Working towards ECDL
Practice Test

Word Processing Paper 3

Preparation: Ask your tutor for the following files: WP PT 3 test32

Your task is to prepare an information sheet providing tips about hill walking. In the test you are asked to edit the information sheet, to apply various formatting actions to it, and to create a simple table.

1   Open the Word Processing application and open the file called **WP PT 3 test32.doc** from your Candidate Disk. **[1 Mark]**

2   Save the document to your Candidate Disk using the file name **hill walking.doc** **[1 Mark]**

3   Zoom the **hill walking** document down to 100%. **[1 Mark]**

4   Select all the text in the document and change the font to Arial. **[1 Mark]**

5   Select all the text in the document and apply 6 point spacing above and below each paragraph and save. **[1 Mark]**

6   Underline the title text **Hill walking for amateurs [1 Mark]**

7   Change the text **Hill walking for amateurs** to upper case and save. **[1 Mark]**

8   Edit the text **sweating** in the paragraph beginning **Make sure that….** to read **dehydration [1 Mark]**

9   Apply Italic and blue style to the text **Hill Walking tips for summer:** **[1 Mark]**

10   Create a table with two columns and four rows below the paragraph beginning **Make sure that … [1 Mark]**

11   Insert the following text into the table as below: **[1 Mark]**

Warmest summer months for hill walking	Degrees Celsius
June	20
July	25
August	24

12   Set the line width for all the borders in the table to 1 point. **[1 Mark]**

13   Centre align all the text in **column 2** (Degrees Celsius column) in the table. **[1 Mark]**

14   Change the top and bottom margins in the documents to **3 cms** and save. **[1 Mark]**

15   Use a spell-check program and make changes if necessary. (Proper names are not included in this spell checking and may be ignored) and save. **[1 Mark]**

16   Print one copy of the **hill walking.doc** document to an output printer if available, or as a print file to your Candidate Disk. (Use the file name **walking.prn** if you are adding a print file to your Candidate Disk.) Save and close the document and the word processing application. **[1 Mark]**