

ECDL / ICDL Online Essentials

Sample Part-Test

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

The actual ECDL / ICDL Online 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 Online Essentials certification test is 45 minutes.

Although the ECDL / ICDL Online 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 Online Essentials certification test. All test items within the actual ECDL / ICDL Online Essentials certification tests are based on ECDL / ICDL Online Essentials Syllabus Version 1.0. For further information about the coverage of Skill Sets and Knowledge Areas in the ECDL / ICDL Online Essentials tests please refer to ECDL / ICDL Online 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 Online 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 Online Essentials sets out essential concepts and skills relating to web browsing, effective information search, online communication and e-mail.

Successful candidates will be able to:

- Understand web browsing and online security concepts.
- Use the web browser and manage browser settings, bookmarks, web outputs.
- Search effectively for online information and critically evaluate web content.
- Understand key copyright and data protection issues.
- Understand concepts of online communities, communications and e-mail.
- Send, receive e-mails and manage e-mail settings.
- Organise and search e-mails and use calendars.

Sample Part-Test 1

This is a sample part-test.

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

1. Open the file **sample answerfile1** contained in the **answer** folder on your Candidate Drive. Enter your candidate identification number and the answers to the theory questions and save. **[8 Marks]**
2. Open the web browsing application. **[1 Mark]**
3. Go to the following web page address:
<http://www.ecdl.org/onlinesample/> **[1 Mark]**
4. Activate the **Restaurant Booking Form** hyperlink on the ECDL / ICDL Online Essentials Sample Test page. **[1 Mark]**
5. On the **Restaurant Booking Form** enter the following details:
Date: **24 August 2013**
Time: **20:00**
Number of People: **2**
Special Requirements: **A table on the outdoor terrace please.**

Once complete select the **Book Table** button. Enter the number displayed into the **sample answerfile1** (Q.5 space provided) and save. **[1 Mark]**
6. Access a search engine and search using the keyword **science**. Select any website that gives information about **science** from the search results and copy a sentence of this text as your answer into the **sample answerfile1** (Q.6 space provided) and save. **[1 Mark]**
7. Open the e-mail application. **[1 Mark]**
8. Create a new e-mail. **[1 Mark]**

Continued ...

Sample Part-Test 1 (Contd.)

9. Enter an e-mail address of your choice in the To field and in the Cc field. **[1 Mark]**
10. Enter **Menu** as the subject of this message and enter the following text in the body of the message:
- Dear Linda,**
- Can you send me a copy of your evening menu?**
- Hope to hear from you soon.**
- Richard** **[1 Mark]**
11. Send the **Menu** message. **[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.