

European Computer Driving Licence



Mallikokeet
Demotester
Sample Tests

EUROPEAN COMPUTER DRIVING LICENCE

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ECDL ADVANCED

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MODUULI 3 - Tekstinkäsittely

1. Käynnistä tekstinkäsittelyohjelma. [1 p.]
2. Avaa asiakirja **koe.doc** levykkeeltäsi. [1 p.]
3. Tallenna asiakirja levykkeellesi tiedostonimellä **hakemus.doc** [1 p.]
4. Valitse koko asiakirjan teksti ja muuta kirjasintyypiksi Arial. [1 p.]
5. Valitse koko asiakirjan teksti ja muuta kirjasinkooksi 11. [1 p.]
6. Tasaa oikealle päivämäärä **28. maaliskuuta 2002** [1 p.]
7. Käytä tyyliä **Oma tyyli** otsikkoon **Teidät on valittu!** [1 p.]
8. Lisää tekstiin kaksi uutta kappaletta seuraavasti:

Koulutusorganisaatiolenne ECDL–testikeskusoikeudet tuovat taloudellisia etuja ja lisäävät kilpailukykyä. Testikeskusoikeudet kasvattavat myös positiivista imagoa sekä vahvistavat kuvaa ajassa liikkuvasta toimijasta, joka seuraa myös IT–alan viimeisiä virtauksia.

ECDL–tutkinnot sopivat ikään katsomatta kaikille eri aloilla työskenteleville ihmisille, sekä opiskelijoille ja työnhakijoille. Testikeskuksina toimivat parhaat koulutusorganisaatiot. Tällä varmistetaan tutkinnon korkeaa ja yhtenevää taso sekä kansallisesti että kansainvälisesti.

9. Korvaa tekstissä esiintyvät sanat **Työ** sanalla **Tehtävä**. [1 p.]
10. Siirrä puhelinnumero: 1234 6547 kirjeen lopusta kohtaan, jossa pyydetään tapaamisen vahvistusta. Kirjeessä tulee siis lukea: **Olkaa hyvä ja soittakaa minulle numeroon 1234 6547** [1 p.]
11. Alleviivaa puhelinnumero. [1 p.]
12. Lisää teksti **Yritys Oy** asiakirjan alalaitaan. [1 p.]
13. Muotoile kaikki kirjeen kappaleet niin, että jokaisen kappaleen jälkeen on tyhjää 12 pt. [1 p.]
14. Sisennä jokainen kappale 4,6 cm vasemmasta marginaalista. Käytä riippuvaa sisennystä. [1 p.]
15. Muuta tapaamisen päivämäärä **Tiistai 6. kesäkuuta klo 16** lihavoiduksi. [1 p.]
16. Keskitä tapaamisen päivämäärä. [1 p.]
17. Muuta pääotsikon kirjasinväriksi sininen. [1 p.]
18. Käytä kieliäsun tarkistusta, ja tee tarvittavat muutokset. (Henkilöiden nimiä ei lasketa kieliäsun tarkistukseen, ja ne voidaan jättää huomiotta.) [1 p.]
19. Lisää sivunvaihto kirjeen loppuun, sanan **Sihteerin** jälkeen. [1 p.]
20. Kirjoita seuraava otsikko: **Haastatteluaiakataulu tiistaille** uuden sivun ylälaitaan. [1 p.]

21. Luo taulukko, jossa on 5 saraketta ja neljä riviä. Sijoita se uudelle sivulle otsikon **Haastatteluaiakataulu tiistaille** alle. [1 p.]
22. Aseta taulukon kaikkien reunaviivojen leveydeksi 1 pt. [1 p.]
23. Viimeistele taulukko lisäämällä seuraava teksti:

HAASTATELTAVAN KOKO NIMI	AIKA			
Kalle Kananen	14:45			
Simo Setälä	16:00			
Jaakko Siltala	17:15			

[1 p.]

24. Muuta ensimmäisen sarakkeen leveyttä niin, että sarakkeen otsikko: **HAASTATELTAVAN KOKO NIMI** mahtuu yhdelle riville jatkuvaksi otsikoksi. [1 p.]
25. Keskitä koko sarakkeen kaksi sisältö (myös otsikko). [1 p.]
26. Muuta sivun asetuksia niin, että vasen marginaali on 2,0 cm. [1 p.]
27. Liitä kuvakirjastosta kuva asiakirjan ensimmäiselle sivulle viimeisen tekstirivin alle. [1 p.]
28. Suurena kuvaa niin, että se täyttää lähes kokonaan ensimmäisen sivun alalaidan. [1 p.]
29. Tulosta asiakirjasta vain toinen sivu. [1 p.]
30. Tallenna asiakirja ja sulje tekstinkäsittelyohjelma. [1 p.]

MODULE 1 - Basic Concepts of IT**1.1**

The following items are either input or output devices: Scanner, Trackball. Describe briefly the function of each device and indicate whether it is an input or output a device. **[4 Marks]**

1.2

Describe four implications of the Data Protection Act with respect to the individual and their personal data. **[4 Marks]**

1.3

What is the difference between RAM and ROM ? Show the difference by giving two characteristics of RAM and two characteristics of ROM. **[4 Marks]**

1.4

Explain what a computer virus is and describe two measures you can take to protect your computer from a computer virus. **[3 Marks]**

1.5

Explain the terms Hardware and Software. Give an example of each. **[4 Marks]**

1.6

Give four situations where you might encounter computer based systems in your everyday life. **[4 Marks]**

1.7

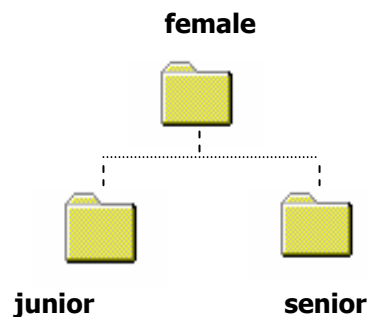
List four of the standard development stages in applications software development. **[4 Marks]**

1.8

Give an explanation for the term GUI. Give two reasons why having a GUI makes using a computer more effective? **[3 Marks]**

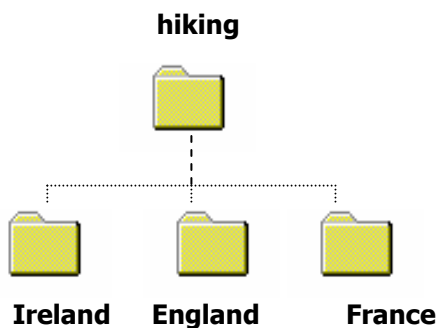
MODULE 2 - Using a Computer and Managing Files

1. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the **answer** folder. Enter your Candidate Identification in the space provided and save. **2 Marks**
2. Describe the correct procedure for turning off your computer ? Enter your answer in the **answerfile** and save. **2 Marks**
3. Create two new subfolders within the **ecdlttest** folder on your Candidate Disk. Name the folders: **male** and **female**. **2 Marks**
4. Create the following subfolder structure within the **female** subfolder as represented by the diagram below. **2 Marks**



5. Move the files **clubvisit** and **swim** from the **ecdlttest** folder to the **female** subfolder. **2 Marks**
6. How many files in the **ecdlttest** folder are of type **.txt** ? Enter your answer in the **answerfile** and save. **2 Marks**
7. Delete the files **letter1** and **module1** from the **ecdlttest** folder. **2 Marks**
8. Print two copies of **answerfile** to an output printer if available or save as a print file in the **answer** folder. **2 Marks**
9. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the **answer** folder. Enter your Candidate Identification in the space provided and save. **2 Marks**
10. What kind of computer do you have ? Say what the memory size is and what the operating system is. Enter your answer in the **answerfile** and save. **2 Mark**
11. Create two new subfolders within the **ecdlttest** folder on your Candidate Disk. Name the subfolders: **hiking** and **sailing**. **2 Marks**

12. Use the Help Function to find information about *modems*. Enter two lines of text information about *modems* as your answer in the *answerfile* and save. **2 Marks**
13. Describe how to select another printer as the default printer from an installed printer list. Enter your answer in the *answerfile* and save. **2 Marks**
14. Create the following subfolder structure within the *hiking* subfolder as represented by the diagram below. **2 Marks**



15. Move the *provence* file and the *itinerary* file from the *ecdltest* folder to the *hiking* subfolder. **2 Marks**

MODULE 3 - Word Processing

1. Open the word processing application. **[1 Mark]**
2. Open the document *test31* from your Candidate Disk. The document is an unedited version of the circular. **[1 Mark]**
3. Save the document to your Candidate Disk using the file name *agm* **[1 Mark]**
4. Select all the text in the document and change the font in the document to Arial. **[1 Mark]**
5. Centre align the word *Agenda*. **[1 Mark]**
6. Apply bullets of your choice to the Agenda items (text starting with *Election* and finishing with *New Club House Proposals*.) **[1 Mark]**
7. Change the font colour of *Agenda* to Blue. **[1 Mark]**
8. Change the font size in the entire document to 14-point. **[1 Mark]**
9. Save the document and print 2 copies to an output printer if available, or as a print file to your Candidate Disk. **[1 Mark]**
10. **Mail Merge:** Use the file *agm* as a form letter. **[1 Mark]**
11. Open the file *addr1st* from your Candidate Disk. It contains an address list that is going to be used as a data source and merged with the *agm* form letter. **[1 Mark]**
12. Enter three merge fields into the *agm* document: Substitute the three text lines *Mary Smyth*, [upper left corner of the document]
2 Fitzwilliam Road,
Dublin 4.
with the following fields in the document.
<<Name>>
<<Address>>
<<City>> **[1 Mark]**
13. Merge the address list with the *agm* document to create the mail-merged document. **[1 Mark]**
14. Save the merged document as *mrge31* to your Candidate Disk. **[1 Mark]**
15. Save all the documents and close the application. **[1 Mark]**
16. Open the word processing application. **[1 Mark]**
17. Open the document *test32* from your Candidate Disk. The text is an information sheet, which needs to be formatted. **[1 Mark]**

18. Save the document to your Candidate Disk using the file name garden **[1 Mark]**
19. Select all the text in the document and change the font to Times New Roman. **[1 Mark]**
20. Change the font size of the entire document to 12 points. **[1 Mark]**
21. Make the word Water in the final paragraph bold. **[1 Mark]**
22. Indent the heading, Gardening for Amateurs, to start at 3 cm to the right of the left margin **[1 Mark]**
23. Right align the first paragraph, beginning A weekly... in the document. **[1 Mark]**
24. Create a header in the document and add the centred text Gardening Tips. **[1 Mark]**
25. Create a table with three columns and four rows after the last paragraph. **[1 Mark]**
26. Set the line widths in the table at 1 point. **[1 Mark]**
27. Complete the table with the following text inserted:

Daily Watering	June	July
Plants	Once	Twice
Shrubs	Once	Twice
Grass	Once	Once

[1 Mark]

28. Centre align all the text in columns 2 and 3 in the table. **[1 Mark]**
29. Save the garden document and print 2 copies to an output printer if available, or as a print file to your Candidate Disk. **[1 Mark]**
30. Close the application. **[1 Mark]**

MODULE 4 - Spreadsheets

1. Open the spreadsheet application. **[1 Mark]**
2. Open a new spreadsheet and create the following revenue plan using the cell references as indicated in the table below. Leave the cells marked **formula** empty. No other formatting is required at this stage. **[4 Marks]**

	A	B	C	D	E	F
1	Revenues					
2						
3		Qtr 1	Qtr 2	Qtr 3	Qtr 4	
4	Flag Days	850	1104	1204	1400	
5	Table Quiz	250	260	275	290	
6	Donations	145	160	180	230	
7	Total	formula	formula	formula	formula	
8						
9						
10						
11						

7. Select the title, **Revenues**, cell **A1**, and make the cell contents bold. **[1 Mark]**
8. Add the correct formula to calculate the sum of **cells B4 : B6** in **cell B7**. **[1 Mark]**
9. Replicate the formula in **cell B7** to **cell C7** and **cell D7**. **[1 Mark]**
10. Format the number styles to display a pound sign in **row 7** (Widen columns as appropriate.) **[1 Mark]**
11. Add the header **Tax** to the right hand corner of the spreadsheet. **[1 Mark]**
12. Save the spreadsheet as **charity** to your Candidate Disk and print 2 copies of the table to an output printer if available, or as a print file to your Candidate Disk. **[1 Mark]**
13. Create a column chart on this worksheet, from the data contained within the **cell range A3 to E6**. **[1 Mark]**
14. Add **Revenue Forecast** as the title for the column chart. **[1 Mark]**
15. Adjust the chart so that the chart appears below the total row when printed. (You are not going to print the document.) **[1 Mark]**
16. Save your spreadsheet and close the spreadsheet program. **[1 Mark]**
17. Open the spreadsheet application. **[1 Mark]**
18. Open a new spreadsheet and create the following budget plan using the cell references as indicated in the table below. Leave the cells marked formula empty. No other formatting is required at this stage. **[4 Marks]**

	A	B	C	D
1	School Trip Budget			
2				
3		July	%	
4	Flights	10000	formula	
5	Hotel	5000	formula	
6	Food	3800	formula	
7	Trips	2500	formula	
8	Insurance	2000	formula	
9	Total	formula		
10				
11				

16. Select **cell A1** and make the cell contents bold. [1 Mark]
17. Add the correct formula to calculate the sum of **cells B4 : B8** in **cell B9**. [1 Mark]
18. Add a formula in **cell C4** that calculates flights costs in **cell B4** as a percentage of total costs in **cell B9**. (Ensure **cell B9** is made absolute in the formula.) [1 Mark]
19. Replicate the formula in **cell C4** down through the cells marked **formula** finishing at **cell C8**. [1 Mark]
20. Format the cell range **C4 : C8** with 2 decimal places. [1 Mark]
21. Add a blue top and bottom border in **cell A9** and **cell B9**. [1 Mark]
22. Insert an image with a 'travel' theme from an image library below **row 9**. [1 Mark]
23. Re-size the image so that the school budget and the image appear on the same page when printed. [1 Mark]
24. Save the spreadsheet as **budget** on your Candidate Disk and print 2 copies to an output printer if available, or as a print file to your Candidate Disk. [1 Mark]
25. Save your spreadsheet and close the spreadsheet program. [1 Mark]

MODULE 5 - Databases

1. Open the database application. **[1 Mark]**
2. You will design the table/file with 3 fields using the appropriate data types, distinguishing between text, numeric, date, etc., and with appropriate field sizes. **No Marks here**
3. The following fields must be created:
 Song Title
 Price
 Release Date **[1 Mark] each**
4. Save the table as *music* **[1 Mark]**
5. Enter a complete record in your new database. **[1 Mark]**
6. Create a simple form to input data into your *music* table. Save the form as *form1*. **[1 Mark]**
7. Save the Database. **[1 Mark]**
8. Open the *ecd* database. **[1 Mark]**
9. Find the record for the candidate whose *Surname* is *Murphyz* **[1 Mark]**
10. This name has been entered incorrectly, change it to *Murphy* **[1 Mark]**
11. Create a query to select any records for candidates who live in *London*. **[1 Mark]**
12. Save your query as *town* **[1 Mark]**
13. Save all files. **[1 Mark]**
14. Close the database application. **[1 Mark]**

15. Open the database application. **[1 Mark]**
16. You will design the table/file with 3 fields using the appropriate data types, distinguishing between text, numeric, date, etc., and with appropriate field sizes. **No Marks here**
17. The following fields must be created:
 - Name
 - Date of Birth
 - Subscription **[1 Mark] each**
18. Save your table as ***members*** **[1 Mark]**
19. Enter one complete record in your new database. **[1 Mark]**
20. Create a simple form to input data into your ***members*** table. Save the form as ***form2***. **[1 Mark]**
21. Save the database. **[1 Mark]**
22. Open the ***ecd*** database. **[1 Mark]**
23. Find the record of the Candidate whose ***Surname*** is ***Smythe*** **[1 Mark]**
24. This name has been entered incorrectly, change it to ***Smith*** **[1 Mark]**
25. Create a query to select any records for candidates who live in ***Galway***. **[1 Mark]**
26. Save your query as ***galway***. **[1 Mark]**
27. Save all files. **[1 Mark]**
28. Close the database application. **[1 Mark]**

MODULE 6 - Presentation

1. Open the presentation application. **[1 Mark]**
2. The first slide is to be a title slide, select an appropriate format for this kind of slide. **[1 Mark]**
3. Insert the name of the company ***Abaco Ltd*** as the title in slide 1. **[1 Mark]**
4. Change the font colour of the title on slide 1 ***Abaco Ltd*** to blue. **[1 Mark]**
5. On the second slide create an organisation chart for the business, one person at the top ***Paula Smith*** and three people (with equal status) reporting to her ***John Jones, Michelle Brown*** and ***Adam Whyte***. Create this diagram either by means of boxes, which you draw yourself, or by using facilities available in your presentation software. **[1 Mark]**
6. Add the title ***Organisation Structure*** on slide 2. **[1 Mark]**
7. Print the presentation ready for distribution with 2 slides to a page. **[1 Mark]**
8. Close the presentation, saving the presentation as ***Abaco*** on your Candidate Disk. **[1 Mark]**

Your second task is to make some changes to the ***ecd/*** presentation which is located on your Candidate Disk.

9. Open the presentation ***ecd/*** from your Candidate Disk. **[1 Mark]**
10. Change the layout of slide 1 to be a title slide. **[1 Mark]**
11. Add the footer ***Test Centre*** to the presentation. **[1 Mark]**
12. Use a spell check program and make any changes where necessary in the presentation. **[1 Mark]**
13. Apply a slide transition effect between all the slides. **[1 Mark]**
14. Save the presentation as ***ecd/1*** to your Candidate Disk. **[1 Mark]**
15. Close the presentation application. **[1 Mark]**.

1. Open the presentation application. **[1 Mark]**
2. The first slide is to be a title slide. Select an appropriate layout for this kind of slide. **[1 Mark]**
3. Add the title ***European Exports Ltd*** as the title in the first slide. **[1 Mark]**
4. Apply a text shadow effect to ***European Exports Ltd*** in slide 1. **[1 Mark]**
5. Create a column chart in ***slide 2*** with the following data:

	2000	2001
England	49500	54300
France	25600	27500
Germany	76500	84500

[1 Mark]

6. Add ***European Exports Ltd*** as the chart title in slide 2 **[1 Mark]**
7. Apply a light coloured background to all the slides in the presentation. **[1 Mark]**
8. Close the presentation, saving the file as ***exports*** to your Candidate Disk. **[1 Mark]**

The second task in the test is to make some changes to the ***ecd/*** presentation, which is located on your Candidate Disk.

9. Open the ***ecd/*** presentation which is located on your Candidate Disk. **[1 Mark]**
10. Change the layout of slide 1 to be a title slide. **[1 Mark]**
11. Copy the picture from slide 3 and paste into slide 1 to fit beneath the title in slide 1. **[1 Mark]**
12. Number the slides in the presentation. **[1 Mark]**
13. Save the presentation as ***ecd/2*** to your Candidate Disk. **[1 Mark]**
14. Print the presentation ready for distribution with six slides to a page. **[1 Mark]**
15. Close the presentation application. **[1 Mark]**.

MODULE 7 - Information and Communication**Part 1: Information**

1. Open a web browsing application. **[1 Mark]**
2. Describe how to change the Home Page or Startpage in your web browsing application. Enter your answer under the appropriate question number in the *answerfile*. This is located in the *answer* folder on your Candidate Disk and save. **[1 Mark]**
3. Access a search engine and enter the keyword *France* in a search. **[1 Mark]**
4. Select any web page which gives information about France in the search results. **[1 Mark]**
5. Enter the URL of the opened web page in the *answerfile* and save. **[1 Mark]**
6. Refine your search to include *Wine* from *France*. Select any web page which gives information about wine from France from the search results. Enter the URL in the *answerfile* and save. **[1 Mark]**
7. Print one page from a web site illustrating information about *Wine* from *France* as a printed document. **[1 Mark]**
8. Close the web browsing application. **[1 Mark]**

Part 2: Communication

In the *Communication* part of the test you are asked to carry out basic tasks associated with using an e-mail application including composing and sending an e-mail message, adding file attachments.

1. Open an electronic mail application. **[1 Mark]**
2. Open the message *ecd/* in your mail inbox and forward it to the test leader at the following address: tester@testcentre.com **[1 Mark]**
3. You are going to compose and send an e-mail message. Open a new mail message and enter the following short text:
Jane,
Are you going to the Jazz concert tonight ? **[1 Mark]**
4. Insert the test leader's mail address tester@testcentre.com in the message *to* field, and the title *Concerts* in the message *subject* field. **[1 Mark]**
5. Attach the file *jazz* contained on your Candidate Disk to the mail message. **[1 Mark]**
6. Send the message to the test leader. **[1 Mark]**
7. Close the electronic mail application. **[1 Mark]**

Part 1: Information

1. Open a web browsing application. **[1 Mark]**
2. Open the following URL or web address: <http://www.ecdl.com> **[1 Mark]**
3. Copy the **ECDL** logo (or the image location) from the ECDL Foundation Home Page and paste the logo as your answer into your **answerfile** and save. **[1 Mark]**
4. Access a search engine and enter the keyword **music** in a search. **[1 Mark]**
5. Select any web page which gives information about music in the search results. **[1 Mark]**
6. Enter the URL of the opened web page in the **answerfile** and save. **[1 Mark]**
7. Go to the following web address : <http://www.ecdl.com/foundation/index.html> and copy two lines of text as your answer in your **answerfile** and save. **[1 Mark]**
8. Close the web browsing application. **[1 Mark]**

Part 2: Communication

In the *Communication* part of the test you are asked to carry out some basic tasks associated with using an e-mail application including composing and sending an e-mail message and adding file attachments.

1. Open an electronic mail application. **[1 Mark]**
2. Open the mail message **ecdl** from your inbox and reply (with or without original message insertion) adding the phrase **thanks** to the message. **[1 Mark]**
3. You are going to compose and send an e-mail message. Open a new mail message and enter the following short text:
Dear Michelle,
Did you know our club are visiting Provence. Interested ?
Mary **[1 Mark]**
4. Insert the test leader's mail address tester@testcentre.com in the message **to** field, and the title **French Visit** in the message **subject** field. **[1 Mark]**
5. Attach the file **provence** contained on your Candidate Disk to the mail message. **[1 Mark]**
6. Send the message to the test leader. **[1 Mark]**
7. Close the electronic mail application. **[1 Mark]**

MODUL 3 - Ordbehandling

1. Öppna ordbehandlingsprogrammet och öppna dokumentet *demo.doc* på din kandidatdiskett. **[1 poäng]**
2. Spara dokumentet på din kandidatdiskett under namnet *demo2.doc*. **[1 poäng]**
3. Markera hela texten i dokumentet och ändra teckensnittet till Garamond. **[1 poäng]**
4. Ändra layouten på dokumentets sidor från stående till liggande. **[1 poäng]**
5. Jämna båda marginalerna i brödtexten på sida 1 från *xxxx...* till... *Boka genast*. **[1 poäng]**
6. Lägg till automatisk avstavning i dokumentet. **[1 poäng]**
7. Skriv in dagens datum i övre delen av dokumentet. **[1 poäng]**
8. Lägg till styckeindelningar före meningarna som börjar... *xxx...* och... *xxx...* på sida 1. **[1 poäng]**
9. Ändra radavståndet på *Namn* och *Adress* i övre delen av sida 1 till enkelt. **[1 poäng]**
10. Ändra teckensnittsfärgen på texten *Boka nu*. till blå på nedre delen av sida 1. **[1 poäng]**
11. Lägg till punkter till listan på faciliteter. **[1 poäng]**
12. Ändra hela dokumentets pappersstorlek till A4. **[1 poäng]**
13. Skriv in texten *Demo Test* i dokumentets sidhuvud. **[1 poäng]**
14. Lägg till högerjusterad automatisk sidnumrering nederst på sidan i hela dokumentet och spara. **[1 poäng]**
15. Ändra texten *Demo:* i övre delen av andra sidan till *xxx*. **[1 poäng]**
16. Använd teckensnittet Subject2 i texten *Specialerbjudanden*. **[1 poäng]**
17. Kopiera rubriken *xxx* på sidan 1 till första raden på sidan 2, ovanför texten *xxx*. **[1 poäng]**
18. Infoga en tom rad strax under första raden i tabellen på sidan 2. **[1 poäng]**
19. Lägg till automatisk numrering till städerna i första kolumnen i tabellen på sidan 2. **[1 poäng]**
20. Lägg till upphöjd text till texten *OBS* på rad 5 av *Specialpris*-kolumnen. **[1 poäng]**
21. Lägg till ljusgrå bakgrundsfärg i *Specialpris*-kolumnen i tabellen. **[1 poäng]**
22. Ändra punkttecknet för OBS-delen fr.o.m. *Specialerbjudande till Rom ...* till *Ingen bar* i nedre delen av sidan 2 till fyrkantigt. **[1 poäng]**
23. Lägg till bildfilen *resa.jpg* från din kandidatdiskett under "OBS"-punktlistan på nedre delen av sidan 2. **[1 poäng]**
24. Ändra storleken på bilden "Skola" så att den blir 4 cm hög och 4 cm bred. **[1 poäng]**
25. Kopiera bilden "Skola" och för in den på första raden på sidan 1, ovanför texten *Namn* **[1 poäng]**

26. Använd stavningskontrollen och utför eventuella ändringar. (Egennamn finns inte med i stavningskontrollen och kan således förbises). **[1 poäng]**
27. Zooma dokumentet till 90 % och spara. **[1 poäng]**
28. Skriv ut ett exemplar av dokumentet om du har tillgång till en skrivare, eller skriv den som en fil på din kandidatdiskett. (Spara under namnet **demo.prn** om du sparar filen som en skrivfil på din kandidatdiskett.) **[1 poäng]**
29. **Kopplade dokument:** Använd den aktuella versionen av **demo.doc** som standardbrev. **[1 poäng]**
30. Använd filen **lista.doc** på din kandidatdiskett som källdokumentet som skall kopplas till **demo.doc**-standardbrevet. Ersätt de nuvarande namn- och adressraderna med kopplingsinstruktionerna
<<Namn>>
<<Adress>>
<<Postanstalt>> **[1 poäng]**
31. Koppla källdokumentet som innehåller adresslistan med standardbrevet för att skapa ett kopplat dokument. Spara det kopplade dokumentet under namnet **koppl_demo.doc**. Spara och stäng alla öppna dokument. **[1 poäng]**
32. Öppna dokumentet **demo4.doc** på din kandidatdiskett och spara för en kollega i HTML-format under namnet **demoH.htm**. Stäng dokumentet och avsluta ordbehandlingsprogrammet. **[1 poäng]**

MODUULI AM3 - Tekstinkäsittely

1. Avaa asiakirja **KIRJA.doc** levykkeeltäsi. Lisää alleviivaus pääotsikkoon.
2. Lisää sivun 5 kuvaan varjostus.
3. Luo kappaletyyli nimeltä **OmaTyyli** käyttäen kirjasintyyppiä Arial, koko 12, lihavoitu.
4. Sovella koko asiakirjan tekstiin valmiita tyyliä tai luomaasi tyyliä tilanteen mukaan. Käytä vähintään kolmea eri tyyliä
5. Luo sisällysluettelo klassista muotoilua käyttäen, heti otsikon **Sisältö** jälkeen sivulla 2. Osita asiakirja niin, että sisällysluettelo on osassa 1, loput sivut toisessa osassa.
6. Lisää asiakirjaan kansilehti. Lisää kansilehteen ensimmäisen sivun pääotsikon teksti käyttäen valmiita tekstimalleja. Käännä VAIN kansilehti vaakasuuntaan.
7. Muunna sivujen 2-5 teksti kaksipalstaiseksi luetteloksi.
8. Lisää sivulle 3 taulukko, jossa on 3 saraketta ja viisi riviä. Hae tiedot taulukkoon tiedostosta **tiedot.txt**.
9. Suorita yhteenlasku myynneistä kaikissa Euroopan maissa (taulukon tiedot) saadaksesi näkyviin kokonaismyyntiluvun rivillä 5.
10. Muuta summaa taulukossa, kohdassa **Ranska** luvusta **3** luvuksi **2**. Päivitä taulukon tiedot kenttä.
11. Luo sivulle 5 kaavio, joka perustuu taulukon tietoihin riveillä 2-4.
12. Muuta kaavion taustaväri keltaiseksi.
13. Lisää *vain* sivun 2 alareunaan vasemmalle kenttä, josta näkyy tiedoston nimi.
14. Luo makro nimeltä **Fontti**, joka muuttaa koko raportin kirjasinkooksi 12. (Käytä makroa vain tähän asiakirjaan).
15. Tee seuraavat toimenpiteet näkyviksi niin, että on mahdollista jälkikäteen tarkastaa tekemäsi muutokset: Muuta ylätunnisteen teksti suuraakkosilla kirjoitetuksi käyttäen valikko- tai näppäinkomentoa. Lisää ylätunnisteeseen vasempaan reunaan sana "Luonnos". Tallenna ja sulje raportti.
16. Avaa asiakirja **Taito.doc** levykkeeltäsi. Lisää taulukon oikeanpuoleiseen sarakkeeseen lomakekenttä, josta lomakkeen käyttäjä voi valita numerojen 1-5 välillä haluamansa (pudotusvalikko).
17. Lisää lomakekenttiin F1-näppäimellä avautuva ohje, jossa selitetään tasot 1 ja 5 sanallisesti (1=heikko, 5=kiitettävä). Suojaa lomake. Tallenna ja sulje asiakirja.
18. Avaa asiakirja **Maat.doc** levykkeeltäsi. Lajittele tiedot ensisijaisesti **Maan** ja toissijaisesti asukasluvun mukaan laskevassa aakkosjärjestyksessä.
19. Linkitä **Kaavat.xls** tiedostosta löytyvä kaavio **Maat**-asiakirjan toiselle sivulle, niin että linkit päivittyvät automaattisesti.
20. Yhdistä maiden hallitusten osoitteet tarrapohjaan. Ota mukaan vain muut kuin Euroopan maat. Tallenna yhdistetty tarrapohja nimellä **Hallitukset.doc**. Tallenna kaikki avoinna olevat asiakirjat ja sulje tekstinkäsittelyohjelma.

MODULE AM3 - Word Processing

1. Open the word processing document *stadium.doc* from your Candidate Disk. Apply a small caps text effect to the title ***New Stadium for Newburgh*** in page 1. [1 Mark]
2. Select the last paragraph in page 2 of the proposal document beginning ***The City Council ...*** and apply a formatting control so that the last line of the paragraph would not split over two pages. [1 Mark]
3. Position the cursor directly after the word ***CONTENTS*** at the top of page 2 and insert a table of contents using the classic style format. [1 Mark]
4. Add a page break above the heading ***4.1 Appendix A – New Stadium Budget Plan*** in page 5 so that the appendix is on a new page. Update the page numbering only in the table of contents. [1 Mark]
5. Insert a field in the header of the *stadium* document to the right of ***File Size*** that shows information about the size of the document. [1 Mark]
6. Create a paragraph style called ***new*** using the font Arial, size 14, bold. Apply the new style to the paragraph beginning ***Deciding on the development...*** in the ***Conclusions*** section in page 5 of the proposal document. [1 Mark]
7. Merge the 2 cells in the first row of the ***New Stadium Budget Plan*** table in Appendix A of page 6 of the proposal document and centre the table title ***New Stadium Budget Plan*** [1 Mark]
8. Perform an automatic addition calculation on the numbers listed in rows 2 – 11 in the ***New Stadium Budget Plan*** table in Appendix A to display the ***Total Budget*** figure. [1 Mark]
9. Sort the expense categories in column 1 in the ***New Stadium Budget Plan*** table in Appendix A in ascending alphabetical order. [1 Mark]
10. Change the figure for ***Architects Fees*** in the ***New Stadium Budget Plan*** table in Appendix A from ***150,000*** to ***175,000*** and update the ***Total Budget*** field in the table. [1 Mark]
11. Create a chart beneath the ***Projected Revenues Year 1*** table using all the data available in this table. Resize the chart so that all the revenue categories are clearly visible. [1 Mark]
12. Remove the horizontal grid lines from the chart. [1 Mark]
13. Convert the footnotes in the *stadium* document to endnotes. [1 Mark]
14. Record a macro in the *stadium* document called ***setup*** to change the left and right margins of the document to 2.6 cms. (Assign the macro to this document only.) [1 Mark]
15. Using the track changes while editing feature change the phrase ***would ask*** to ***would urge*** and the word ***thoroughly*** to ***carefully*** in the paragraph beginning ***The City Council is presented ...*** in page 3 of the *stadium* document. These changes must be made visible in the document. Save and close the *stadium* document. [1 Mark]

16. Open the file *master.doc* from your Candidate Disk. Apply **Heading 1** styles to the budget headings beginning with **Accounting Fees** and ending with **Site Purchase**. Create automatic subdocuments based on all the **Heading 1** styles. **[1 Mark]**
17. Add the subdocument *mreports.doc* from your Candidate Disk below the text **Total Budget** Save and close the *master* document. **[1 Mark]**
18. Open the file *update.doc* from your Candidate Disk. Add the password to modify **stadium** (lower case) to the file. Save and close the file. **[1 Mark]**
19. Open the document *voting.doc* from your Candidate Disk. Add the following two selection options as shown below to the drop-down form field under **Recommendation B**
[1 Mark]

I support this option
I do not support this option

20. Add the help text **Daytime telephone number** to the **Tel. No.:** text form field which would display upon use of the F1 key. Protect the form. Save all open documents and close the word processing application. **[1 Mark]**

MODULE AM4 - Spreadsheets

1. Open the *rainbow* spreadsheet from your Candidate Disk and in the *charting* worksheet delete the data series for **Total Overheads (€000)** from the chart. **[1 Mark]**
2. On the *charting* worksheet hide columns **B, D** and **F** **[1 Mark]**
3. On the *revenue* worksheet freeze column **A** and row **1** **[1 Mark]**
4. On the *revenue* worksheet add a function in **cell E2** to insert today's date in numbered day/month/year format. Ensure that the resulting date of the function will automatically change for each new day the spreadsheet is opened. **[1 Mark]**
5. On the *revenue* worksheet add a round function in **cell D2** to round the figure of revenue in **cell C2** to no decimal places. Copy the function in **cell D2** to the **cell range D3:D18** **[1 Mark]**
6. On the *investment* worksheet add a function in **cell B9** to calculate the present value of an investment yielding € 7,800,000 after 3 years at 5% interest per year. **[1 Mark]**
7. On the *vlookup* worksheet add a function in **cell C4** to input the name of the chief salesperson that deals with the region in **cell B4** (West). Copy the function in **cell C4** to the **cell range C5:C30** **[1 Mark]**
8. On the *vlookup* worksheet add a function in **cell J4** to convert the name in **cell G4** to uppercase. Copy the function in **cell J4** to the **cell range J5:J7** **[1 Mark]**
9. On the *whatif* worksheet add a function in **cell E2** to calculate the projected sales increase for Qtr1 2001 using the conditions in the cell range **G2:L4** as shown in the grid below. Copy the function in **cell E2** to the **cell range E3:E82** **[1 Mark]**

	G	H	I	J	K	L
2	Region of Europe =	and	Revenue (€000)		Projected Increase(€000) 2001	%
3	East		Less than	20	Increase by	8%
4	otherwise					No change

10. On the *whatif* worksheet use a menu or shortcut key command to display all formulas used. **[1 Mark]**
11. On the *table* worksheet create a data table from the **cell range C5:D21** that will calculate relevant interest amounts for the interest variables on the first column of the table. **[1 Mark]**
12. On the *filtering* worksheet filter the list on the **cell range A1:C101** so that only the sales **greater than 40 (€000)** for the **North** region of Europe are visible. **[1 Mark]**
13. On the *forecast* worksheet edit the attached comment in **cell B10** to appear as follows **Forecasted figures by Robert Jones and Marie Green** **[1 Mark]**

14. On the **forecast** worksheet create two **named** scenarios as follows:

Scenario name	Changing cells	cells	cell values
Best Case	B5:B8	B5	7300
		B6	7400
		B7	7510
		B8	7620
Worst Case	B5:B8	B5	6300
		B6	6600
		B7	6850
		B8	6920

[1 Mark]

15. Using the scenarios created in question 14 on the **forecast** worksheet create a scenario summary report. [1 Mark]
16. Remove the password **new** from the spreadsheet **expansion** on your Candidate Disk and save and close the file. [1 Mark]
17. On the **pivot** worksheet an error was made on data entry in **cell C4** The number should be **16** rather than **4** Correct the error and refresh the pivot table to reflect this change. [1 Mark]
18. Link the **cell range F3:G7** on the **vlookup** worksheet starting at **cell E14** on the **pivot** worksheet. [1 Mark]
19. Apply a **Colourful 2** or **Report 2** autoformat to the pivot table report. [1 Mark]
20. On the **rainbow** spreadsheet record a macro (accepting default settings) called **settings** that changes the top margin to 1.5, the orientation to Landscape and turns on gridlines for printing purposes. **Do not** print. Save the **rainbow** spreadsheet and close the spreadsheet application. [1 Mark]

MODULE AM5 - Databases

1. Open the **Auctioning Items** database from your Candidate Disk. Open the **Items** table and in the properties of the **Sale Price** field apply the Euro format. Save the changes to the table. **[5 Marks]**
2. Create a mask for the **Date Sold** field that only allows the input of a date in short date format in the **Date Sold** field. **[5 Marks]**
3. Use the properties of the **Item Name** field to cause all text to be displayed in upper case. Save and close the **Items** table. **[5 Marks]**
4. Open the **Sales** table and create a validation rule that will not allow the input of a date into the **Date of Joining** field that is earlier than 2005. Create the following validation text message **No recruitment until 2005**
Apply this rule to new data only. Save and close the table. **[5 Marks]**
5. Create a relationship between the **Customers** and the **Items** tables. Apply referential integrity. Save and close the relationships window. **[5 Marks]**
6. Modify the data type of the **Salesperson ID** field in the **Items** table so that a one to many relationship with referential integrity between the **Items** and **Sales** tables can be applied. Apply a one to many relationship between the tables. Save and close the relationships window. **[5 Marks]**
7. Modify the data type of the **ID** field in the **Private Data** table so that a one to one relationship with referential integrity between the **Private Data** and **Sales** tables can be applied. Apply a one to one relationship between the tables. Save and close the relationships window. **[5 Marks]**
8. Create a new query called **€500 or more** based on the **Items** table that shows only the **Item Name** and **Sale Price** fields and the items that sold for €500 or more. Save the resulting query output as a separate table called **High Price** within the **Auctioning Items** database. Save and close the query. **[5 Marks]**
9. Open the **Unsold** query and modify the join to show **only** unsold items. Save and close the query. **[5 Marks]**
10. Open and modify the **Sum Up** query to calculate the number of items each customer has purchased. Save and close the query. **[5 Marks]**
11. Create a new query called **Replace** based on the **Sales** table that shows the **First Name** and **Last Name** fields. Use an update query to replace the last name **Jones** with the last name **Smith** Save and close the query. Update the **Sales** table by running the query. Save and close the query. **[5 Marks]**
12. Open the **Customers** table. Use the properties of the **Last Name** field to create an input mask that will capitalise the first letter of each customer's last name. Save and close the **Customers** table. **[5 Marks]**

13. Open the **Profit** query and add an expression named **Profit** that will calculate the profit made for each item. Format the field to display the Euro. Save and close the query. **[5 Marks]**
14. Open the **Range** query. Add criteria under the **Sale Price** field so that when the query is run the user is prompted to enter values for both the lower and upper limits. The run query will then show all values greater than the lower limit entered and less than the upper limit entered. Check that eleven records are returned when the query is run looking for all values greater than 24 and less than 70. Save and close the query. **[5 Marks]**
15. Open the **Sales** form and insert a new control that will multiply each salesperson's commission % by **1.02**. Use the caption **IncreasedCom** for the new control. Save and close the form. **[5 Marks]**
16. Open the **Customers** report. Delete the **First Name** and **Last Name** controls. Insert a new control that will concatenate the **First Name** and **Last Name** fields with a space between them. Use the caption **Full Name** for the new control. Save and close the report. **[5 Marks]**
17. Open the **Item Totals** report. Ensuring this figure appears only on the last page of the report, insert a control that will calculate the smallest sale price for any item. Format the control to display the Euro. Use the caption **Minimum Price** for the control. Save and close the report. **[5 Marks]**
18. Open the **Sales** report. Force page breaks using header properties to make each salesperson's data appear on a separate page. Save and close the report. **[5 Marks]**
19. Import the text file **Potential Customers** in tab delimited format from your Candidate Disk as a new table called **Potential Customers** into the **Auctioning Items** database. The first row of the text file contains the field names for the table. Make the **ID** field the primary key. **[5 Marks]**
20. Open the **Commission** form and apply the **showcom** macro to the command button named **Show Commission**. This macro will display the **Commission** caption and control when the **Show Commission** button is clicked. Save and close the form. Save and close all open files and close the database application. **[5 Marks]**

MODULE AM6 - Presentation

1. Locate the **answer** folder on your Candidate Disk. Open the **answerfile** contained in the **answer** folder. Enter your Candidate Identification in the shaded cell provided.
 - 1.1 How can audience knowledge of subject impact on how a presentation may be received? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 1.1 space provided) and save. **[2.5 Marks]**
 - a. An audience with little subject knowledge will want a presentation covering only the extremely detailed aspects of the subject
 - b. An audience with no subject knowledge will want a colourful presentation with no detail
 - c. An audience with no subject knowledge will want explanations of basic points of the subject
 - d. A technical audience with high subject knowledge will want elementary explanations
 - 1.2 What emotional impact does the colour red generally have on an audience? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 1.2 space provided) and save. **[2.5 Marks]**
 - a. It gives a heightened perception of space to an audience
 - b. It has a stimulating effect on an audience
 - c. It has no emotional impact on an audience
 - d. It has a calming effect on an audience
2.
 - 2.1 How can timing considerations impact on how a presentation is received? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 2.1 space provided). **[2.5 Marks]**
 - a. An audience will learn most from a large volume of detailed slides with ten-minute time intervals or more per slide
 - b. An audience will learn most from detailed slides with fast time intervals per slide
 - c. An audience will have time to assimilate key points on each slide if appropriate time intervals are used
 - d. An audience will learn most from slides if they are advanced quickly, paused, and then advanced slowly
 - 2.2 How can balanced use of text, images and the spoken word impact on how a presentation is received? Enter your answer (a, b, c, or d) in the **answerfile** (Q. 2.2 space provided). **[2.5 Marks]**
 - a. The audience will focus on the text in the presentation
 - b. The audience will focus on the spoken words and the images in the presentation
 - c. The audience will focus on the spoken words
 - d. The audience will focus on the key points of the presentation

4. Create a presentation template called **research** (save the template to your Candidate Disk) with the image **world.gif** inserted from your Candidate Disk so that it would appear at the top right on all slides when the template is used. Save and close the **research** template. [5 Marks]
5. Open the **new route** presentation from your Candidate Disk. On slide 1 crop the detail above the top of the **Eiffel Tower** image and rescale the cropped image to **15 cm** tall by **6.55 cm** wide. [5 Marks]
6. On slide 3 change the sequence of animation so that the **compass** image animates immediately after the bullet point containing the text **Possible onward routes from Paris** [5 Marks]
7. Save slide 3 only onto your Candidate Disk in jpeg format as **strategy.jpg** [5 Marks]
8. On slide 4 delete the dark background from behind the **world map** image. [5 Marks]
9. On slides 5 and 6 apply settings so that the bullet point text will dim to **grey** after animation. [5 Marks]
10. Create a customized show called **analysis** that will contain slides 5 and 6 of the **new routes** presentation. [5 Marks]
11. On slide 3 apply an interaction to the **compass** image that will branch on a mouse click during a slide show to the **analysis** customized show and return to the original presentation when the customized show is finished. [5 Marks]
12. On slide 7 paste the **cell range A1:F10** from the spreadsheet **forecast** located on your Candidate Disk so that any changes made in the cell range on the spreadsheet will automatically be reflected in the slide. [5 Marks]
13. On slide 7 merge the presentation **further data** from your Candidate Disk into the new **route** presentation. Save the **new route** presentation to your Candidate Disk [5 Marks]
14. On slide 10 complete the data input for **Edinburgh** for the chart from the data shown below and change the chart to a line column on 2 axes chart (mixed chart).

<u>Edinburgh</u>
17000
95

 [5 Marks]
15. Apply a setting to the chart on slide 10 so that the figures on the **Operating Profit € y axis** are displayed in **thousands** with the three zero digits on extreme right of numbers not displayed on **y axis** Do not alter the numbers that feed into the chart. [5 Marks]
16. On slide 11 insert the video clip **landing** from your Candidate Disk into the top left of the slide so that it plays automatically when the slide show is run. [5 Marks]

17. Record a macro called **effect** (accepting default settings) that will apply a **horizontal blinds** animation to the chart on slide 10. **[5 Marks]**
18. Remove the slide transition timings from the **new route** presentation. **[5 Marks]**
19. On slide 12 apply the sound **ending** from your **Candidate Disk** to the animated text box containing the text **Thank you for your attention** **[5 Marks]**
20. On slide 12 flip the **jet** image at the bottom left of the slide horizontally. Do not flip the **Q & A** text box. **[5 Marks]**
21. Position the **French flag** image at 12.28 cms horizontally and 4.38 cms vertically from the top left corner of the slide on slide 12 and position the **Irish flag** image at 13.76 cms horizontally and 5.44 cms vertically from the top left corner of the slide. Save the **new route** presentation to your Candidate Disk and close all open applications. **[5 Marks]**