Exemplar Exercise
Foundation Level

5271 Electronic Communication

Choose the answer you think is most appropriate by placing a P in the column next to the answer.

1. Which of the following URL's is valid?

P		
	A	http://www.bbc.com
	B	http://ses.doc.ac.uk
	C	Ft://www.fred.com
	D	Hp://tcb~samir

2. Hotspots are best described as:

P		
	A	Restricted access web sites
	B	The most popular websites
	C	Icons or graphics on a web page which when clicked will take you to somewhere else
	D	Secure websites

3. A web address is officially called:

P		
	A	A Site Address (SA)
	B	A Web Page Address (WPA)
	C	A Uniform Resource Locator (URL)
	D	A Universal Resource Locator

4. Attachments are best described as:

P		
	A	Files transmitted with e-mail messages
	B	Time spent at work
	C	E-mails sent to more than one person
	D	E-mails forwarded to other people

5. If you add someone to the 'cc' list on an e-mail header, what does it do?

P		
	A	Forwards the subject heading of the e-mail to them
	B	Requests a reply to your e-mail
	C	Copies the full e-mail to them
	D	Copies the e-mail to them but does not say who else has received the e-mail

6. E-mail messages can be organised by:

P		
	A	Creating and using additional folders
	B	Deleting all messages as soon as they have been read
	C	Replying to all messages
	D	Copying all messages to other people

7. The Internet can be best described as:

P		
	A	A world-wide system of interconnected computer networks
	B	A local system of interconnected computer networks
	C	A world-wide system of computers
	D	A world-wide system of non-networked computers

8. In order to use e-mail you need an internet connection and:

P		
	A	An e-mail account and suitable software
	B	Only an e-mail account
	C	Only e-mail software
	D	A domain name

9. The appearance of a printed web page can be altered by:

P		
	A	Saving the page to disc and then printing
	B	Saving the file as a jpeg file
	C	Saving the file as a gif file
	D	Making amendments to the page set-up in the file menu

10. In an e-mail message what is a 'smiley'?

P		
	A	A joke
	B	A user's catchphrase
	C	A user's signature
	D	A way of expressing emotions

11. What does the 'e' in e-mail stand for?

P		
	A	Electronic
	B	Encoded
	C	Edited
	D	Extreme

12. Received e-mail messages can be read by:

P		
	A	Clicking on the message in the out box
	B	Clicking on the message in the in box
	C	Clicking on the message in the trash box
	D	Clicking on the message in the drafts box

13. Google and Lycos are examples of:

P		
	A	Web page addresses
	B	Web browsers
	C	Web search engines
	D	Web directories

14. To return to web sites already visited and marked for recall, the best button to press would be:

P		
	A	The home button
	B	The refresh button
	C	The back button
	D	The favourites button

15. To automatically move messages to specified folders, it is best to:

P		
	A	Move the message to the correct folder as soon as it is received
	B	Set up message rules
	C	Delete messages as soon as they are received
	D	Encrypt all messages as soon as they are received