

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

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Zhe Xu



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