Working towards ECDL
Practice Test

Word Processing Paper 1

Preparation: Ask your tutor for the following files: WP PT1 Start up Doc

Your task is to prepare an information sheet about a Learning for All event to be held in Newcastle. In the test you are asked to edit the information sheet, to apply various formatting actions and to create a simple table.   Total 30 marks

1   Open the word processing application. (1 Mark)

2   Open the document WP TP1. The text is an information sheet, which needs to be formatted. (1 Mark)

3   Re-save the document to your Disk using the file name **Learning Event** (1 Mark)

4   Select all the text in the document and change the font to Times New Roman. (1 Mark)

5   Change the font size of the entire document to 12 points. (1 Mark)

6   Embolden the text of the main heading, Learning for All Fund Dissemination Event (1 Mark)

7   Change the font size of the heading to 14 point. (1 Mark)

8   Insert a blank line after the main heading. Remove the blank line between Description and The Learning for All ……. (1 Mark)

9   At the end of the document, after 'Register interest or request more information' add Helen Anderson - Administration Assistant email: handerson@tuc.org.uk (1 Mark)

10   Create a new paragraph from Register interest or request more information. (1 Mark)

11   Delete the sentence starting 'Speakers include…..'. (1 Mark)

12   Change the left and right margins of the document to 2 cms. (1 Mark)

13   Centre the heading.   (1 Mark)

14   In the Description paragraph, indent 'The Learning for All Fund was established …., to start at 1 cm from both margins. (1 Mark)

15   Change the line spacing of the first paragraph to 1 ½ spacing. (1 Mark)

16   Create a header and add the text Press Release (1 Mark)

17   Insert a right aligned page number at the bottom of the page. (1 Mark)

18   Draw a line at the end of the text. (1 Mark)

19   Create a table with two columns and four rows below the line. (1 Mark)

20   Complete the table with the following text: (1 Mark)

Speakers	Position
Ivan Lewis	Minister for Adult Learning & Skills
Frances O'Grady	TUC Deputy General Secretary
John Rodger	Managing Director of York Consulting

21   Centre align all the text in columns 1 and 2 in the table. (1 Mark)

22   Format the table using the automatic table formatting tool. (1 Mark)

23   Insert a page break after the table. (1 Mark)

24   Copy the heading 'Learning for All Fund Dissemination Event' from the first page to the top of the new page. (1 Mark)

25   Insert a clip art picture on the new page. (1 Mark)

26   Add a border around the graphic. (1 Mark)

27   Move the graphic so it is centred on the page. (1 Mark)

28   Use a spell check program and make changes if necessary. (Proper names are not included in this spell checking and may be ignored). (1 Mark)

29   Save the Learning Event document and print 1 copy to an output printer. (1 Mark)

30   Close the application. (1 Mark)

Practice Test Source: TUC website