

ECDL Module 3 Word processing Mock Test 1

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

Task	Mark
1. Open the draft memorandum, Halcyon.daz and save it to disk with the new filename – Memorandum.doc	10
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 Halcyon Daze Vegan Memorandum 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 25 mm.	1
8. Change the font colour of the bulleted list items to blue.	1
9. Insert a header into the document with the text – Halcyon Daze are now live and your menu 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 Omelette into the first column of the newly inserted row of the table and Dining Fee omelette menu on the second column.	1
12. The width of the first column should be modified so that it is 5 cm.	1
13. Amend the colour of the table border to red (ensure that the text remains black.)	1
14. Apply superscript to the text Dining Fee in the second column of the table.	1
15. Insert the image Cheesed.jpg 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 restaurant image to the bottom of the last page.	1

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