

ECDL Advanced – Unit 3
Syllabus Version 2.0 – Sample Test

Word Processing
Version SampleMQTB/2.0/WP3/v1.0

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

You need to finalise a proposal document that will be presented in support of a new football stadium for your town. You are also asked to make some changes to other documents associated with the planning application.

There are 20 tasks in this sample test with 5 marks available for each question.

You have 60 minutes to complete them.

Tasks.	Marks.
1. Open the file called stadium.doc from your Learner Drive. On page 1 add the caption Figure A Artist's Impression below the stadium image such that the caption letter can automatically update.	[5 Marks].
2. Find any paragraphs with paragraph spacing of 12 pt before and 0 pt after. Replace the formatting with 6 pt before and 6 pt after.	[5 Marks].
3. At the top of page 1, apply multiple line spacing at 3.5 to the text New Stadium Proposal Document .	[2 Marks].
At the bottom of page 3, apply formatting to the paragraph beginning Also, we are reminded of our twin town to ensure the lines of the paragraph are kept together.	[3 Marks].
4. Delete the bookmark named situation .	[2 Marks].
On page 3 find of the paragraph beginning The Draft Budget . At the end of this paragraph, insert a cross-reference as a hyperlink to bookmark text, which links to the bookmark budget . Save your document keeping the same filename stadium.doc .	[3 Marks].

5.	On page 3, below the text CONTENTS , create a table of contents to show 2 levels, with the classic format and a tab leader of your choice.	[3 Marks].
	On page 3, insert a page break immediately before the heading EXECUTIVE SUMMARY .	[2 Marks].
	Update the entire table of contents.	
6.	On page 7, in the New Stadium Budget Plan table, merge the two cells in the first row of the table.	[3 Marks].
	Format the first row of the table to ensure the cell contents are centred both vertically and horizontally.	[2 Marks].
7.	On page 7, in the New Stadium Budget Details table, simultaneously sort rows 2 to 15 of the table by Item in ascending order, then by Amount € in descending order.	[3 Marks].
	On page 8, convert the text underneath the heading Upcoming Events into a table with 5 columns and 5 rows.	[2 Marks].
8.	On page 7, in the New Stadium Budget Plan table, update the field in the last row of the second column of the table.	[2 Marks].
	On page 8, in the Projected Revenue table, insert a field in the empty cell of the Total € column which calculates the total for Quarter 1.	[2 Marks].
	Format the total field in the last row of the Total € column to display with NO decimal places.	[1 Mark].
	Save your document keeping the same filename stadium.doc .	
9.	On page 9 delete the next page section break.	[2 Marks].
	Modify the vertical page alignment of section 1 ONLY to be centred.	[3 Marks].
10.	On page 5 find the list item beginning Build a new stadium . Mark a main index entry of Recommendations and subentry of New Stadium for this list item.	[2 Marks].
	On the last page of the document, insert an index below the text INDEX using a single column, classic format.	[3 Marks].

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11. Apply centre aligned automatic page numbering in the footer of **ALL** sections but **NOT** section 1. [5 Marks].
Ensure the page numbering starts from 1.
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12. Delete any comments in the **stadium** document. [1 Mark].

Turn on track changes and on the first page delete the word **Document**. [4 Marks].
Ensure that **NO** further changes will be tracked.
Save and close your document keeping the same filename **stadium.doc**.
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13. Open the file called **plans.doc** from your Learner Drive. [4 Marks].
Display the text from the paragraph beginning **We have done comprehensive research** to the paragraph ending **will soon be available for viewing** in 2 columns of equal width.
Ensure column spacing of **0.2** cm is applied with a line between.

Insert a column break immediately before the text **We have appropriate financial backing**. [1 Mark].
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14. Create a paragraph style named **Box** based on the Normal style with a border of your choice. [3 Marks].
Apply the new style to the paragraph beginning **Football is still a very popular sport**.

Update the heading style named **Heading 1** to match the heading **New Stadium Research** at the top of page 1. [2 Marks].
Save and close your document keeping the same filename **plans.doc**.
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15. Open the file called **update.doc** from your Learner Drive using the password **stadium**. [5 Marks].
Remove the password to open the file and insert the password **arena** to modify the file.
Save and close your document keeping the same filename **update.doc**.
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16. Open the file called **survey.doc** from your Learner Drive. [4 Marks].

Edit the drop-down form field to the right of the text **I am willing to take part in this survey** to include **Yes**.

Ensure the new entry of **Yes** displays as the first item in the list.

Protect the form. [1 Mark].

Save and close your document keeping the same filename **survey.doc**.

17. Open the file called **query.doc** from your Learner Drive. [2 Marks].

Modify the **Projected Revenues Year 1** embedded object to ensure the figure for **Quarter 1 Concerts** is **105,000**.

Ensure that the data in column F titled **Total** is also displayed in the document. [3 Marks].

Save and close your document keeping the same filename **query.doc**.

18. Open the file called **appendices.doc** from your Learner Drive. [2 Marks].

Promote the **Appendices** heading to Level 1.

Remove the last subdocument **appendix c** and its associated text. [3 Marks].

Save and close your document keeping the same filename **appendices.doc**.

19. Open the file called **proposal.doc** from your Learner Drive. [5 Marks].

Record a macro named **letterhead**, assigned to the **proposal** document **ONLY**, to change the top and bottom margins to **5** cm.

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

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20. Use the **proposal** document as a form letter with a data source of **addresses.doc** from your Learner Drive. [5 Marks].

Using the mail merge feature, replace the text **Resident** below the date, with a field to display **Sir** if the clients title is **Mr.** otherwise display **Madam**.

Merge the addresses list with the form letter.

Save the merged document as **propmail.doc** to your Learner Drive.

Save and close **ALL** files and the word processing application.

Total Marks 100

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