

Working towards ECDL Practice Test

Using the Computers and Managing Files Paper 2

Preparation: Ask your tutor for the following file:

MF PT2 Answerfile

A copy of Using Computers and Managing Files

The following is a sample practice test for Module 2, Using the Computer and Managing Files. You will be required to answer questions associated with operating and using your computer. You are also asked to create a folder structure that will help organise files for an amateur football club and to carry out various operations associated with manipulating files and folders within this folder structure.

1. Locate the answer folder on your Candidate Disk. Open the answerfile contained in the answer folder. [2 Marks]
2. Enter your Candidate Identification in the space provided on row 1 of the table on the answerfile and save the answerfile on your Candidate Disk. [2 Marks]
3. Which of the following options will allow you to change from the current installed printer to another installed printer? Enter your answer (a, b, c, or d) in the answerfile (Q. 3 space provided) and save. [1 Mark]

- (a) Set as Default
- (b) Pause Printing
- (c) Add Printer
- (d) Capture Printer Port

4. Which of the following icons represents a folder? Enter your answer (a, b, c, or d) in the answerfile (Q. 4 space provided). [1 Mark]

(a)



(b)



(c)



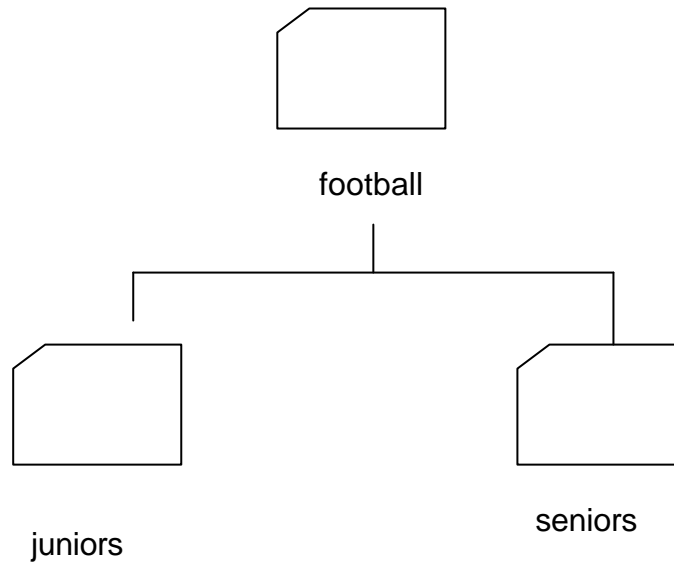
(d)



5. Which of the following devices can be used by the operating system to store files and folders? Enter your answer (a, b, c, or d) in the answerfile (Q. 5 space provided). [1 Mark]

- (a) Modem
- (b) Video Card
- (c) Hard Disk
- (d) Plotter

- 6. Select the Recycle Bin icon on the desktop and move it to the upper right corner of the desktop screen. [1 Mark]
- 7. Capture the current desktop as a screen image and paste it into page 2 in the answerfile [2 Marks]
- 8. Locate the football folder on your Candidate Disk and create the following subfolder structure as represented by the diagram below. [2 Marks]



- 9. Move the two most recently modified files from the ecdltest folder to the Juniors subfolder. [1 Mark]
- 10. Copy the file panel.doc from the ecdltest folder to the juniors subfolder. [1 Mark]
- 11. Delete the files issue.doc and sales.doc from the ecdltest folder. [1 Mark]
- 12. Print one copy of the answerfile to a printer if available or save as a print file in the answer folder. (Use the file name printfile.prn if you are adding a print file to your Candidate Disk.) Save and close the answerfile.doc document. [1 Mark]