

European Computer Driving Licence – Unit 3
Syllabus Version 5.0 – Sample Test

Word Processing
Version SampleMQTB/5.0/WP2/v1.0_MS2010

<h2 style="margin: 0;">SAMPLE TEST</h2>

You work as the administrator for a garden centre. The manager is away at a conference and has left you with some urgent work to do.

He has provided you with some files. One of these is an information sheet providing instructions about watering plants.

You will need to make changes to the information sheet, apply various formatting actions to it and then carry out a mail merge operation.

There are 30 tasks in this test.

You have 45 minutes to complete them.

Tasks.	Marks.
1. Open the word processing application. Open the file called information sheet.docx from your Learner Drive. Save this file to your Learner Drive using the new filename spring garden.docx .	[1 Mark].
2. Continue using the file spring garden.docx . Select ALL the text in the document. Change the font to Arial.	[1 Mark].
3. Find the title text gardening for amateurs . Format this text to uppercase.	[1 Mark].
4. Format this text by underlining it.	[1 Mark].
5. In the header of the document insert a centre aligned field displaying today's date.	[1 Mark].

6. On page 1 find the text from **This is a new gardening fact sheet to the spring and summer months.** [1 Mark].
Justify this text.

7. Continue using the text beginning **This is a new gardening fact sheet.** [1 Mark].
Edit the text **every month** to read **every week.**

8. Change the spacing to **6** pt space after (below) each paragraph. [1 Mark].
Save your document keeping the same filename **spring garden.docx.**

9. Continue using the file **spring garden.docx.** [1 Mark].
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. [1 Mark].
Apply the paragraph style **italred** to this text.

11. Find the list of text from **Bed in new to the spring and summer months** on page 1. [1 Mark].
Apply automatic numbering to this list.

12. Delete the page break between pages 1 and 2 of the document. [1 Mark].

13. Find the text **Special Offers This Week.** [1 Mark].
Immediately below this text, create a new table.
Ensure the table has two columns and four rows.

14. Resize the first column to be exactly **5** cm wide. [1 Mark].

15. Complete the table with the following information: [1 Mark].

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.	[1 Mark].
17.	Find the text Gardening tips for Spring . Copy the formatting of this text and apply it to the first row of the table containing the headings Plant, Price £ .	[1 Mark].
18.	Continue using the table. Right align ALL the text in the second column.	[1 Mark].
19.	Change the top and bottom margins of the document to 2.5 cm. Save your document keeping the same filename spring garden.docx .	[1 Mark].
20.	Continue using the file spring garden.docx . Check the document for spelling mistakes using the most suitable tool from the application. Make corrections where needed. You can safely ignore proper names. Save and close your document keeping the same filename spring garden.docx .	[1 Mark].
21.	Open the file called plants.docx from your Learner Drive. Find the garden centre image at the top of page 1. Delete this image.	[1 Mark].
22.	Find the title The Container Gardener at the top of the document. Format this title by making it bold.	[1 Mark].
23.	Find the rose image on page 2. Resize this image so that it is 3.5 cm in height.	[1 Mark].
24.	In the header of the document enter your own name after the text Author .	[1 Mark].
25.	In the footer of the document insert left-aligned automatic page numbering for the whole document. Save your document keeping the same filename plants.docx .	[1 Mark].

26. Continue using the file **plants.docx**. [1 Mark].
Print one copy of page 1 **ONLY**.

27. Find the table on page 2. [1 Mark].
Copy this table and paste it into a new blank document.
Save the new document to your Learner Drive using the filename **container plants.docx**.
Close both documents.

28. You are going to carry out a mail merge. [3 Marks].
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** on your Learner Drive.
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. [1 Mark].
Save the new merged document as **first edition.docx**.
Save and close both documents keeping the same filenames **preview.docx** and **first edition.docx**.

30. Open the file called **bedding plants.docx** from your Learner Drive. [1 Mark].
Save this file in plain text format as **bedding** to your Learner Drive.
Accept the default settings on dialog box if displayed.
Save and close **ALL** files and the word processing application.

Total Marks 32

**This is the end of the test.
If you have time, check the work you have done.**