

ECDL Module 3 Word processing Mock Test 1

You work as an administrator for a chain of vegan restaurants, called Halcyon Days. You have been asked to amend a newsletter, using editing and formatting techniques, and then to send this newsletter to customers, using a mail merge operation. The draft newsletter and customer addresses have been provided on a disk (or drive specified by your tutor) for your use.

	Tasks	Marks
1	Open the draft newsletter, Halcyon.doc and save it to disk with the new filename – <i>Restaurant.doc</i> .	2
2	Change the orientation of the document so that it is in Portrait format.	1
3	Change the font type of all the text in the document to Times New Roman.	1
4	Change the font size of all the text in the document to 12.	1
5	Apply the built in style – Heading 1 – to the title <i>Halcyon Days Vegan Restaurant</i> on page 1.	1
6	The list of menu prices on page 2 should have the following bullet type applied: ❖	1
7	Indent the bulleted list to 2.5 cm.	1
8	Change the font colour of the bulleted list items to blue.	1
9	Insert a header into the document with the text – <i>Halcyon Days</i> on one line and your name directly underneath.	1
10	Apply centre aligned page numbers to the bottom of the document.	1
11	Locate the sample menu table on page 2 and insert a row at the bottom of the table. Insert the text <i>Dessert</i> into the first column of the newly inserted row of the table and <i>Dairy free chocolate mousse</i> in the second column.	1
12	The width of the first column should be modified so that is 5 cm.	1
13	Amend the colour of the table border to <i>red</i> (ensure that the text remains black.)	1
14	Apply superscript to the text <i>Dairy free</i> in the second column of the table.	1
15	Insert the image <i>Orchard.jpg</i> in the top left corner of the document, above the title. Resize the image so that it is 1.5cm wide and 2cm in height.	1
16	Copy the resized image to the bottom of the last page.	1

Pre Test Papers For Ecdl Module 3

Kai Jakobs



Pre Test Papers For Ecdl Module 3:

Learning to Pass ECDL Angela Bessant,2002 This fully revised text for the European Computer Driving Licence has been updated It takes students step by step through the seven modules of the award setting tasks and exercises on the way

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Information Technology Standards and Standardization Kai Jakobs, 2000 This volume paints a picture of the varied and diverse aspects surrounding information technology standards and standardization and aims to serve as a foundation for research discussion and practice **Futureproofing Engineering Education for Global Responsibility** Michael E. Auer, Tiia Rüttermann, 2025-03-19 This book contains papers in the fields of Virtual and augmented learning Games in engineering education Social aspects of digitalization Technical teacher training Accessible learning and technologies Dance of data in educational science and practice Engineering education for production and service structures of the future Innovative approaches to STEAM education and music therapy through emerging technologies We are currently witnessing a significant transformation in the development of education on all levels and especially in post secondary and higher

education To face these challenges higher education must find innovative and effective ways to respond in a proper way Changes have been made in the way we teach and learn including the massive use of new means of communication such as videoconferencing and other technological tools

Adult and Continuing Education: Concepts, Methodologies, Tools, and Applications Management Association, Information Resources,2014-03-31 Beyond the undergraduate and graduate levels education has traditionally ceased when students enter the workforce as professionals in their respective fields However recent trends in education have found that adult students beyond the traditional university age often benefit greatly from returning to further their education Adult and Continuing Education Concepts Methodologies Tools and Applications investigates some of the most promising trends in furthering education and professional development in a variety of settings and industries With an extensive array of chapters on topics ranging from non traditional students to online and distance education for adult learners this multi volume reference book will provide students educators and industry professionals with the tools necessary to make the most of their return to the classroom

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Developing IT Staff Mary Clarkson,2001-06-22 Written for professionals this easy to read text provides down to earth practical advice for those involved with training and skill development in technical software development jobs The author Mary Clarkson draws on her experience as a technical specialist and as an IT training manager and gives practical guidance on how to get staff members started on their skill development She also explains using plenty of examples how to support them through their learning process Clarkson has worked 7 years as IT Training Manager of Barclaycard UK and has over 14 years of practical experience developing computer systems No doubt this book is of indispensable value to team leaders project manager systems developers and human resource managers

Your Professional Qualification ,2002 What is the difference between an academic and professional qualification Who should get a professional qualification Did you know that some professions can not be legally practised with a degree alone Why get a UK qualification Is it expensive to gain a British qualification What is a chartered institute or society and is it better than a non chartered body What is the difference between a professional body and a trade union These are all questions answered in

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