

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

Brendan G. Carr



Pre Test Papers For Ecdl Module 3:

Pre Test Papers For Ecdl Module 3: Bestsellers in 2023 The year 2023 has witnessed a noteworthy surge in literary brilliance, with numerous compelling novels captivating the hearts of readers worldwide. Lets delve into the realm of popular books, exploring the engaging narratives that have captivated audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has gripped readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can succeed. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This intriguing historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Pre Test Papers For Ecdl Module 3 : Delia Owens "Where the Crawdads Sing" This evocative coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These popular novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and suspenseful novel that will keep you wondering until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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