

**European Computer Driving Licence – Unit 7**  
**Syllabus Version 5.0 – Sample Test**

**Using Email and the Internet**

**Version SampleMQTB/5.0/EI2/v1.1**

<h2 style="margin: 0;">SAMPLE TEST</h2>
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The test is divided into two parts.

In the **Internet** part of the test there are theory questions. You will also carry out tasks using a Web browsing application.

In the **Email** part of the test you will answer some theory questions and carry out tasks using an email application.

There are 30 tasks in this test.

You have 45 minutes to complete them.

<b>Part 1 – Internet.</b>
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Tasks.	Marks.
1. On your Learner Drive, find and open the <b>answer</b> folder. Open the <b>answerfile.doc</b> document. Enter your name in the space provided. Save your document keeping the same filename <b>answerfile.doc</b> . Use this document to record your answers to the relevant questions.	[2 Marks].
2. Which one of the following is a feed format used to publish frequently updated content such as news headlines or podcasts? A. Really Simple Service (RSS). B. Real Summary Syndication (RSS). C. Really Simple Syndication (RSS). D. Real Site Software (RSS). Enter <b>A, B, C,</b> or <b>D</b> in <b>answerfile.doc</b> in the space for question 2.	[1 Mark].

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3. Which one of the following is used by web browsers to locate web sites [1 Mark].  
on the Internet?

- A. SMS.
- B. VoIP.
- C. ISP.
- D. URL.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 3.

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4. Which one of the following refers to the domain name in the URL [1 Mark].  
**http://www.ecdl.org?**

- A. .org
- B. http://
- C. //www.
- D. ecdl

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 4.

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5. Which one of the following describes software that is created and [1 Mark].  
distributed for malicious purposes?

- A. Freeware.
- B. Vaporware.
- C. Shareware.
- D. Malware.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 5.

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6. What is a digital certificate? [1 Mark].

- A. A verification that a Web site is free from viruses.
- B. A verification of the date and time you viewed a Web page.
- C. A verification that authenticates a Web site.
- D. A version number indicating when a Web page was published.

Enter **A, B, C, or D** in **answerfile.doc** in the space for question 6.

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7. What is the purpose of a firewall? [1 Mark].

- A. To provide secure off-site data storage for a computer or network.
- B. To provide a computer or network with wireless access to the Internet.
- C. To delete temporary Internet files and cookies from a computer or network.
- D. To protect a computer or network against unauthorised intrusion.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 7.

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8. Which one of the following is a scheme where criminals send unsolicited email or pop-up messages to get personal and financial information from unsuspecting victims? [1 Mark].

- A. Browsing.
- B. Searching.
- C. Phishing.
- D. Blogging.

Enter **A, B, C,** or **D** in **answerfile.doc** in the space for question 8.

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9. Open a Web browsing application. [1 Mark].

Go to the following Web page address:  
**<http://www.ecdl.org/m7sampletestv5/>**.

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10. Find the **restaurant terrace** image. [1 Mark].

Save this image as **restaurant.jpg** to the **answer** folder on your Learner Drive.

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11. Activate the **Restaurant Booking Form** hyperlink on this web page. [1 Mark].

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12. On the **South Pier Boathouse Restaurant** web page enter the following details: [1 Mark].

Date: **24 August 2008**

Time: **20:00**

Number of People: **2**

Special Requirements: **A table on the outdoor terrace please.**

When you have entered the details, click on the **Book Table** button.

Enter the number displayed as your answer in **answerfile.doc** in the space for question 12.

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13. Open an Internet Search Engine and search using the keywords **Greek cuisine**. [1 Mark].

Select any web site that gives information about **Greek cuisine** from the search results.

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14. Save this web page as a text file called ***greek food.txt*** to the **answer** folder on your Learner Drive. [1 Mark].
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15. Access a web based encyclopaedia and search using the keyword **moussaka**. [1 Mark].
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16. Copy the URL of the encyclopaedia search about **moussaka** and paste it as your answer in ***answerfile.doc*** in the space for question 16. [1 Mark].  
Close the Web browsing application.
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**This is the end of Part 1 – Internet.  
Continue on to Part 2 – Email.**

## Part 2 – Email

Tasks.	Marks.
<p>17. In the email address <b>drossi@infaxa.it</b> which part of the address identifies the geographical area?</p> <p>A. @ B. drossi C. it D. infaxa</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>answerfile.doc</b> in the space for question 17.</p>	[1 Mark].
<p>18. Which one of the following is <b>TRUE</b> about email?</p> <p>A. Email cannot transmit images as attachments. B. Email is a low cost way to send and receive messages. C. Email cannot be infected by computer viruses. D. Email is a secure way to transmit and store confidential information.</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>answerfile.doc</b> in the space for question 18.</p>	[1 Mark].
<p>19. Which one of the following allows voice communication across the Internet?</p> <p>A. VPN. B. IM. C. VoIP. D. SMS.</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>answerfile.doc</b> in the space for question 19.</p>	[1 Mark].
<p>20. Which one of the following is an example of an online (virtual) community?</p> <p>A. Home Page. B. Chat Room. C. Cache. D. News feed.</p> <p>Enter <b>A, B, C,</b> or <b>D</b> in <b>answerfile.doc</b> in the space for question 20.</p> <p>Save and close your document keeping the same filename <b>answerfile.doc</b>.</p>	[1 Mark].

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21. You are going to create and send an email message. [1 Mark].  
Open the email application.  
Create a new message.

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22. Continue preparing the message. [2 Marks].  
The recipient's address is:  
\_\_\_\_\_@\_\_\_\_\_<sup>i</sup>  
Insert the text **Restaurant Booking** in the subject line.  
In the body of your message, enter the following text.

Dear Molly,  
I have booked a table at the South Pier Boathouse Restaurant.  
Attached are some reviews of the restaurant.  
Regards  
Jenny

**Do NOT send the email yet.**

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23. Use the cc feature so that the **Restaurant Booking** message will also [1 Mark].  
go to the following recipient:  
\_\_\_\_\_@\_\_\_\_\_<sup>ii</sup>  
**Do NOT send the email yet.**

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24. You need to add a file as an attachment to your message. [1 Mark].  
On your Learner Drive, find the file **reviews.doc**.  
Insert this file as the attachment.

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25. Send the **Restaurant Booking** message with **high priority**. [1 Mark].

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26. Go to your inbox. [1 Mark].  
Find and open the email message with the subject **Walk on the Beach**.

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27. Save the attachment **beach.jpg** in the **answer** folder on your Learner [1 Mark].  
Drive.

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28. You will now reply to the **Walk on the Beach** message. [1 Mark].

On your Learner Drive, find and open the file **walk.doc**.

Copy **ALL** the text from this document as your reply to **Walk on the Beach** message.

Send the **Walk on the Beach** message.

Close any open messages without saving.

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29. In your inbox, search for a message containing the text **music**. [1 Mark].

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30. You are now going to forward the message containing the text **music**. [1 Mark].

Forward this message to the following address:

\_\_\_\_\_ @ \_\_\_\_\_<sup>iii</sup>

In the body of your message, enter the following text.

See you in time for the music!

Send the message.

Close **ALL** open files, folders or emails. Close your email application.

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<b>Total Marks</b>	<b>32</b>
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**This is the end of the test.**

**If you have time, check the work you have done.**

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<sup>i</sup>The authorised ECDL Invigilator will insert an email address to which to send the message.

<sup>ii</sup>The authorised ECDL Invigilator will insert a second email address to which to copy the message.

<sup>iii</sup>The authorised ECDL Invigilator will insert an email address to which to forward the message.