



European Computer Driving Licence
(ECDL)

and

International Computer Driving Licence
(ICDL)

Manual Question and Test Base (MQTB)
Advanced Level

Version 1.0

AM3 Sample Test

17th December 2002

ECDL/ICDL SAMPLE TEST FOR MODULE AM3

The following is a sample test for ECDL/ICDL Module AM3, *Word Processing – Advanced Level*. As with the certification test, the sample test contains 20 question items. The test duration for the sample test is 60 minutes, which is the same duration as the certification test.

ECDL/ICDL advanced level sample tests give an indication about the scope and approach adopted within ECDL/ICDL advanced level tests. All test items within ECDL/ICDL advanced level tests are based on ECDL/ICDL advanced Syllabus Version 1.0. For further information about the coverage of Skill Sets and Knowledge Areas in ECDL/ICDL advanced level tests please refer to ECDL/ICDL advanced level Syllabus Version 1.0 on <http://www.ecdl.com>

Answer Guide

The number of marks available for each question in the following sample test is indicated in brackets beside the question. All 20 questions have 5 marks available.

Pass Mark

A pass mark of 75% is required.

Measurement Units

Default measurements (margins, indents, tabs etc.) are expressed in centimetres. Otherwise localization of test papers and reconfiguration of settings may be required.

Naming Conventions

The following naming and reference conventions have been adopted within the ECDL applications tests (Modules AM3 and AM4). References to file names, file extensions, folders, directories, URL's (Uniform Resource Locators), hyperlinks, image links, Web pages, e-mail messages, field identification names etc., together with textual insertions are presented in ***bold italic*** for ease of identification within the test paper. Naming or insertion actions for text or numeric data should be added without any formatting except where a formatting action is requested as part of the question item. Authorised ECDL Testers are required to make these conventions known to candidates in advance of the test.

Macros

In some Advanced Level tests macros are included in the work files. Candidates need to be notified about this in advance of the test in order that the macros are enabled when they open work file documents. All workfiles provided by the ECDL foundation have been virus checked. Nonetheless Test Centres are advised to check all work files before providing these to candidates as part of an ECDL test.

Test AM3 Sample Paper

The following is the test for Module AM3, *Word Processing*, Advanced - Level. Your task is 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.

100 Marks

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. [5 Marks]
2. Add the footnote *Confident that proposal will be a success* to the text *Under Review* in the table on page 1 of the document. [5 Marks]
3. Apply a one point width box border around the paragraph beginning *It is the firm belief* in page 2. [5 Marks]
4. Add a bookmark called *summary* before the heading *CONCLUSIONS* on page 4 of the *stadium.doc* document. [5 Marks]
5. Select the last paragraph in page 2 of the *stadium* document beginning *The City Council ...* and apply a formatting control so that the last line of the paragraph would not split over two pages. [5 Marks]
6. 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. [5 Marks]
7. 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. [5 Marks]
8. Merge the 2 cells in the first row of the *New Stadium Budget Plan* table in Appendix A of page 6 of the *stadium.doc* document and centre the table title *New Stadium Budget Plan*. Save the *stadium.doc* file. [5 Marks]
9. Perform an 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. [5 Marks]
10. Sort the expense categories in column 1 in the *New Stadium Budget Plan* table in Appendix A in ascending alphabetical order. [5 Marks]
11. 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. [5 Marks]
12. Create a 3D column chart beneath the *Projected Revenues Year 1* table using all the data available in this table. Ensure all the revenue categories are clearly visible on the chart. [5 Marks]
13. Record a macro in the *stadium.doc* document called *setup* to change the left and right margins of the document to 2.6 cms. (Assign the macro to this document only.) [5 Marks]

14. 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.doc* document. [5 Marks]
15. Open the file *plans.doc* from your Candidate Disk. Display all the text in the document in 2 columns. [5 Marks]
16. Insert a field in the header of the *plans.doc* document that shows information about the documents name and location. [5 Marks]
17. Create a character style called *title* using the font Arial, size 16, bold. Apply the style to the text *New Stadium research* immediately below the footballer image in the *plans.doc* document. Save and close the *plans.doc* document. [5 Marks]
18. Open the file *update.doc* from your Candidate Disk using the password *stadium* (lower case). Remove the password from the file. Save and close the file. [5 Marks]
19. Open the letter *proposal.doc* from your Candidate Disk. Merge the *proposal.doc* document to a new document. Save the merged document as *directors.doc* to your Candidate Disk. Save and close the *proposal.doc* and the *directors.doc* files. [5 Marks]
20. Open the file *query.doc* from your Candidate Disk. Change the number for *Quarter 1 Football Events* to 600,000. Save all open files and close all open applications. [5 Marks]