

## ECDL / ICDL Word Processing

### Sample Part-Test

The following are sample part-tests for ECDL / ICDL Word Processing. This sample part-test contains 16 questions giving a total of 16 marks.

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

Although the ECDL / ICDL Word Processing sample part-tests are not certification tests they do give an indication about the scope and approach adopted within the actual ECDL / ICDL Word Processing certification test. All test items within the actual ECDL / ICDL Word Processing certification tests are based on ECDL / ICDL Word Processing Syllabus Version 6.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Word Processing tests please refer to ECDL / ICDL Word Processing Syllabus Version 6.0 which is available for download at the appropriate section of the Programmes page of [www.ecdl.org](http://www.ecdl.org)

### Answer Guide

An Answer Guide for the sample part-tests theory questions is contained within the sample part-tests folder.

### Module Goals

ECDL / ICDL Word Processing sets out essential concepts and skills relating to the ability to use a word processing application to create everyday documents.

Successful candidates will be able to:

- Work with documents and save them in different file formats, locally or in the cloud.
- Use available help resources, shortcuts and the go to tool to enhance productivity.
- Create and edit word processing documents that will be ready to share and distribute.
- Apply different formats and styles to enhance documents and recognise good practice in choosing the appropriate formatting options.
- Insert tables, pictures and drawn objects into documents.
- Prepare documents for mail merge operations.
- Adjust document page settings and check and correct spelling before printing.

**Sample Part-Test 1*****This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Word Processing. This test consists of 16 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on preparing 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.

1. Open the word processing application and open the file called **game.docx** from your Candidate Drive. Save the document to your Candidate Drive using the filename **badminton.docx**. [1 Mark]
2. Centre align the heading **Badminton** located at the top of the document. [1 Mark]
3. Change the colour of the heading **Badminton** to a colour of your choice. [1 Mark]
4. Insert a hyperlink from the text **china** in the paragraph beginning **The idea of using a shuttle in a game ...** to link to: **<http://www.china.com/>** [1 Mark]
5. In the paragraph beginning **The idea of...** create a new paragraph at the sentence beginning **Badminton became popular ....** [1 Mark]
6. Apply single line spacing to the paragraph beginning **It was adopted...** [1 Mark]
7. In the paragraph beginning **It was adopted...** make the words **Duke of Beaufort** bold and save. [1 Mark]
8. Apply bullets to the text near the bottom of the page from **When the shuttle lands...** to **When a player touches...** [1 Mark]
9. The Return key on the keyboard has been used to put space between the text **A New Scoring System** and the paragraph beginning **The Rally Point...** below it. Remove the paragraph mark and change the paragraph spacing below (after) the text **A New Scoring System** to 6 pt instead. [1 Mark]
10. Apply a **2 ¼ pt** box border and a shading of your choice to the paragraph beginning **The Rally Point....** [1 Mark]
11. Enter your name in the left hand side of the header of the document. [1 Mark]

**Continued...**

**Sample Part-Test 1 (Contd.)**

12. Print one copy of the **badminton** document to a printer. Save and close the **badminton** file. [1 Mark]
13. Mail Merge: Open the file called **agmletter.docx** from your candidate drive. Use the document as the form letter for a mail merge. [1 Mark]
14. Use the file **addrlst.docx** from your Candidate Drive as the data source to be merged with the **agmletter.docx** form letter. [1 Mark]
15. Merge the address list data source file with the letter to create a mail-merged document showing **all** the addressees. Save the mail merge document as **merge.docx** to your candidate drive. Save and close all open files. [1 Mark]
16. Open the file called **memorandum.docx** from your Candidate Drive. Save the file in pdf format as **pegasus memo.pdf** to your Candidate Drive. Accept the default settings on the dialog box if displayed. Save and close **memorandum.docx**. Save and close any open files and close the word processing application. [1 Mark]

**This is the end of the test.**

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

**Sample Part-Test 2*****This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Word Processing. This test consists of 1 theory question and 15 practical questions with 1 mark available for each question. The total marks available are 16 marks.

The sample part-test is based on preparing an information sheet providing tips about hill walking. In the test you are asked to edit the information sheet, to apply various formatting actions to it, and to edit a simple table.

1. Open the word processing application and open the file called **sample part-tests answerfile2** in the **sample answer** folder from your Candidate Drive.

Which one of the following is good practice to use to navigate to page 75 in a document?

[1 Mark]

- a. The Chart Tool.
- b. The Table Tool.
- c. The Zoom Tool.
- d. The Go To Tool.

Enter your answer into the **sample part-tests answerfile2** (Q.1 space provided) Save and close **sample part-tests answerfile2**.

2. Open the file called **sampletest2.docx** from your Candidate Drive. Save the document to your Candidate Drive using the file name **hill walking.docx**. [1 Mark]
3. Change the spacing of the paragraph beginning **This is the practice...** so that there is a 6 pt space after (below) the paragraph. [1 Mark]
4. In the paragraph beginning **This is the practice...** edit the text **land** to read **terrain**. [1 Mark]
5. In the paragraph beginning **This is the practice...** remove the hyperlink from the text **Hill walking** in the sentence beginning **Hill walking can last from just an hour...** [1 Mark]
6. In the paragraph beginning **This is one...** underline the word **considerations**. [1 Mark]
7. In the paragraph beginning **This is one...** delete the soft line break after the word **account**. [1 Mark]
8. Apply the paragraph style **subhead** to the text **Equipment** above the paragraph beginning **There are many types....** [1 Mark]

Continued...

**Sample Part-Test 2 (Contd.)**

9. Apply automatic numbering to the list of points from **Compass to Water**. [1 Mark]
10. The heading **Summer Months for Hill Walking** was aligned using the spacebar. Remove the spacing and set and apply a left aligned tab of 1 cm to the heading **Summer Months for Hill Walking** and save. [1 Mark]
11. Complete the table with the following information. [1 Mark]
- | Months | Temperature (Celsius) |
|--------|-----------------------|
| June   | 20                    |
| July   | 25                    |
| August | 30                    |
12. Add a shading of your choice to the first row containing the text **Months** and **Temperature (Celsius)**. [1 Mark]
13. Set the line width for all the borders in the table to 1 pt. [1 Mark]
14. Change the left and right margins in the document to 2 cm. [1 Mark]
15. Enter your name in the left hand side of the header of the document. [1 Mark]
16. Print one copy of the document to a printer. Save and close the **hill walking** file and close the word processing application. [1 Mark]

**This is the end of the test.**

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