

**European Computer Driving Licence – Unit 2**  
**Syllabus Version 5.0 – Sample Test**

**IT User Fundamentals**

**Version SampleMQTB/5.0/IF1/v1.1**

<h2 style="margin: 0;">SAMPLE TEST</h2>
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You will complete a number of theory questions and also carry out tasks including creating a folder structure.

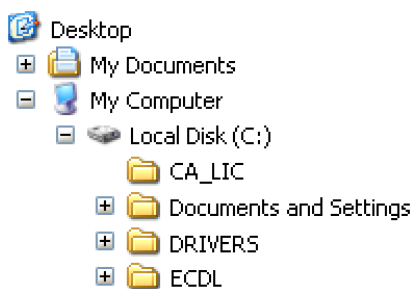
You will then carry out various operations to manipulate files and folders inside this folder structure.

There are 30 questions in this test.

You have 45 minutes to complete them.

Tasks.	Marks.
1. On your Learner Drive, find and open the <b>answer</b> folder. Open the <b>answerfile.doc</b> document. Enter your name in the space provided. Save your document keeping the same filename <b>answerfile.doc</b> . Use this document to record your answers to the relevant questions.	[2 Marks].
2. Which one of the following file types is a music file? A. .zip B. .png C. .odt D. .mp3  Enter <b>A, B, C,</b> or <b>D</b> in <b>answerfile.doc</b> in the space for question 2.	[1 Mark].

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3. Which one of the following best describes the type of file system structure being shown below? [1 Mark].



- A. Flat File.
- B. Sequential.
- C. Hierarchical.
- D. Random.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 3.

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4. Which one of the following is a result of compressing a file? [1 Mark].

- A. The file is deleted.
- B. The file size is smaller.
- C. The 3 character extension is hidden.
- D. All file properties are lost.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 4.

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5. Which one of the following is a benefit of online file storage? [1 Mark].

- A. Files can be shared safely with friends and family with Internet access.
- B. Only text files can be stored online.
- C. The data is publicly available to anyone with Internet access.
- D. Only you can access files you have stored on line.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 5.

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6. Which one of the following is an appropriate routine to shut down a non-responding application? [1 Mark].

- A. Close all open documents and press the power button until the computer automatically switches off.
- B. Press Ctrl + Alt + Delete, select the application in the Task Manager window and click End Task.
- C. Pull out the power cable from the back of the computer.
- D. Click Shut Down on the Start menu and choose Shut down from the Shut Down Windows drop-down list.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 6.

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7. Which one of the following shows file size from smallest to largest? [1 Mark].

- A. Gigabyte, Megabyte, Kilobyte, Byte.
- B. Megabyte, Gigabyte, Kilobyte, Byte.
- C. Byte, Kilobyte, Megabyte, Gigabyte.
- D. Kilobyte, Megabyte, Byte, Gigabyte.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 7.

Save your document keeping the same filename **answerfile.doc**.

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8. Which one of the following icons represents a folder? [1 Mark].

A.

B.

C.

D.



Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 8.

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9. Which one of the following statements about computer viruses is **TRUE**? [1 Mark].

- A. Text files are the only files to be corrupted by viruses.
- B. Files are always permanently damaged by viruses.
- C. Files can be damaged by computer viruses.
- D. Compressed files can never be damaged by viruses.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 9.

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10. Which one of the following file names complies with good practice in naming a file containing trading figures for the Greenway company for the third quarter of 2008? [1 Mark].

A. Company 456C.xls  
B. Greenway figures.xls  
C. Q3 Trading.xls  
D. Greenway 2008Q3 Trading.xls

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 10.

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11. Which one of the following is safe to post on a social networking website? [1 Mark].

A. A personal telephone number.  
B. A home address.  
C. Hobbies.  
D. A school or work-place address.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 11.

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12. Which one of the following is most likely to cause repetitive strain injury (RSI)? [1 Mark].

A. Viewing a monitor that has a lot of glare and reflections.  
B. Working where there is inadequate lighting and ventilation.  
C. Using a chair without arms.  
D. Typing for a long period of time without breaks.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 12.

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13. Which one of the following statements about software copyright is **TRUE**? [1 Mark].

A. Copyright promotes the illegal use of software.  
B. Copyright is the exclusive legal right of software authors to produce copies of their own software.  
C. Copyright is designed to protect a disk against computer viruses.  
D. Copyright will prevent a CD-ROM from being duplicated.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 13.

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14. Which one of the following best describes the purpose of Data protection legislation? [1 Mark].

- A. To give computer owners the right to protect themselves against computer fraud.
- B. To give software owners the right to promote software copyright.
- C. To give governments the right to control data access on the Internet.
- D. To give a right to individuals to establish the existence of personal data.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 14.

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15. Which one of the following tasks could you perform in order to improve the performance of your computer? [1 Mark].

- A. Add a password to your user account.
- B. Set up parental controls.
- C. Defragment the file system.
- D. Turn off your firewall.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 15.

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16. Which one of the following commands will **NOT** open the task manager? [1 Mark].

- A. Press Ctrl + Shift + Esc.
- B. Right click the start icon.
- C. Right click an empty area on the taskbar and select from the menu.
- D. Press Ctrl + Alt + Delete and select from the menu.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 16.

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17. Which one of the following actions is the **most** appropriate step to resolve a lost network connection? [1 Mark].

- A. Check the router and modem are turned on.
- B. Check the printer is turned on.
- C. Update the device drivers.
- D. Defragment the hard drive.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 17.

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18. Which one of the following is **NOT** appropriate within an organisation? [1 Mark].

- A. Going to lunch with a colleague.
- B. Sharing files.
- C. Sharing your user name and password.
- D. Sharing your calendar.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 18.

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19. What is the name and version number of the operating system on the computer you are using to take this sample test? [1 Mark].

Enter your answer in **answerfile.doc** in the space for question 19.

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20. Find and open the **ecdlttest** folder on your Learner Drive. [1 Mark].

Use the most suitable tool to search for **ALL** files that have a name beginning with the letters **FA** in the **ecdlttest** folder and subfolders.

Enter the number of files as your answer in **answerfile.doc** in the space for question 20.

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21. Use the most suitable tool to search for **ALL** files with the extension **.rtf** in the **ecdlttest** folder and subfolders. [1 Mark].

Enter the number of files as your answer in **answerfile.doc** in the space for question 21.

Save your document keeping the same filename **answerfile.doc**.

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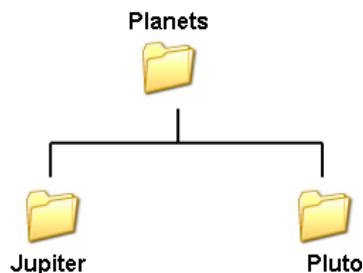
22. Find the file called **helpctx.doc** in the **ecdlttest** folder. [1 Mark].

Rename this file as **userlist.doc**.

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23. Find the **Planets** folder on your Learner Drive. [2 Marks].

Create the subfolder structure as shown below:



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24. Display the contents of the **ecdlttest** folder in columns showing **Name, Size, Type** and **Date Modified**. [1 Mark].

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25.	Sort all the contents by <b>Date Modified</b> in descending order to display the most recently modified file at the top.	[1 Mark].
26.	Capture a screen image of the <b>ecdtest</b> folder contents. Paste this image onto page 2 of <b>answerfile.doc</b> in the space for question 26. Save your document keeping the same filename <b>answerfile.doc</b> .	[1 Mark].
27.	Find the file <b>earth quiz.doc</b> in the <b>ecdtest</b> folder. Copy this file to the <b>Earth</b> subfolder.	[1 Mark].
28.	Find the file <b>Provence.doc</b> in the <b>ecdtest</b> folder. Delete this file.	[1 Mark].
29.	Find the compressed file <b>tip.zip</b> on your Learner Drive. Use a suitable tool to extract the file from this folder. Make sure it is extracted to the <b>ecdtest</b> folder on your Learner Drive.	[1 Mark].
30.	Print one copy of both pages of <b>answerfile.doc</b> . Save and close your document keeping the same filename <b>answerfile.doc</b> . Close <b>ALL</b> open files and folders.	[1 Mark].
Total Marks		32

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