### 1.2.8

Which of the following statements about the Internet is TRUE?

1. ☐ The Internet is a global network that links many computer networks together
2. ☐ The Internet is a private company network
3. ☐ The Internet is a visual representation of linked documents
4. ☐ The Internet is a network operating system

### 1.2.9

What is ISDN?

1. ☐ Integrated Standard Digital Networks
2. ☐ Integrated Services Digital Network
3. ☐ Interactive Standard Dynamic Networks
4. ☐ Internet Services Data Network

### 1.2.10

What type of computer application would be used in a hospital to maintain patient medical details?

1. ☐ A desktop publishing application
2. ☐ A database application
3. ☐ An accounting application
4. ☐ A presentation application

### 1.2.11

Which of the following is a use of the Internet in the home?

1. ☐ Managing household accounts
2. ☐ Formatting a disk
3. ☐ Electronic mail (e-mail)
4. ☐ Creating a database

### 1.2.12

If you were working from home, what software application could be used to communicate directly with colleagues and customers?

1. ☐ Presentation
2. ☐ Electronic mail (e-mail)
3. ☐ Database
4. ☐ Spreadsheet

### 1.2.13

Which of the following practises helps create a good ergonomic working environment?

1. ☐ Protecting computer monitors from reflections and glare by correct positioning
2. ☐ Taking infrequent breaks away from the computer
3. ☐ Keeping the office cold and using low overhead lighting
4. ☐ 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. ☐ To allow easy sharing of files across the company network
2. ☐ To make it easier for the computer to connect to a network
3. ☐ To protect files against unauthorized use
4. ☐ To make it easier to find files on a computer

#### **1.2.15**

Which of the following can be an advantage of electronic documents?

1. ☐ They can never be lost
2. ☐ They can always be e-mailed regardless of size
3. ☐ They can reduce the usage of paper
4. ☐ They can never be copied

#### **1.2.16**

Which of the following devices is suitable for backing up data from a networked file server?

1. ☐ Modem
2. ☐ Tape cartridge
3. ☐ Plotter
4. ☐ Scanner

### 1.2.17

Which of the following activities could lead to the spread of a computer virus?

1. ☐ Using floppy disks from unknown sources to exchange data
2. ☐ Using a standalone computer to output a hard copy letter
3. ☐ Using retail software that has been checked for viruses
4. ☐ Using a Graphical User Interface (GUI)

### 1.2.18

An End User License Agreement:

1. ☐ Is a form of advertising between a software application author or publisher and the user
2. ☐ Gives the user the exclusive right to copy and sell the software to other potential users
3. ☐ Grants ownership of the software to the user of the software
4. ☐ Is a legal contract between a software application author or publisher and the user with regard to terms of distribution, resale, and restricted use

## 2.2 Module 2 Sample Part-Test

### *Using the Computer and Managing Files*

The following is a sample test for ECDL Module 2, *Using the Computer and Managing Files*. This sample test contains 12 questions giving a total of 16 marks. The actual ECDL test contains 24 questions giving a total of 32 marks. The duration of an ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All questions within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests, please refer to ECDL Syllabus Version 4.0

### Set-up Instructions for Module 2 Tests

In order to prepare to take the sample test in Module 2 you must create an ***ecdlttest*** folder for the candidate on their Candidate Disk. The folders ***badminton*** and ***football*** should be created within the ***ecdlttest*** folder. A selection of up to 36 assorted files of different file types (txt, rtf, rtf, xls etc.) should also be added to the ***ecdlttest*** folder.

An ***answer*** folder containing an ***answerfile*** should also be provided on the Candidate Disk in order for the candidate to undertake the test. An ***answerfile*** is a simple word processing document that allows candidates to answer open style questions in ECDL tests. The ***answerfile*** also includes a numbered table for candidate answers and a section that is provided for the candidate to enter their Candidate Identification details.

### Pass Marks for ECDL Tests

The following table shows the pass marks in the different modules for ECDL tests:

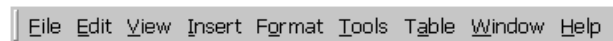
| Module | Pass Mark        | %   |
|--------|------------------|-----|
| 1      | 27 Marks from 36 | 75% |
| 2      | 24 Marks from 32 | 75% |
| 3      | 24 Marks from 32 | 75% |
| 4      | 24 Marks from 32 | 75% |
| 5      | 24 Marks from 32 | 75% |
| 6      | 24 Marks from 32 | 75% |
| 7      | 24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

## Module 2 Sample Part-Test 2.1

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

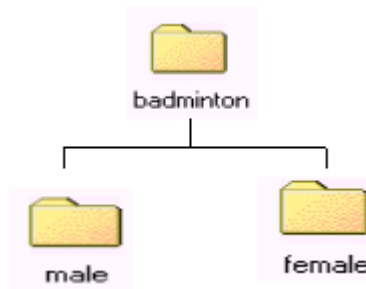
The following is a sample test for Module 2, *Using the Computer and Managing Files*. In the test you are required to answer questions associated with operating and using your computer. You are also asked to create a folder structure that will help organise a new folder system in your badminton club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

1. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the **answer** folder. [2 Marks]
2. Enter your Candidate Identification in the space provided on row 1 of the table on the **answerfile** and save the **answerfile** on your Candidate Disk. [2 Marks]
3. Which of the following is the correct name for the screen image shown below? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 3 space provided). [1 Mark]



- (a) Title Bar    (b) Scroll Bar    (c) Status Bar    (d) Menu Bar
4. Which file type below is often used for word processing documents? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 4 space provided) and save. [1 Mark]  
(a) .xls                      (b) .mp3                      (c) .doc                      (d) .gif
  5. Which of the following is an advantage of a virus scanning application? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 5 space provided). [1 Mark]  
(a) It will help to spread viruses  
(b) It makes the computer run faster  
(c) It detects and removes viruses  
(d) It prevents software from being copied
  6. Locate the file **goods.doc** in the **ecdlttest** folder and rename the file **stock.doc** [1 Mark]
  7. Create a shortcut icon for the **ecdlttest** folder on your Candidate Disk. [1 Mark]

8. Locate the folder **badminton** on your Candidate Disk and create the following subfolder structure as represented by the diagram below. [2 Marks]



9. Copy the files **fees.xls** and **female members.doc** from the **ecdtest** folder to the **female** subfolder. [1 Mark]
10. Change the attribute of the **badminton report.doc** file in the **ecdtest** folder to Read-only. [1 Mark]
11. Count the number of files (including any files in subfolders) contained in the **ecdtest** folder. Enter your answer in the **answerfile** and save. (Q. 11 space provided). [2 Marks]
12. Print one copy of the **answerfile** to a printer if available or save as a print file in the **answer** folder. (Use the file name **printfile.prn** if you are adding a print file to your Candidate Disk.) Save and close the **answerfile.doc** document. [1 Mark]

## Module 2 Sample Part-Test 2.2

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

The following is a sample 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 that will help organise files for an amateur football club and to carry out various operations associated with manipulating files and folders within this folder structure.

1. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the **answer** folder. [2 Marks]
2. Enter your Candidate Identification in the space provided on row 1 of the table on the **answerfile** and save the **answerfile** on your Candidate Disk. [2 Marks]
3. Which of the following options will allow you to change from the current installed printer to another installed printer? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 3 space provided) and save. [1 Mark]

- (a) Set as Default
- (b) Pause Printing
- (c) Add Printer
- (d) Capture Printer Port

4. Which of the following icons represents a folder? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 4 space provided). [1 Mark]

(a)



(b)



(c)



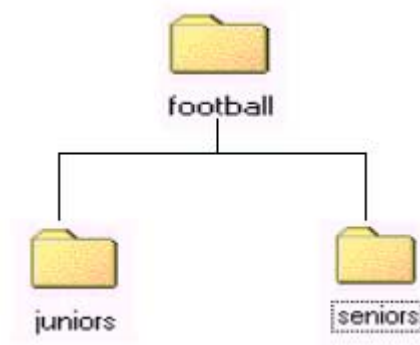
(d)



5. Which of the following devices can be used by the operating system to store files and folders? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 5 space provided). [1 Mark]

- (a) Modem
- (b) Video Card
- (c) Hard Disk
- (d) Plotter

6. Select the Recycle Bin icon on the desktop and move it to the upper right corner of the desktop screen. [1 Mark]
7. Capture the current **desktop** as a screen image and paste it into page 2 in the **answerfile** [2 Marks]
8. Locate the **football** folder on your Candidate Disk and create the following subfolder structure as represented by the diagram below. [2 Marks]



9. Move the two most recently modified files from the ***ecdtest*** folder to the ***Juniors*** subfolder. [1 Mark]
10. Copy the file ***panel.doc*** from the ***ecdtest*** folder to the ***juniors*** subfolder. [1 Mark]
11. Delete the files ***issue.doc*** and ***sales.doc*** from the ***ecdtest*** folder. [1 Mark]
12. Print one copy of the ***answerfile*** to a printer if available or save as a print file in the ***answer*** folder. (Use the file name ***printfile.prn*** if you are adding a print file to your Candidate Disk.) Save and close the ***answerfile.doc*** document. [1 Mark]

## 2.3 Module 3 Sample Part-Test

### *Word Processing*

The following are sample tests for ECDL Module 3, *Word Processing*. Each sample test contains 16 test items giving a total of 16 marks. A standard test in Module 3 contains 32 test items giving a total of 32 marks. The duration of an ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests, please refer to ECDL Syllabus Version 4.0

### Pass Marks for ECDL Tests

The following table shows the pass marks required in the various modules for ECDL tests:

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

### Module 3 Sample Part-Test 3.1

*This is a sample test only.*

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 so that the circular can be delivered to all the members of the badminton club.

1. Open the Word Processing application and open the file called **test31.doc** from your Candidate Disk. [1 Mark]
2. Save the document to your Candidate Disk using the file name **agm.doc** [1 Mark]
3. Create a new paragraph at the text beginning....***This is a call....*** and create a new paragraph at the text beginning...***Election of the Treasurer...*** [1 Mark]
4. Centre align the text ***To the members of the Keepfit Badminton Association*** and save. [1 Mark]
5. Apply the font colour blue to the text ***To the members of the Keepfit Badminton Association*** [1 Mark]
6. Make the title ***To the members of the Keepfit Badminton Association*** bold. [1 Mark]
7. Change the font size for the entire document to 12-point and save. [1 Mark]
8. Apply bullets to the agenda items from ***Election of the treasurer...*** down to ***New badminton court...*** [1 Mark]
9. Apply double line spacing to the agenda items from ***Election of the treasurer...*** down to ***New badminton court...*** [1 Mark]
10. Enter the text ***Keepfit Badminton Association*** in the header of the document. [1 Mark]
11. Print 1 copy of the document to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **test31.prn** if you are adding a print file to your Candidate Disk.) [1 Mark]
12. **Mail Merge:** Use the current version of **agm.doc** as a form letter and save. [1 Mark]
13. Use the file **addrlst.doc** from your Candidate Disk as the data source to be merged with the **agm.doc** form letter. [1 Mark]
14. Replace the existing name and address lines with the merge fields.  
<<***First Name***>> <<***Last Name***>>  
<<***Address***>>  
<<***City***>> <<***Post Code***>> [1 Mark]
15. Merge the address list data source file with the letter to create the mail-merged document. Save the mail merge document as **mergd31.doc** Save and close all open documents. [1 Mark]
16. Open the file called **memorandum.doc** from your Candidate Disk. Save the **memorandum.doc** document to your Candidate Disk in template format as **memo.dot** Close the **memo.dot** template and close the word processing application. [1 Mark]

### Module 3 Sample Part-Test 3.2

*This is a sample test only.*

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 create a simple table.

1. Open the Word Processing application and open the file called **test32.doc** from your Candidate Disk. [1 Mark]
2. Save the document to your Candidate Disk using the file name **hill walking.doc** [1 Mark]
3. Zoom the **hill walking** document down to 100%. [1 Mark]
4. Select all the text in the document and change the font to Arial. [1 Mark]
5. Select all the text in the document and apply 6 point spacing above and below each paragraph and save. [1 Mark]
6. Underline the title text **Hill walking for amateurs** [1 Mark]
7. Change the text **Hill walking for amateurs** to upper case and save. [1 Mark]
8. Edit the text **sweating** in the paragraph beginning **Make sure that....** to read **dehydration** [1 Mark]
9. Apply the *italblue* style to the text **Hill Walking tips for summer:** [1 Mark]
10. Create a table with two columns and four rows below the paragraph beginning **Make sure that ...** [1 Mark]
11. Insert the following text into the table as below:

| Warmest summer months for hill walking | Degrees Celsius |
|----------------------------------------|-----------------|
| June                                   | 20              |
| July                                   | 25              |
| August                                 | 24              |

[1 Mark]

12. Set the line width for all the borders in the table to 1 point. [1 Mark]
13. Centre align all the text in **column 2** (Degrees Celsius column) in the table. [1 Mark]
14. Change the top and bottom margins in the documents to **3 cms** and save. [1 Mark]
15. Use a spell-check program and make changes if necessary. (Proper names are not included in this spell checking and may be ignored) and save. [1 Mark]
16. Print one copy of the **hill walking.doc** document to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **walking.prn** if you are adding a print file to your Candidate Disk.) Save and close the document and the word processing application. [1 Mark]

## 2.4 Module 4 Sample Part-Tests

### *Spreadsheets*

The following are sample tests for ECDL Module 4, *Spreadsheets*. Each sample test contains 16 test items giving a total of 16 marks. A standard test in Module 4 contains 32 test items giving a total of 32 marks. The duration of a standard ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 4.0

### Pass Marks for ECDL Tests

The following table shows the pass marks in the various modules for ECDL 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% |

## Module 4 Sample Part-Test 4.1

*This is a sample test only.*

The following sample 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 file called ***improvements.xls*** from your Candidate Disk. [1 Mark]
2. Save the ***improvements.xls*** spreadsheet as ***costings.xls*** to your Candidate Disk. [1 Mark]
3. On the ***projection*** worksheet zoom the display to **100%** [1 Mark]
4. Widen column A as appropriate so that entered data is fully visible. [1 Mark]
5. Enter **2,000** in **cell C7** [1 Mark]
6. Enter a formula in **cell B11** to calculate the sum of the **cell range B5 : B10** [1 Mark]
7. Copy the formula in **cell B11** to the **cell range C11 : F11** and save. [1 Mark]
8. Enter a formula in **cell B13** that subtracts **cell B11** from **cell B3** Copy the formula in **cell B11** to the **cell range C11 : E11** [1 Mark]
9. Enter a formula in **cell F5** with an absolute cell reference (for one cell only), that divides **cell E5** by **cell E11** Copy the formula in **cell F5** to the **cell range F6 : F10** [1 Mark]
10. Enter a formula in **cell B15** to calculate the minimum cost of the **cell range B5 : B10**. Copy the formula in **cell B15** to the **cell range C15 : D15** [1 Mark]
11. Enter a formula in **cell B17** to calculate the maximum cost of the **cell range B5 : B10**. Copy the formula 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. Format the **cell range F5 : F11** as a percentage with no decimal places and save. [1 Mark]
14. Rename the ***loan*** worksheet as ***bank loans*** and save. [1 Mark]
15. On the ***bank loans*** worksheet create a column chart, (accept default column chart) from the **cell range A3 : D5** [1 Mark]
16. Print 1 copy of the contents of the ***projection*** worksheet to an output printer if available, or as a print file to your Candidate Disk. (Use the file name ***costs.prn*** if you are adding a print file to your Candidate Disk.) Save all open spreadsheets and close the spreadsheet application. [1 Mark]

## Module 4 Sample Part-Test 4.2

*This is a sample test only.*

The following sample 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 file called **arena.xls** from your Candidate Disk. [1 Mark]
2. Save the **arena.xls** spreadsheet as **rink.xls** to your Candidate Disk. [1 Mark]
3. On the **revenue** worksheet adjust the height of row 6 as appropriate so that entered data is fully visible. [1 Mark]
4. Enter **250** into **cell C5** and **275** into **cell D5** [1 Mark]
5. Change the number in **cell D7** from **155** to **160** and save. [1 Mark]
6. Enter a formula in **cell B8** to calculate the sum of the **cell range B4 : B7** [1 Mark]
7. Copy the sum formula in **cell B8** to the **cell range C8 : G8** [1 Mark]
8. Enter a formula in **cell B10** to calculate the average of the **cell range B4 : B7**  
Copy the average formula to the **cell range C10 : E10** [1 Mark]
9. Enter a formula in **cell G4** with an absolute cell reference that divides **cell F4** by **cell F8** Copy the formula in **cell G4** to the **cell range G5 : G7** [1 Mark]
10. Format the **cell range G4 : G8** to percentage with no decimal places and save. [1 Mark]
11. Enter a formula in **cell B12** that displays the text **Above Budget** if the number in **cell F8** is greater than 2500 and otherwise displays the text **Below Budget** [1 Mark]
12. On the **sales details** worksheet, create a pie chart (accept default pie chart) from the data contained within the **cell range A4 : B8** [1 Mark]
13. Delete the **2002** worksheet. [1 Mark]
14. On the **names** worksheet sort the **cell range A4 : C135** by **Surname** in ascending order and save. [1 Mark]
15. Print the contents of the **revenue** worksheet to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **rev.prn** if you are adding a print file to your Candidate Disk.) Save and close the **rink.xls** spreadsheet. [1 Mark]
16. Open the file called **yearly.xls** from your Candidate Disk. Save the **yearly.xls** spreadsheet as a template called **yearly results.xlt** to your Candidate Disk. Close the **yearly results.xlt** template and close the spreadsheet application. [1 Mark]

## 2.5 Module 5 Sample Part-Tests

### *Database*

The following are sample tests for ECDL Module 5, *Database*. Each sample test contains 14 test items giving a total of 16 marks. A standard ECDL test in Module 5 contains 28 test items giving a total of 32 marks. The duration of a standard ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 4.0

### **The Database**

The database work file provided on the Candidate Disk 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.

### **Candidate Disk**

A Candidate Disk is provided to candidates for the sample tests in Modules 2-7. Where support files, folders, work files or an answer file relevant to the specific test are required, these are to be provided on the Candidate Disk.

### Pass Marks for ECDL Tests

The following table shows the pass marks in the different modules for ECDL 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% |

## Module 5 Sample Part-Test 5.1

*This is a sample test only.*

The following test for **Module 5 Database** is based on opening a database called **Toys**. In the test you will create a small table and enter some data, establish a relationship between two tables, design queries that will extract data from the database and create simple forms and reports.

**[16 Marks]**

1. Open the **Answer file st5.1** on your Candidate Disk and attempt **Questions 1 and 2**. Save and close the **Answer file st5.1** document. **[2 Marks]**
2. Open the **Toys** database from your Candidate Disk. **[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 |
|------------|------------|----------------------|
| Toy ID     | AutoNumber | Long Integer         |
| Toy Colour | Text       | 20                   |
| Category   | Text       | 25                   |

4. Set the **Toy ID** field as the primary key. **[1 Mark]**
5. Save the table as **Toy List**. **[1 Mark]**
6. Add the following records to the **Toy List** table. Save and close the **Toy List** table. **[1 Mark]**

| Toy ID | Toy Colour | Category          |
|--------|------------|-------------------|
| 1      | Pink       | Baby              |
| 2      | Blue       | Aged five or over |

7. Open the **Items** table, add the field below and save and close the **Items** table.

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

**[1 Mark]**

8. Using the **Toy ID** fields from both the **Awards** and **Items** table, create a one-to-many relationship between each table. **[1 Mark]**
9. Apply referential integrity to the relationship created in **Question 8** and save and close the relationship window. **[1 Mark]**
10. In the **Suppliers** table move the **Name** field so that it appears immediately before the **Address 1** field. Save and close the **Suppliers** table. **[1 Mark]**

11. Open the < 5 query and change the criteria for the **Price** field to show all prices less than 5. Save and close the < 5 query. [1 Mark]
12. Create a simple form using all the fields from the **Customers** table. (Accept default settings). Save the form as **Customer Details**. Close the **Customer details** form. [1 Mark]
13. Create a report using all the fields from the **Customers** table. (Accept default settings). Save the report as **Customer Records** Close the report. [1 Mark]
14. Open the **Customers** table and print one copy of the record below to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **cust.prn** if you are adding a print file to your Candidate Disk.) Save all open tables and close the database application. [1 Mark]

| First Name | Last Name | Toy ID | Price |
|------------|-----------|--------|-------|
| Ken        | Byrne     | 4      | €5.00 |

## Module 5 Sample Part-Test 5.2

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

The following test for Database, *Module 5*, is based on working with a database called **Store**. In the test you will create a small table and enter some data, establish a relationship between two tables, design queries that will extract data from the database.

**16 Marks**

1. Open the **Answer file st5.2** on your Candidate Disk and attempt **Questions 1 and 2**. Save and close the **Answer file st5.2** document. **[2 Marks]**
2. Open the **Store** database from your Candidate Disk. **[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 |
|------------|------------|----------------------|
| Food ID    | AutoNumber | Long Integer         |
| Food Code  | Text       | 10                   |
| Food Name  | Text       | 25                   |

4. Set the **Food ID** field as the primary key. **[1 Mark]**
5. Save the table as **Food**. **[1 Mark]**
6. Add the following records to the **Food** table. Save and close the **Food** table. **[1 Mark]**

| Food ID | Food Code | Food Name |
|---------|-----------|-----------|
| 1       | 007b      | Marmalade |
| 2       | 094f      | Cheese    |

7. Open the **Items** table and add the field below. Save the changes to the **Items** table and close the table. **[1 Mark]**

| Field Name   | Data Type | Field Size or Format |
|--------------|-----------|----------------------|
| Sell-by Date | Date/Time | Short date           |

8. In the **Customers** table move the **First Name** field so that it appears immediately before the **Last Name** field. **[1 Mark]**
9. Sort the **Last Name** field for the **Customers** table in descending order. Save and close the **Customers** table. **[1 Mark]**
10. Delete the **Discount** table. **[1 Mark]**

11. Using the **Food ID** fields from both the **Items** table and the **Item Details** tables, create a one-to-many relationship between the tables. [1 Mark]
12. Apply referential integrity to the relationship created in **Question 11**. Save and close the relationship window. [1 Mark]
13. 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 **Prod ID 2** and close the **Prod ID 2** query. [1 Mark]
1. Open the **Prod ID 2** query and print one copy to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **id2.prn** if you are adding a print file to your Candidate Disk). Save and close the query. Save all open tables and close the database application. [1 Mark]

## 2.6 Module 6 Sample Part-Test

### *Presentation*

The following are sample tests for ECDL Module 6, *Presentation*. Each sample test contains 16 test items giving a total of 16 marks. A standard ECDL test in Module 6 contains 32 test items giving a total of 32 marks. The duration of a standard ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 4.0

### Pass Marks for ECDL Tests

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

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

## Module 6 Sample Part-Test 6.1

### *This is a sample 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 adding information to the presentation, formatting the presentation content, adding a chart and printing the presentation for an upcoming board meeting.

**16 Marks**

1. Start the presentation application and open the file called ***new shops.ppt*** from your Candidate Disk. **[1 Mark]**
2. Save the ***new shops.ppt*** presentation in rtf (rich text format) as ***new shops.rtf*** to your Candidate Disk. Close the ***new shops.ppt*** file. **[1 Mark]**
3. Open the file called ***clotheswear.ppt*** from your Candidate Disk and save the presentation as a file called ***snake.ppt*** to your Candidate Disk. **[1 Mark]**
4. Zoom the ***snake.ppt*** presentation in normal view to **66%**. **[1 Mark]**
5. Change the layout of slide 1 to a title slide. **[1 Mark]**
6. Insert the image file ***glamour.gif*** from your Candidate Disk once into the top right of the presentation so it will appear on all slides except title slides in the presentation. **[1 Mark]**
7. On slide 2 add a subordinate named ***Paula Green*** titled ***Assistant Buyer*** to ***Ann Reid*** titled ***Chief Buyer*** in the organization chart and save. **[1 Mark]**
8. On slide 5 titled “Italy” resize the ***Italian flag*** image so that it is 2.36 cms high and 3.81 cms wide and save the ***snake.ppt*** presentation. **[1 Mark]**
9. On slide 5 enter the following information in bullet point format:
  - ***Milanese store opening next week***
  - ***New fashion ranges***
  - ***20% discounts*** **[1 Mark]**
10. On slide 6 titled “France” change the font colour for the bullet point text from light blue to white and save. **[1 Mark]**
11. Insert a new slide immediately after slide 6 with a chart slide layout and a slide title ***Target Profits €000*** **[1 Mark]**
12. On the newly inserted slide 7 create a column chart (accept default column chart) from the data below:

|                       | <b><i>Year1</i></b> | <b><i>Year 2</i></b> |                 |
|-----------------------|---------------------|----------------------|-----------------|
| <b><i>Ireland</i></b> | <b><i>30</i></b>    | <b><i>63</i></b>     |                 |
| <b><i>Italy</i></b>   | <b><i>35</i></b>    | <b><i>69</i></b>     |                 |
| <b><i>France</i></b>  | <b><i>26</i></b>    | <b><i>58</i></b>     | <b>[1 Mark]</b> |

13. Move slide 3 titled “Summary” so it becomes the last slide in the presentation and save. **[1 Mark]**
14. Apply a transition effect (accept default settings) between all the slides in the presentation. **[1 Mark]**
15. Apply automatic numbering to all the slides in the presentation. **[1 Mark]**
16. Print the ***snake.ppt*** presentation ready for distribution with four slides to a page to an output printer if available, or as a print file to your Candidate Disk. (Use the file name ***snake.prn*** if you are adding a print file to your Candidate Disk.) Save the ***snake.ppt*** presentation and close the presentation application. **[1 Mark]**

## Module 6 Sample Part-Test 6.2

### *This is a sample test only*

The following test for Module 6, *Presentation*, is based on modifying presentations for a chauffeur company called Luxury Limos. Your tasks include 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 ***trip.ppt*** from your Candidate Disk. **[1 Mark]**
2. Save the ***trip.ppt*** presentation as ***limo.ppt*** to your Candidate Disk. **[1 Mark]**
3. Apply the built-in design template ***blends.pot*** from your Candidate Disk to the ***limo.ppt*** presentation. **[1 Mark]**
4. On slide 1 change the font colour for the title text “Luxury Limos” in the ***limo.ppt*** presentation to grey. **[1 Mark]**
5. On slide 1 delete the “direction arrows” picture from the bottom-left of the slide and save. **[1 Mark]**
6. Insert the image file ***car.gif*** from your Candidate Disk once into the top right of the presentation so it will appear on all slides except title slides in the presentation. **[1 Mark]**
7. On slide 1 change the font of the title text ***Luxury Limos*** to Tahoma and save. **[1 Mark]**
8. On slide 2 flip the “compass” picture horizontally. **[1 Mark]**
9. Immediately after slide 2 insert a new slide with a table layout and the title ***Rates*** **[1 Mark]**
10. On the newly inserted slide 3 create a table as follows:

| <b><i>Vehicle</i></b>     | <b><i>Price per Day €</i></b> |
|---------------------------|-------------------------------|
| <b><i>Limousine</i></b>   | <b><i>300</i></b>             |
| <b><i>Vintage Car</i></b> | <b><i>250</i></b>             |

**[1 Mark]**

11. On slide 3 titled “Rates” apply an animation effect (accept default settings) to the table and save. **[1 Mark]**

12. On slide 5 titled “Revenue Year 2003” change the column chart to a pie chart (accept default pie chart option). **[1 Mark]**
13. On slide 5 add a text box into the bottom right of the slide with the text ***Profits ahead of budget*** **[1 Mark]**
14. Hide slide 6 titled “Discontinued Branches” and save. **[1 Mark]**
15. Add the footer ***Luxury Limos*** to all the slides in the presentation. **[1 Mark]**
16. Print the ***limo.ppt*** presentation ready for distribution with six slides to a page to an output printer if available, or as a print file to your Candidate Disk. (Use the file name ***limo.prn*** if you are adding a print file to your Candidate Disk.) Save and close the ***limo.ppt*** file and close the presentation application. **[1 Mark]**

## 2.7 Module 7 Sample Part-Test

### *Information and Communication*

The following are sample tests for ECDL Module 7. The sample tests contain 14 task items in all giving a total of 16 marks. The actual ECDL test contains 30 task items in all giving a total of 32 marks. Both the sample tests and the actual tests for Module 7 are divided into two sections. The first section is the *Information* section of the test and the second is the *Communication* section of the test. The duration of an ECDL test is 45 minutes.

ECDL sample tests give an indication about the scope and approach adopted within ECDL standard tests. All test items within ECDL tests are based on ECDL Syllabus Version 4.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 4.0.

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

For the *Communication* section of the Module 7 test the Authorised ECDL 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 Tester needs to insert the e-mail address to which candidates e-mails will be sent.**

The Authorised ECDL 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 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 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 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 Tester is required to give details of these accounts to test candidates in advance of the test.

## Pass Marks for ECDL Tests

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

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

## Module 7 Sample Part-Test 7.1

*This is a sample test only.*

### 7.1.1

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

**[16 Marks]**

1. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the **answer** folder. Enter your Candidate Identification in the shaded cell provided and save the **answerfile** to your Candidate Disk. **[3 Marks]**
2. What is HTTP? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 2 space provided). **[1 Mark]**
  - a. Hyperlink Transfer Protocol
  - b. Hyperlink Transmission Procedure
  - c. Hypertext Transfer Protocol
  - d. Hypertext Transmission Procedure
3. What is a Search Engine? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 3 space provided). **[1 Mark]**
  - a. A program that searches Web pages for viruses
  - b. A program that searches for an Internet connection
  - c. A program that refreshes Web pages
  - d. A program that searches the Internet by key words
4. Open a web browsing application and go to the following Web page address: ***http://www.ecdl.com/m7testv4/*** **[1 Mark]**
5. Activate the **Book Order Form** hyperlink on the ECDL Syllabus 4 Module 7 Test Page. **[1 Mark]**
6. On the **Book Order Form** order **3 copies** of a book titled **Persuasion** and **2 copies** of a book titled **Emma**. When you have filled out the book order form, click on the **Order** button. Enter the number displayed into the **answerfile** (Q. 6 space provided) and save. **[1 Mark]**
7. Access a Search Engine and search using the keyword **erosion** **[1 Mark]**
8. Select any Web site that gives information about erosion from the search results and print one copy of page one only of the Web site to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **erosion.prn** if you are adding a print file to your Candidate Disk). **[1 Mark]**

## Sample Part Test 7.1.2

*This is a sample test only.*

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

9. Which of the following is an advantage of e-mail? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 9 space provided). **[1 Mark]**
- a. e-mail messages are always easy to locate
  - b. e-mail is a low cost way to transmit messages
  - c. e-mail is always a secure means of sending messages
  - d. e-mail eliminates the need for conventional surface mail
10. What is a digital signature? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 10 space provided) and **save**. **[1 Mark]**
- a. An electronic signature that is used to buy goods on the Internet
  - b. An electronic signature that appears on all file attachments
  - c. An electronic signature that contains the address for an e-mail
  - d. An electronic signature that is used to authenticate the identity of the sender of a message
11. You are going to create and send an e-mail message. Open the e-mail application and create a new mail message. **[1 Mark]**
12. Prepare a message with the mail address      @      .com<sup>1</sup> and **Trip** as the subject and enter the following short text in the body of the mail message:
- Dear Paula***
- We await your list of passengers and will arrange the requisite number of coaches accordingly.***
- Best wishes,***
- Robert Brown*** **[1 Mark]**
13. Use the cc feature<sup>2</sup> so that the **Trip** message will also go to      @      .com **[1 Mark]**
14. Send the **Trip** message with high priority. **[1 Mark]**

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<sup>1</sup> The authorised ECDL Tester should insert an e-mail address to which to **send** the message

<sup>2</sup> The authorised ECDL Tester should insert a second e-mail address to which to **cc** the message

## Module 7 Sample Part-Test 7.2

*This is a sample test only.*

### 7.2.1

The following test for Module 7, *Information and Communication*, is divided in two parts with equal marks for each part. In the *Information* 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 pianos.

[16 Marks]

1. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the answer folder. Enter your Candidate Identification in the shaded cell provided and save the **answerfile** to your Candidate Disk. [3 Marks]
2. What is a Web Browser Home Page? Enter your answer in the **answerfile** (Q. 2 space provided). [1 Mark]
  - a. The first page for a set of Web pages in a Web site
  - b. A Web Browser help system
  - c. A hyperlink to a document
  - d. A start page in a Web Browser
3. What is encryption and why is it used? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 3 space provided) and **save**. [1 Mark]
  - a. Encoding of data to prevent infection by computer viruses
  - b. Encoding of data to prevent data getting lost
  - 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.com/m7testv4/>** [1 Mark]
5. Save the **music** image from the ECDL Syllabus 4 Module 7 Test Page as **sheet music** to your Candidate Disk. [1 Mark]
6. Access a search engine and search using the keyword **London** [1 Mark]
7. Select any Web site that gives information about London from the search results and save as **London.txt** to your Candidate disk. [1 Mark]
8. Print one copy of page one only of the Web site about **London** to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **London.prn** if you are adding a print file to your Candidate Disk). [1 Mark]

### 7.2.2

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

9. In the e-mail address **annsmith@revco.com** which part of the address is 'revco' Enter your answer (a, b, c, or d) in the **answerfile** (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 **answerfile** (Q. 10 space provided) and **save**. **[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 the e-mail application and create a new mail message. **[1 Mark]**
12. Prepare a message with the mail address \_ \_ \_ \_ @ \_ \_ \_ .com<sup>1</sup> and **Meeting** as the subject and enter the following short text in the body of the mail message:
- Dear Mary,***
- The meeting will take place in London on the 29<sup>th</sup> September.***
- Best wishes,***
- Cathy***
- [1 Mark]**
13. Insert the file **agenda.doc** from your Candidate Disk as an attachment to the **Meeting** message. **[1 Mark]**
14. Send the **Meeting** message with low priority. **[1 Mark]**

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<sup>1</sup> The authorised ECDL Tester should insert an e-mail address to which to **send** the message