European Computer Driving Licence
(ECDL)

and

International Computer Driving Licence
(ICDL)

European Question and Test Base (EQTB)

Version 3.0

Sample Part - Tests

7th April 2000
1. INTRODUCTION

1.1 The European Computer Driving Licence
1.2 Objectives of the ECDL
1.3 Benefits of the ECDL
1.4 ECDL Target Population
1.5 Level of Difficulty
1.6 The ECDL Standard
1.7 ECDL Sample Tests

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

2.1 Module 1 - Basic Concepts of Information Technology (IT)
2.2 Module 2 - Using the Computer and Managing Files
2.3 Module 3 - Word Processing
2.4 Module 4 - Spreadsheets
2.5 Module 5 - Database
2.6 Module 6 - Presentation
2.7 Module 7 - Information and Communication
1. INTRODUCTION

1.1 The European Computer Driving Licence
The European Computer Driving Licence (ECDL)\(^1\) certifies that the holder has knowledge of the basic concepts of Information Technology (IT) and is able to use a personal computer\(^2\) 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.

\(^1\)References within this document to European Computer Driving Licence (ECDL) include the International Computer Driving Licence (ICDL). ECDL Foundation Syllabus and EQTB Version 3.0 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.

\(^2\)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 3.0 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
Basic Concepts of Information Technology (IT), requires the candidate to know about the basic physical make-up of a personal computer and understand some of the basic concepts of Information Technology (IT) such as data storage and memory, the context for computer-based software applications in society, and the uses of information networks within computing. The candidate shall also appreciate how IT systems are found in everyday situations; and how personal computers can affect health. The candidate shall be aware of some of the 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 basic functions of a personal computer and its operating system. The candidate shall be able to operate effectively within the desktop environment. He or she shall be able to manage and organise files and directories/folders and know how to copy, move and delete files and directories/folders. The candidate shall demonstrate the ability to work with desktop icons and to manipulate windows. The candidate shall demonstrate the ability to use search features, 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 personal computer. He or she shall understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The candidate shall demonstrate competence in using some of the more specialised features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.

Module 4
Spreadsheets, requires the candidate to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with developing, formatting and using a spreadsheet. The candidate shall be able to accomplish standard mathematical and logical operations using basic formulas and functions. The candidate shall demonstrate competence in using some of the more specialised features of a spreadsheet application such as importing objects, and creating graphs and charts.
Module 5

*Database*, requires the candidate to understand the basic concepts of databases and demonstrate the ability to use a database on a personal computer. The module is divided in two sections; the first section tests the candidate's ability to design and plan a simple database using a standard database package; the second section requires the candidate to demonstrate that he or she can retrieve information from an existing database by using the query, select and sort tools available in the database. The candidate shall also be able to create and modify reports.

Module 6

*Presentation*, requires the candidate to demonstrate competence in using presentation tools on a personal computer. The candidate shall be able to accomplish basic tasks such as creating, formatting and preparing presentations for distribution and display. The candidate shall demonstrate the ability to create a variety of presentations for different target audiences or situations. The candidate shall demonstrate the ability to accomplish basic operations with graphics and charts 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 accomplish basic Web search tasks using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports. The second section, *Communication*, requires the candidate to demonstrate their ability to use electronic mail software to send and receive messages, to attach documents or files to a message and to organise and manage message folders or directories within electronic 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 3.0 is published on the ECDL Foundation web site at:

http://www.ecdl.com/syllabus

1.6.3 The European Question and Test Base (EQTB)

The European Question and Test Base (EQTB) comprises the questions and tests used within ECDL certification. The EQTB 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 EQTB 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 same 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 which 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

Basic Concepts of Information Technology (IT)

The following are sample tests for ECDL Module 1, *Basic Concepts of Information Technology (IT)*. Each sample test contains 4 open style question items. A standard ECDL test in Module 1 contains 8 open style question items and the entire test represents a total of 30 marks with each test consisting of 8 open questions which are constructed to illicit 3 / 4 knowledge facts. 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 3.0

Answer Guide

The number of marks available for each question in the following sample tests is indicated in brackets beside the question. This number also gives an indication about the number of points or knowledge facts anticipated in the answer. The first 3 questions have 4 marks available and the last question has 3 marks available.

Where 4 marks are available in the question 4 knowledge facts or points are anticipated in the answer. Where 3 marks are available in the question 3 knowledge facts or points are anticipated in the answer. 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 which allows candidates to answer open style questions 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:

<table>
<thead>
<tr>
<th>Module</th>
<th>Pass Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18 Marks from 30</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>5</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>6</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
Module 1 Sample Part-Test 1.1

This is a sample test only.

1.1.1

The following items are either input or output devices: Scanner, Trackball. Describe briefly the function of each device and indicate whether it is an input or output device. 4 Marks

1.1.2

Describe four implications of the Data Protection Act with respect to the individual and their personal data. 4 Marks

1.1.3

What is the difference between RAM and ROM? Show the difference by giving two characteristics of RAM and two characteristics of ROM. 4 Marks

1.1.4

Explain what a computer virus is and describe two measures you can take to protect your computer from a computer virus. 3 Marks
Module 1 Sample Part-Test 1.2

This is a sample test only.

1.2.1

Explain the terms Hardware and Software. Give an example of each. 4 Marks

1.2.2

Give four situations where you might encounter computer based systems in your everyday life. 4 Marks

1.2.3

List four of the standard development stages in applications software development. 4 Marks

1.2.4

Give an explanation for the term GUI. Give two reasons why having a GUI makes using a computer more effective? 3 Marks
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 8 test items. The actual ECDL test contains 15 test items. 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests, please refer to ECDL Syllabus Version 3.0

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 following files, created in a standard word processing document format, should be included in the ecdlttest folder: clubvisit, swim, letter1, module1, provence, itinerary. A selection of up to 25 assorted files of different file types (txt, rtf, bmp, jpeg, 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 which allows candidates to answer open style questions in ECDL tests. The answerfile also includes a numbered table for candidate answers and a section which 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:

<table>
<thead>
<tr>
<th>Module</th>
<th>Pass Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18 Marks from 30</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>5</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>6</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
Module 2 Sample Part-Test 2.1

This is a sample test only.

The following is the 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 which will help organise a new administration system at your local swimming 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. Enter your Candidate Identification in the space provided and save. 2 Marks

2. Describe the correct procedure for turning off your computer? Enter your answer in the answerfile and save. 2 Marks

3. Create two new subfolders within the ecdltest folder on your Candidate Disk. Name the folders: male and female. 2 Marks

4. Create the following subfolder structure within the female subfolder as represented by the diagram below. 2 Marks

```
    female
     ├── junior
     ├── senior
```

5. Move the files clubvisit and swim from the ecdltest folder to the female subfolder. 2 Marks

6. How many files in the ecdltest folder are of type .txt? Enter your answer in the answerfile and save. 2 Marks

7. Delete the files letter1 and module1 from the ecdltest folder. 2 Marks

8. Print two copies of answerfile to an output printer if available or save as a print file in the answer folder. 2 Marks
Module 2 Sample Part-Test 2.2

This is a sample test only.

The following is the 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, which will help with the administration of an adventure club of which you are president. You are asked 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. Enter your Candidate Identification in the space provided and save. **2 Marks**

2. What kind of computer do you have? Say what the memory size is and what the operating system is. Enter your answer in the answerfile and save. **2 Marks**

3. Create two new subfolders within the ecdltest folder on your Candidate Disk. Name the subfolders: hiking and sailing. **2 Marks**

4. Use the Help Function to find information about modems. Enter two lines of text information about modems as your answer in the answerfile and save. **2 Marks**

5. Describe how to select another printer as the default printer from an installed printer list. Enter your answer in the answerfile and save. **2 Marks**

6. Create the following subfolder structure within the hiking subfolder as represented by the diagram below. **2 Marks**

   ![Folder Structure Diagram]

7. Move the provence file and the itinerary file from the ecdltest folder to the hiking subfolder. **2 Marks**

8. Print one copy of the answerfile to a printer if available or save as a print file in the answer folder. **2 Marks**
2.3 Module 3 Sample Part-Test

Word Processing

The following are sample tests for ECDL Module 3, Word Processing. Each sample test contains 15 test items. A standard test in Module 3 contains 30 test items. 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests, please refer to ECDL Syllabus Version 3.0

Set-up Instructions for Word Processing Test

In order to prepare to take the sample tests which follow you must create the simple workfile documents, test31, test32 and addrlst as indicated in the examples below. Please use the information given as a basis for the workfiles which are to be provided to the candidate on their Candidate Disk before taking the test.

test31

Mary Smyth,
2 Fitzwilliam Road,
Dublin 4.
To the members of the Tennis Association. This is a call for the Annual General Meeting, which is to be held on Tuesday the 14th of January 2000 at 7 p.m. in Newpark House.
Agenda
Election of the chairman and secretary.
Presentation of the annual accounts
Club Captain’s Report
Remuneration of the auditors.
Presentation of the budgets for 2000
Election of the board.
Election of the auditor.
New Club House Proposals.

test32

Gardening for Amateurs
A weekly information sheet based on providing essential gardening help and advice to gardening enthusiasts all over the country.
This week sees our resident expert, Peter Jones, expound on some essential and valuable gardening hints and tips for the Spring season in prospect.
Gardening Tips for Spring
Bed in new plants well this year
Apply a good feed of compost to help good growth.
Complete all pruning by March 31st.
Water all plants on a regular basis throughout the spring and summer months.

addrlst*

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Jones</td>
<td>10 New Lane</td>
<td>Belfast</td>
</tr>
<tr>
<td>William Morris</td>
<td>34 Oldham Road</td>
<td>Bristol</td>
</tr>
<tr>
<td>Emma Smith</td>
<td>85 Cork Road</td>
<td>Dublin</td>
</tr>
<tr>
<td>Suzanne Montague</td>
<td>18 Newtown Park</td>
<td>Manchester</td>
</tr>
<tr>
<td>Jerome Martin</td>
<td>25 Avenue Voltaire</td>
<td>Paris</td>
</tr>
<tr>
<td>James Stevens</td>
<td>145 New Chapel High Street</td>
<td>London</td>
</tr>
</tbody>
</table>

* Note: The address list needs to be created as a mailing list data source.
Pass Marks for ECDL Tests

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

<table>
<thead>
<tr>
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</tr>
</thead>
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</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
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 tennis club. In the test you are asked to create 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 tennis club.

1. Open the word processing application. 1 Mark
2. Open the document test31 from your Candidate Disk. The document is an unedited version of the circular. 1 Mark
3. Save the document to your Candidate Disk using the file name agm 1 Mark
4. Select all the text in the document and change the font in the document to Arial. 1 Mark
5. Centre align the word Agenda. 1 Mark
6. Apply bullets of your choice to the Agenda items (text starting with Election and finishing with New Club House Proposals.) 1 Mark
7. Change the font colour of Agenda to Blue. 1 Mark
8. Change the font size in the entire document to 14-point. 1 Mark
9. Save the document and print 2 copies to an output printer if available, or as a print file to your Candidate Disk. 1 Mark
10. Mail Merge: Use the file agm as a form letter. 1 Mark
11. Open the file addrlst from your Candidate Disk. It contains an address list that is going to be used as a data source and merged with the agm form letter. 1 Mark
12. Enter three merge fields into the agm document: Substitute the three text lines Mary Smyth, [upper left corner of the document] 2 Fitzwilliam Road, Dublin 4. with the following fields in the document. <<Name>> <<Address>> <<City>> 1 Mark
13. Merge the address list with the agm document to create the mail-merged document. 1 Mark
14. Save the merged document as mrge31 to your Candidate Disk. 1 Mark
15. Save all the documents and close the application. 1 Mark
Module 3 Sample Part-Test 3.2

This is a sample test only.

Your task is to prepare a garden centre information sheet providing instructions about watering plants. 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. 1 Mark
2. Open the document test32 from your Candidate Disk. The text is an information sheet, which needs to be formatted. 1 Mark
3. Save the document to your Candidate Disk using the file name garden 1 Mark
4. Select all the text in the document and change the font to Times New Roman. 1 Mark
5. Change the font size of the entire document to 12 points. 1 Mark
6. Make the word Water in the final paragraph bold. 1 Mark
7. Indent the heading, Gardening for Amateurs, to start at 3 cm to the right of the left margin 1 Mark
8. Right align the first paragraph, beginning A weekly… in the document. 1 Mark
9. Create a header in the document and add the centred text Gardening Tips. 1 Mark
10. Create a table with three columns and four rows after the last paragraph. 1 Mark
11. Set the line widths in the table at 1 point. 1 Mark
12. Complete the table with the following text inserted:

<table>
<thead>
<tr>
<th>Daily Watering</th>
<th>June</th>
<th>July</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plants</td>
<td>Once</td>
<td>Twice</td>
</tr>
<tr>
<td>Shrubs</td>
<td>Once</td>
<td>Twice</td>
</tr>
<tr>
<td>Grass</td>
<td>Once</td>
<td>Once</td>
</tr>
</tbody>
</table>

1 Mark

13. Centre align all the text in columns 2 and 3 in the table. 1 Mark
14. Save the garden document and print 2 copies to an output printer if available, or as a print file to your Candidate Disk. 1 Mark
15. Close the 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 12 test items (15 Marks). A standard ECDL test in Module 4 contains 27 test items (30 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 3.0

Pass Marks for ECDL Tests

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Pass Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18 Marks from 30</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>5</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>6</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
Module 4 Sample Part-Test 4.1

This is a sample test only.

The following test for Module 4, *Spreadsheets*, is based on creating a spreadsheet for a fundraising appeal for a local charity. You are asked to develop an outline revenue plan for three events coming up over the year, to carry out various formatting actions, and to make some calculations before presenting the spreadsheet to your committee.

1. Open the spreadsheet application. **1 Mark**

2. Open a new spreadsheet and create the following revenue plan using the cell references as indicated in the table below. Leave the cells marked *formula* empty. No other formatting is required at this stage. **4 Marks**

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Qtr 1</td>
<td>Qtr 2</td>
<td>Qtr 3</td>
<td>Qtr 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Flag Days</td>
<td>850</td>
<td>1104</td>
<td>1204</td>
<td>1400</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Table Quiz</td>
<td>250</td>
<td>260</td>
<td>275</td>
<td>290</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Donations</td>
<td>145</td>
<td>160</td>
<td>180</td>
<td>230</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td>formula</td>
<td>formula</td>
<td>formula</td>
<td>formula</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Select the title, *Revenues, cell A1*, and make the cell contents bold. **1 Mark**

4. Add the correct formula to calculate the sum of *cells B4 : B6* in *cell B7*. **1 Mark**

5. Replicate the formula in *cell B7* to *cell C7* and *cell D7*. **1 Mark**

6. Format the number styles to display a pound sign in *row 7* (Widen columns as appropriate.) **1 Mark**

7. Add the header *Tax* to the right hand corner of the spreadsheet. **1 Mark**

8. Save the spreadsheet as *charity* to your Candidate Disk and print 2 copies of the table to an output printer if available, or as a print file to your Candidate Disk. **1 Mark**

9. Create a column chart on this worksheet, from the data contained within the *cell range A3 to E6*. **1 Mark**

10. Add *Revenue Forecast* as the title for the column chart. **1 Mark**

11. Adjust the chart so that the chart appears below the total row when printed. (You are not going to print the document.) **1 Mark**

12. Save your spreadsheet and close the spreadsheet program. **1 Mark**
Module 4 Sample Part-Test 4.2

This is a sample test only.

The following test for Module 4, Spreadsheets, is based on developing a budget for a school trip this summer. You are asked to develop a budget for the trip; to carry out various formatting actions, and to make some calculations in the spreadsheet in preparation for the trip.

1. Open the spreadsheet application. 1 Mark
2. Open a new spreadsheet and create the following budget plan using the cell references as indicated in the table below. Leave the cells marked formula empty. No other formatting is required at this stage. 4 Marks

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>School Trip Budget</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Flight</td>
<td>10000</td>
<td>formula</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hotel</td>
<td>5000</td>
<td>formula</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Food</td>
<td>3000</td>
<td>formula</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Trips</td>
<td>2500</td>
<td>formula</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Insurance</td>
<td>2000</td>
<td>formula</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Total</td>
<td>formula</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Select cell A1 and make the cell contents bold. 1 Mark
4. Add the correct formula to calculate the sum of cells B4 : B8 in cell B9. 1 Mark
5. Add a formula in cell C4 that calculates flights costs in cell B4 as a percentage of total costs in cell B9. (Ensure cell B9 is made absolute in the formula.) 1 Mark
6. Replicate the formula in cell C4 down through the cells marked formula finishing at cell C8. 1 Mark
7. Format the cell range C4 : C8 with 2 decimal places. 1 Mark
8. Add a blue top and bottom border in cell A9 and cell B9. 1 Mark
9. Insert an image with a ‘travel’ theme from an image library below row 9. 1 Mark
10. Re-size the image so that the school budget and the image appear on the same page when printed. 1 Mark
11. Save the spreadsheet as budget on your Candidate Disk and print 2 copies to an output printer if available, or as a print file to your Candidate Disk. 1 Mark
12. Save your spreadsheet and close the spreadsheet program. 1 Mark
Database

The following are sample tests for ECDL Module 5, Database. Each sample test contains 14 test items (15 Marks) with 7 test items in part 1 of the test and 7 test items in part 2. A standard ECDL test in Module 5 contains 26 test items (30 Marks) with 11 test items in part 1 of the test and 15 test items in part 2. 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 3.0.

Set-up Instructions for Database Tests

In order to prepare to take the sample tests which follow you must create the following edil database file in the application of your choice for part 2 of the sample tests. You should create the database structure following the scheme below to create a candidates table in the database. The database should contain up to 100 records including the records as indicated below.

<table>
<thead>
<tr>
<th>ID</th>
<th>First Name</th>
<th>Surname</th>
<th>DOB</th>
<th>Town</th>
<th>Country</th>
<th>Test Centre</th>
</tr>
</thead>
<tbody>
<tr>
<td>33392</td>
<td>Marlene</td>
<td>Rigby</td>
<td>02/05/61</td>
<td>Liverpool</td>
<td>UK</td>
<td>Coventry university</td>
</tr>
<tr>
<td>98475</td>
<td>Lisa</td>
<td>Walters</td>
<td>12/02/73</td>
<td>Belfast</td>
<td>N. Ireland</td>
<td>UCB</td>
</tr>
<tr>
<td>66354</td>
<td>Garry</td>
<td>Stevens</td>
<td>05/05/32</td>
<td>Edinburgh</td>
<td>UK</td>
<td>UCA</td>
</tr>
<tr>
<td>45454</td>
<td>Francis</td>
<td>Smithers</td>
<td>07/08/79</td>
<td>Aberdeen</td>
<td>UK</td>
<td>Newham</td>
</tr>
<tr>
<td>25452</td>
<td>Edward</td>
<td>Wilton</td>
<td>14/03/69</td>
<td>Coventry</td>
<td>UK</td>
<td>Factory Road</td>
</tr>
<tr>
<td>78928</td>
<td>Nora</td>
<td>Maguire</td>
<td>07/07/77</td>
<td>Galway</td>
<td>Ireland</td>
<td>South West</td>
</tr>
<tr>
<td>45864</td>
<td>Martin</td>
<td>Walsh</td>
<td>11/02/76</td>
<td>London</td>
<td>UK</td>
<td>Imperial College</td>
</tr>
<tr>
<td>45873</td>
<td>Thomas</td>
<td>Smythe</td>
<td>01/01/69</td>
<td>London</td>
<td>UK</td>
<td>Regent High School</td>
</tr>
<tr>
<td>99934</td>
<td>Matthew</td>
<td>Leahy</td>
<td>14/01/86</td>
<td>London</td>
<td>UK</td>
<td>Oxford Test Centre</td>
</tr>
<tr>
<td>44413</td>
<td>Simon</td>
<td>Curruthers</td>
<td>08/05/78</td>
<td>NewCastle</td>
<td>UK</td>
<td>IT Learning</td>
</tr>
<tr>
<td>85212</td>
<td>Rebecca</td>
<td>Ashmore</td>
<td>27/04/79</td>
<td>Paris</td>
<td>France</td>
<td>Oxford</td>
</tr>
<tr>
<td>54546</td>
<td>Vera</td>
<td>Newcombe</td>
<td>03/05/38</td>
<td>Bonn</td>
<td>Germany</td>
<td>Bonn Technique</td>
</tr>
<tr>
<td>85624</td>
<td>James</td>
<td>McNamee</td>
<td>11/02/80</td>
<td>London</td>
<td>UK</td>
<td>Kensington Training</td>
</tr>
<tr>
<td>64512</td>
<td>Noel</td>
<td>Ryan</td>
<td>04/05/37</td>
<td>Birmingham</td>
<td>UK</td>
<td>BTC</td>
</tr>
<tr>
<td>99933</td>
<td>Damien</td>
<td>Malone</td>
<td>06/06/66</td>
<td>Hellworth</td>
<td>UK</td>
<td>New Park FEC</td>
</tr>
<tr>
<td>98567</td>
<td>Patrick</td>
<td>Ashworth</td>
<td>08/05/78</td>
<td>Mowbray</td>
<td>SA</td>
<td>Newhaven Park</td>
</tr>
<tr>
<td>12234</td>
<td>Leon</td>
<td>Michell</td>
<td>22/12/75</td>
<td>Durban</td>
<td>SA</td>
<td>ICDL SA</td>
</tr>
<tr>
<td>32541</td>
<td>Margaret</td>
<td>Pendergast</td>
<td>12/09/79</td>
<td>Mowbray</td>
<td>SA</td>
<td>New Learning Centre</td>
</tr>
<tr>
<td>55550</td>
<td>Peter</td>
<td>O'Brien</td>
<td>12/08/85</td>
<td>Limerick</td>
<td>Ireland</td>
<td>IT Training</td>
</tr>
<tr>
<td>11155</td>
<td>Mary</td>
<td>Murphyz</td>
<td>01/01/70</td>
<td>Galway</td>
<td>Ireland</td>
<td>IBM</td>
</tr>
<tr>
<td>12321</td>
<td>John</td>
<td>Kexlly</td>
<td>05/08/72</td>
<td>Cork</td>
<td>Ireland</td>
<td>ICL</td>
</tr>
</tbody>
</table>
Pass Marks for ECDL Tests

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Pass Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18 Marks from 30</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>5</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>6</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
Module 5 Sample Part-Test 5.1

This is a sample test only. (This test is in two parts.)

Part 1

The following test for Module 5, Database, is based on creating a new database table/file for a music store. In the test you will create the database and enter some data. Part of the file creation is the appropriate design of the fields, including the type and size of fields.

1. Open the database application. 1 Mark

2. You will design the table/file with 3 fields using the appropriate data types, distinguishing between text, numeric, date, etc., and with appropriate field sizes. No Marks here

3. The following fields must be created:
   - Song Title
   - Price
   - Release Date 1 Mark each

4. Save the table as music 1 Mark

5. Enter a complete record in your new database. 1 Mark

6. Create a simple form to input data into your music table. Save the form as form1. 1 Mark

7. Save the Database. 1 Mark

Part 2

The ecdl database, located on your Candidate Disk, contains information about candidates who are undertaking ECDL tests. The database contains records of candidate names and addresses and test centre names. You will use the candidates table in the database to get required information about test centres or candidates.

1. Open the ecdl database. 1 Mark

2. Find the record for the candidate whose Surname is Murphyz 1 Mark

3. This name has been entered incorrectly, change it to Murphy 1 Mark

4. Create a query to select any records for candidates who live in London. 1 Mark

5. Save your query as town 1 Mark

6. Save all files. 1 Mark

7. Close the database application. 1 Mark
Module 5 Sample Part-Test 5.2

This is a sample test only. (This test is in two parts)

Part 1

This task is to create a new database table / file for a sports club. You will create the file and enter some data. Part of the file creation is the appropriate design of the fields, including the type and size of fields.

1. Open the database application. **1 Mark**

2. You will design the table/file with 3 fields using the appropriate data types, distinguishing between text, numeric, date, etc., and with appropriate field sizes. **No Marks here**

3. The following fields must be created:
   - Name
   - Date of Birth
   - Subscription **1 Mark each**

4. Save your table as **members** **1 Mark**

5. Enter one complete record in your new database. **1 Mark**

6. Create a simple form to input data into your **members** table. Save the form as **form2**. **1 Mark**

7. Save the database. **1 Mark**

Part 2

The **ecdl** database, located on your Candidate Disk, contains information about candidates who are undertaking ECDL tests. The database contains records of candidate names and addresses and test centre names. You will use the **candidates** table in the database to get required information about test centres or candidates.

1. Open the **ecdl** database. **1 Mark**

2. Find the record of the Candidate whose **Surname** is **Smythe** **1 Mark**

3. This name has been entered incorrectly, change it to **Smith** **1 Mark**

4. Create a query to select any records for candidates who live in **Galway**. **1 Mark**

5. Save your query as **galway**. **1 Mark**

6. Save all files. **1 Mark**

7. 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 15 test items. A standard ECDL test in Module 6 contains 30 test items. 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 3.0

**Set-up Instructions for Presentation Tests**

In order to prepare to take the sample test which follows you must create a simple presentation entitled *ecdl* with four slides. Each slide should have three lines of point size 12 text (including two simple spelling errors) and a picture or graphic on slide 3. Create the presentation in the presentation application of your choice. Provide the presentation file to the candidate on their Candidate Disk in advance of taking the test.

**Pass Marks for ECDL Tests**

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Pass Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18 Marks from 30</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>5</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>6</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
Module 6 Sample Part-Test 6.1

This is a sample test only. (This test is in two parts.)

The following is a sample test for Module 6, Presentations. The test is divided in two parts. In the first part you are asked to create a 2-slide presentation for “Abaco Ltd.”. In the second part your task is to make some changes to the ecdl presentation, which is located on your Candidate Disk.

Part 1

1. Open the presentation application. **1 Mark**

2. The first slide is to be a title slide, select an appropriate format for this kind of slide. **1 Mark**

3. Insert the name of the company *Abaco Ltd* as the title in slide 1. **1 Mark**

4. Change the font colour of the title on slide 1 *Abaco Ltd* to blue. **1 Mark**

5. On the second slide create an organisation chart for the business, one person at the top *Paula Smith* and three people (with equal status) reporting to her *John Jones, Michelle Brown* and *Adam Whyte*. Create this diagram either by means of boxes, which you draw yourself, or by using facilities available in your presentation software. **1 Mark**

6. Add the title *Organisation Structure* on slide 2. **1 Mark**

7. Print the presentation ready for distribution with 2 slides to a page. **1 Mark**

8. Close the presentation, saving the presentation as *Abaco* on your Candidate Disk. **1 Mark**

Part 2

Your second task is to make some changes to the ecdl presentation which is located on your Candidate Disk.

1. Open the presentation ecdl from your Candidate Disk. **1 Mark**

2. Change the layout of slide 1 to be a title slide. **1 Mark**

3. Add the footer *Test Centre* to the presentation. **1 Mark**

4. Use a spell check program and make any changes where necessary in the presentation. **1 Mark**

5. Apply a slide transition effect between all the slides. **1 Mark**

6. Save the presentation as ecdl1 to your Candidate Disk. **1 Mark**

7. Close the presentation application. **1 Mark**.
Module 6 Sample Part-Test 6.2

This is a sample test only. (This test is in two parts.)

The following is a sample test for Module 6, Presentations. The test is divided in two parts. In the first part of the test you are asked to create a 2-slide presentation for European Exports Ltd. In the second part you are required to make some changes to the ecdl presentation, which is located on your Candidate Disk.

Part 1

1. Open the presentation application. **1 Mark**

2. The first slide is to be a title slide. Select an appropriate layout for this kind of slide. **1 Mark**

3. Add the title *European Exports Ltd* as the title in the first slide. **1 Mark**

4. Apply a text shadow effect to *European Exports Ltd* in slide 1. **1 Mark**

5. Create a column chart in slide 2 with the following data:

<table>
<thead>
<tr>
<th></th>
<th>2000</th>
<th>2001</th>
</tr>
</thead>
<tbody>
<tr>
<td>England</td>
<td>49500</td>
<td>54300</td>
</tr>
<tr>
<td>France</td>
<td>25600</td>
<td>27500</td>
</tr>
<tr>
<td>Germany</td>
<td>76500</td>
<td>84500</td>
</tr>
</tbody>
</table>

**1 Mark**

6. Add *European Exports Ltd* as the chart title in slide 2 **1 Mark**

7. Apply a light coloured background to all the slides in the presentation. **1 Mark**

8. Close the presentation, saving the file as *exports* to your Candidate Disk. **1 Mark**

Part 2

The second task in the test is to make some changes to the ecdl presentation, which is located on your Candidate Disk.

1. Open the ecdl presentation which is located on your Candidate Disk. **1 Mark**

2. Change the layout of slide 1 to be a title slide. **1 Mark**

3. Copy the picture from slide 3 and paste into slide 1 to fit beneath the title in slide 1. **1 Mark**

4. Number the slides in the presentation. **1 Mark**

5. Save the presentation as ecdl2 to your Candidate Disk. **1 Mark**

6. Print the presentation ready for distribution with six slides to a page. **1 Mark**

7. 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 test contains 15 test items in all. The actual ECDL test contains 30 test items in all. 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 3.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL tests please refer to ECDL Syllabus Version 3.0.

Set-up Instructions for Module 7 Tests

For the Information part of the Module 7 Sample Part-Test the candidate needs Internet access to the ECDL Foundation Homepage which is located at:

http://www.ecdl.com

The candidate should also be provided with an answerfile on their Candidate Disk. The answerfile is a simple word processing document used to provide answers to open style questions in ECDL tests. The answerfile includes a numbered table for candidate answers and a section for the candidate to enter their Candidate Identification details.

For the Communication section of the Module 7 sample test you should create an e-mail account to which all candidate replies which form part of the Communication test can be sent. To carry out the test all candidates and test leader (Tutor) should be set up with their own e-mail accounts and two attachment files: jazz and provence should be added to the Candidate Disk. The test leader is also required to have e-mailed a short message entitled ecdl to each candidate prior to the commencement of the test. The ecdl message should contain the following text:

Dear ECDL Candidate,

In the Module 7, Communication, test you are asked to carry out tasks associated with using an e-mail application; including composing and sending e-mail messages, adding file attachments and copying and forwarding messages.

Good Luck!
Authorised ECDL Tester
Pass Marks for ECDL Tests

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

<table>
<thead>
<tr>
<th>Module</th>
<th>Pass Mark</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>18 Marks from 30</td>
<td>60%</td>
</tr>
<tr>
<td>2</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>3</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>4</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>5</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>6</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
<tr>
<td>7</td>
<td>24 Marks from 30</td>
<td>80%</td>
</tr>
</tbody>
</table>
Module 7 Sample Part-Test 7.1

This is a sample test only. (This test is in two parts.)

The following sample test for Module 7, Information and Communication, is divided in two parts with approximately equal weighting between the two parts. In the Information part of the test you are asked to access the ECDL Foundation Home Page and to carry out some basic tasks associated with using a web browsing application. You are also asked to carry out a search task about wine from France.

Part 1: Information

1. Open a web browsing application. 1 Mark

2. Describe how to change the Home Page or Startpage in your web browsing application. Enter your answer under the appropriate question number in the answerfile. This is located in the answer folder on your Candidate Disk and save. 1 Mark

3. Access a search engine and enter the keyword France in a search. 1 Mark

4. Select any web page which gives information about France in the search results. 1 Mark

5. Enter the URL of the opened web page in the answerfile and save. 1 Mark

6. Refine your search to include Wine from France. Select any web page which gives information about wine from France from the search results. Enter the URL in the answerfile and save. 1 Mark

7. Print one page from a web site illustrating information about Wine from France as a printed document. 1 Mark

8. Close the web browsing application. 1 Mark

Part 2: Communication

In the Communication part of the test you are asked to carry out basic tasks associated with using an e-mail application including composing and sending an e-mail message, adding file attachments.

1. Open an electronic mail application. 1 Mark

2. Open the message ecdl in your mail inbox and forward it to the test leader at the following e-mail address. (Enter your tutors e-mail address) 1 Mark

3. You are going to compose and send an e-mail message. Open a new mail message and enter the following short text:

   Jane,
Are you going to the Jazz concert tonight? 1 Mark

4. Insert the test leader’s mail address (Enter your tutors e-mail address) in the message to field, and the title Concerts in the message subject field. 1 Mark

5. Attach the file jazz contained on your Candidate Disk to the mail message. 1 Mark

6. Send the message to the test leader. 1 Mark

7. Close the electronic mail application. 1 Mark
Module 7 Sample Part-Test 7.2

This is a sample test only. (This test is in two parts.)

The following sample test for Module 7, Information and Communication, is divided in two parts with approximately equal weighting between the two parts. In the Information part of the test you are asked to access the ECDL Foundation Home Page and to carry out some basic tasks associated with using a web browsing application. You are also asked to undertake a search task about music.

Part 1: Information

1. Open a web browsing application. **1 Mark**
2. Open the following URL or web address: [http://www.ecdl.com](http://www.ecdl.com) **1 Mark**
3. Copy the ECDL logo (or the image location) from the ECDL Foundation Home Page and paste the logo as your answer into your answerfile and save. **1 Mark**
4. Access a search engine and enter the keyword *music* in a search. **1 Mark**
5. Select any web page which gives information about music in the search results. **1 Mark**
6. Enter the URL of the opened web page in the answerfile and save. **1 Mark**
7. Go to the following web address: [http://www.ecdl.com/foundation/index.html](http://www.ecdl.com/foundation/index.html) and copy two lines of text as your answer in your answerfile and save. **1 Mark**
8. Close the web browsing application. **1 Mark**

Part 2: Communication

In the Communication part of the test you are asked to carry out some basic tasks associated with using an e-mail application including composing and sending an e-mail message and adding file attachments.

1. Open an electronic mail application. **1 Mark**
2. Open the mail message *ecdl* from your inbox and reply (with or without original message insertion) adding the phrase *thanks* to the message. **1 Mark**
3. You are going to compose and send an e-mail message. Open a new mail message and enter the following short text:

   Dear Michelle,
   Did you know our club are visiting Provence. Interested ?
   Mary  **1 Mark**
4. Insert the test leader’s mail address (Enter your tutors e-mail address) in the message to field, and the title French Visit in the message subject field. 1 Mark

5. Attach the file provence contained on your Candidate Disk to the mail message. 1 Mark

6. Send the message to the test leader. 1 Mark

7. Close the electronic mail application. 1 Mark