

Working towards ECDL Practice Test 2

Information and Communication 2

The following practice test for Module 7, Information and Communication, is divided in two parts with equal marks for each part. In the Information part of the sample test you are asked to carry out some basic tasks using a Web browsing application and to undertake a Web search about pianos.

[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 a Web Browser Home Page? Enter your answer in the answerfile (Q. 2 space provided). [1 Mark]
 - a. The first page for a set of Web pages in a Web site
 - b. A Web Browser help system
 - c. A hyperlink to a document
 - d. A start page in a Web Browser
3. What is encryption and why is it used? Enter your answer (a, b, c, or d) in the answerfile (Q. 3 space provided) and save. [1 Mark]
 - a. Encoding of data to prevent infection by computer viruses
 - b. Encoding of data to prevent data getting lost
 - c. Encoding of data to prevent accidental deletion
 - d. Encoding of data to prevent unauthorized access to data
4. Open a web browsing application and go to the following Web page address: <http://www.ecdl.com/m7testv4/> [1 Mark]
5. Save the music image from the ECDL Syllabus 4 Module 7 Test Page as sheet music to your Candidate Disk. [1 Mark]
6. Access a search engine and search using the keyword London [1 Mark]
7. Select any Web site that gives information about London from the search results and save as London.txt to your Candidate disk. [1 Mark]
8. Print one copy of page one only of the Web site about London to an output printer if available, or as a print file to your Candidate Disk. (Use the file name London.prn if you are adding a print file to your Candidate Disk). [1 Mark]

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

9. In the e-mail address annsmith@revco.com which part of the address is 'revco' Enter your answer (a, b, c, or d) in the answerfile (Q. 9 space provided). [1 Mark]
 - a. Domain
 - b. Username
 - c. Host
 - d. Subdomain
10. What is a distribution list? Enter your answer (a, b, c, or d) in the answerfile (Q. 10 space provided) and save. [1 Mark]
 - a. A list of e-mails with attachments
 - b. A list of recipients on an e-mail mailing list
 - c. A list of messages in the inbox
 - d. A list of sent e-mails
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 1 and Meeting as the subject and enter the following short text in the body of the mail message:
Dear Mary,
The meeting will take place in London on the 29 th September.
Best wishes,
Cathy
[1 Mark]
13. Insert the file agenda.doc from your Candidate Disk as an attachment to the Meeting message. [1 Mark]
14. Send the Meeting message with low priority. [1 Mark]

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