

European Computer Driving Licence

Sample Test

Word Processing Software

This is a mock test. Work through each of the questions and do as much of the test as you can.

There are 31 questions in the test. You have 40 minutes to complete them

Leave questions that you can't do.

1. Open the word processing application.

Open the file called **information sheet.docx**.

Save this file using the new filename **spring garden.docx**.

2. Continue using the file **spring garden.docx**.

Select **ALL** the text in the document.

Change the font to Arial.

3. Find the title text **gardening for amateurs**.

Format this text to uppercase.

4. Continue formatting the same title text.

Format this text by underlining it.

5. Insert a header displaying today's date.

Centre the header

Save your document keeping the same filename **spring garden.docx**.

6. Continue using the file **spring garden.docx**.

On page 1 find the text from **This is a new gardening fact sheet** to **the spring and summer months**. (the whole of main block of text)

Left-align this text.

7. Continue using the text beginning **This is a new gardening fact sheet**.
Change the spacing to **6** pt after (below) each paragraph.

8. Find the first paragraph of text.
Edit the text **every month** in the first paragraph to read **every week**.

9. On page 1 find the paragraph beginning **Over recent weeks due**.
Create a new paragraph at the sentence beginning **June is a terrific month**.

10. Find the text **Gardening tips for Spring** on page 1.
Apply the style **intense emphasis** to this text.

11. Find the list of text from **Bed in new** to **the spring and summer months**.
Apply automatic numbering to this list.

12. Delete the page break between pages 1 and 2 of the document.
Save your document keeping the same filename **spring garden.docx**.

13. Continue using the file **spring garden.docx**.
Find the text **Special Offers This Week**.
Immediately below this text, create a new table with **2** columns and **4** rows.

14. Keep working on the same table.
Resize the first column to be exactly **5** cm wide.

15. Complete the table with the following information:

Plant	Price £
Crocus	2.99
Pansy	4.99
Lily	3.50

16. Continue using the table.
Add a **3** point border to **ALL** cells in the table.

17. Find the text **Gardening tips for Spring**.

Copy the formatting of this text and apply it to the headings **Plant** and **Price £** in the first row of the table.

18. Continue using the table.

Centre **ALL** the text in the second column.

19. Change the top and bottom margins of the document to **2.5** cm.

Save your document keeping the same filename **spring garden.docx**.

20. Check the document for spelling mistakes using the most suitable tool from the application.

Make corrections where needed. You can ignore proper names.

Save your document keeping the same filename **spring garden.docx**.

21. Open the file called **plants.docx**.

Find the **garden centre** image at the top of page 1.

Delete this image.

22. Find the title **THE CONTAINER GARDENER** at the top of the document.

Format this title by making it bold.

23. Find the **rose** image on page 2.

Resize this image so that it is **3.5** cm in height.

24. In the header of the document enter your own name after the text

Author:

25. In the footer of the document insert automatic page numbers.

Save your document keeping the same filename **plants.docx**.

26. Continue using the file **plants.docx**.

Print a copy of page 1 **ONLY**.

Hand your print out to the assessor at the end of the test.

27. Find the table on page 2.

Copy this table and paste it into a new blank document.

Save the new document using the filename **container plants.docx**.

28. You are going to carry out a mail merge.

Use the most suitable tool to perform the mail merge operation.

Use the file **letter.docx** as a form letter for the mail merge.

The data source is contained in a file called **customers.docx**.

Replace the existing name and address at the top of the letter with suitable merge fields.

Before you complete the mail merge, save your previewed document as **preview.docx**.

29. Complete the mail merge.

Save the new merged document as **first edition.docx**.

30. Open the file called **bedding plants.docx**.

Save this file in Plain Text format with the filename **bedding**.

Accept default settings.

Close ALL files and the word processing application.

31. E-mail your assessor your finished copies of the files:

- spring garden.docx
- plants.docx
- container plants.docx
- preview.docx
- first edition.docx
- bedding

Use a suitable **subject line** for your e-mail and include a **suitable message** in the body of your e-mail.

This is the end of the test

Use any time remaining to find out how to answer the questions you could not do