

## Working towards ECDL Practice Test 1

### Information and Communication 1

The following practice test for Module 7, Information and Communication, is divided in two parts. In the Information part of the test you are asked to answer some theory questions, to carry out some basic tasks using a Web browsing application and to undertake a Web search about erosion.

[16 Marks]

1. Locate the answer folder on your Candidate Disk. Open the answerfile contained in the answer folder. Enter your Candidate Identification in the shaded cell provided and save the answerfile to your Candidate Disk. [3 Marks]
2. What is HTTP? Enter your answer (a, b, c, or d) in the answerfile (Q. 2 space provided). [1 Mark]
  - a. Hyperlink Transfer Protocol
  - b. Hyperlink Transmission Procedure
  - c. Hypertext Transfer Protocol
  - d. Hypertext Transmission Procedure
3. What is a Search Engine? Enter your answer (a, b, c, or d) in the answerfile (Q. 3 space provided). [1 Mark]
  - a. A program that searches Web pages for viruses
  - b. A program that searches for an Internet connection
  - c. A program that refreshes Web pages
  - d. A program that searches the Internet by key words
4. Open a web browsing application and go to the following Web page address: <http://www.ecdl.com/m7testv4/> [1 Mark]
5. Activate the Book Order Form hyperlink on the ECDL Syllabus 4 Module 7 Test Page. [1 Mark]
6. On the Book Order Form order 3 copies of a book titled Persuasion and 2 copies of a book titled Emma. When you have filled out the book order form, click on the Order button. Enter the number displayed into the answerfile (Q. 6 space provided) and save. [1 Mark]
7. Access a Search Engine and search using the keyword erosion [1 Mark]
8. Select any Web site that gives information about erosion from the search results and print one copy of page one only of the Web site to an output printer if available, or as a print file to your Candidate Disk. (Use the file name erosion.prn if you are adding a print file to your Candidate Disk). [1 Mark]

You are now beginning the Communication part of the practice test. You will also use the answerfile for this part of the test.

9. Which of the following is an advantage of e-mail? Enter your answer (a, b, c, or d) in the answerfile (Q. 9 space provided). [1 Mark]
- a. e-mail messages are always easy to locate
  - b. e-mail is a low cost way to transmit messages
  - c. e-mail is always a secure means of sending messages
  - d. e-mail eliminates the need for conventional surface mail
10. What is a digital signature? Enter your answer (a, b, c, or d) in the answerfile (Q. 10 space provided) and save. [1 Mark]
- a. An electronic signature that is used to buy goods on the Internet
  - b. An electronic signature that appears on all file attachments
  - c. An electronic signature that contains the address for an e-mail
  - d. An electronic signature that is used to authenticate the identity of the sender of a message
11. You are going to create and send an e-mail message. Open the e-mail application and create a new mail message. [1 Mark]
12. Prepare a message with the mail address \_\_\_\_\_ @ \_\_\_\_\_.com <sup>1</sup> and Trip as the subject and enter the following short text in the body of the mail message:
- Dear Paula  
We await your list of passengers and will arrange the requisite number of coaches accordingly.  
Best wishes,  
Robert Brown [1 Mark]
13. Use the cc feature <sup>2</sup> so that the Trip message will also go to \_\_\_\_\_ @ \_\_\_\_\_.com [1 Mark]
14. Send the Trip message with high priority. [1 Mark]

<sup>1</sup> The authorised ECDL Tester should insert an e-mail address to which to send the message

<sup>2</sup> The authorised ECDL Tester should insert a second e-mail address to which to cc the message