

ECDL / ICDL Computer Essentials

Sample Part-Test

The following is the sample part-test for ECDL / ICDL Computer Essentials. This sample part-test contains 18 questions giving a total of 18 marks.

The actual ECDL / ICDL Computer Essentials certification test contains 36 questions giving a total of 36 marks. The candidate has passed the test if he/she scores 27 out of 36 marks. The pass mark for the module is 75%. The duration of the actual ECDL / ICDL Computer Essentials certification test is 45 minutes.

Although the ECDL / ICDL Computer Essentials sample part-test is not a certification test it does give an indication about the scope and approach adopted within the actual ECDL / ICDL Computer Essentials certification test. All test items within the actual ECDL / ICDL Computer Essentials certification tests are based on ECDL / ICDL Computer Essentials Syllabus Version 1.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Computer Essentials tests please refer to ECDL / ICDL Computer Essentials Syllabus Version 1.0 which is available for download at the appropriate section of the Programmes page of www.ecdl.org

Answerfile

The ECDL / ICDL Computer Essentials sample part-test is provided with a sample answerfile for the sample part-test. The sample answerfile includes a numbered table into which you can enter your answers and a space to enter your candidate identification.

Goals

ECDL / ICDL Computer Essentials sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.

Successful candidates will be able to:

- Understand key concepts relating to ICT, computers, devices and software.
- Start up and shut down a computer.
- Work effectively on the computer desktop using icons, windows.
- Adjust the main operating system settings and use built-in help features.
- Create a simple document and print an output.
- Know about the main concepts of file management and be able to efficiently organise files and folders.
- Understand key storage concepts and use utility software to compress and extract large files.

- Understand network concepts and connection options and be able to connect to a network.
- Understand the importance of protecting data and devices from malware and of backing up data.
- Recognise considerations relating to green IT, accessibility and user health.

Set-up Instructions

In order to use the files and folders for the Computer Essentials sample part-test please do the following:

- Firstly, make sure that you have Winzip installed on your PC, if not download it from here: <http://www.winzip.com/>
- When you have installed Winzip double click on the Computer Essentials folder on the MQTB to open it.
- Double click on the workfiles folder.
- Double click on the sample ecdltest.zip file.
- Click on the "Extract" Icon in Winzip.
- Extract the sample ecdltest.zip file within the workfiles folder.
- This will create the sample ecdltest folder and all required files and subfolders.

Sample Part-Test 1***This is a sample part-test.***

The following is the sample part-test for ECDL / ICDL Computer Essentials. This test consists of 10 theory questions and 8 practical questions with 1 mark available for each question. The total marks available are 18 marks.

In the sample part-test you are required to answer questions associated with concepts of ICT as well as operating and using your computer. You are asked to create a folder structure and to carry out various operations associated with manipulating files and folders within this folder structure. You are also asked to edit a document.

1. Open the file **sample answerfile1** contained in the **answer** folder on your Candidate Drive. Enter your candidate number and the answers to the theory questions and save. **[10 Marks]**
2. What is the name and version number of the operating system on the computer you are using for this test?
Enter your answer in the **sample answerfile1** (Q.2 space provided) and save. **[1 Mark]**
3. Open the **sample ecdltest** folder on your Candidate drive. **[1 Mark]**
4. Open the file **forests.docx** contained in the **sample ecdltest** folder on your Candidate drive. **[1 Mark]**
5. Enter your candidate identification number at the top of page 1 in the file **forests.docx**. **[1 Mark]**
6. Save the file to the folder **trees** and name it **woodland.docx**. **[1 Mark]**
7. Open the **finance** folder and create a folder named **accounts**. **[1 Mark]**
8. Use the search feature to search for a file named **laptop.docx**. Enter the Date Modified of the file as your answer in the **sample answerfile1** (Q.8 space provided). **[1 Mark]**
9. Move the **budget** folder to the **finance** folder. **[1 Mark]**
Save and close all open files and close any open applications.

This is the end of the test.

If you have time, check the work you have done.