# Working towards ECDL
# Practice Test

**Using the Computers and Managing Files Paper 1**

Preparation: Ask your tutor for the following file:

> MF PT1 Answerfile
> A copy of Using Computers and Managing Files

The following is a sample practice paper for Module 2, Using the Computer and Managing Files. You will be required to answer questions associated with operating and using your computer. You are also asked to create a folder structure that will help organise a new folder system in your badminton club and to carry out various operations associated with manipulating files and folders within this folder structure.

1.      Locate the answer folder on your Candidate Disk. Open the answerfile contained in the answer folder. [2 Marks]

2.      Enter your Candidate Identification in the space provided on row 1 of the table on the answerfile and save the answerfile on your Candidate Disk. [2 Marks]

3.      Which of the following is the correct name for the screen image shown below? Enter your answer (a, b, c, or d) in the answerfile (Q. 3 space provided). [1 Mark]



> (a) Title Bar (b) Scroll Bar (c) Status Bar (d) Menu Bar

4.      Which file type below is often used for word processing documents? Enter your answer (a, b, c, or d) in the answerfile (Q. 4 space provided) and save. [1 Mark]

> (a) .xls (b) .mp3 (c) .doc (d) .gif

5.      Which of the following is an advantage of a virus scanning application? Enter your answer (a, b, c, or d) in the answerfile (Q. 5 space provided). [1 Mark]

> (a) It will help to spread viruses
> (b) It makes the computer run faster
> (c) It detects and removes viruses
> (d) It prevents software from being copied

6.      Locate the file goods.doc in the ecdltest folder and rename the file stock.doc [1 Mark]

7.      Create a shortcut icon for the ecdltest folder on your Candidate Disk. [1 Mark]

8.    Locate the folder badminton on your Candidate Disk and create the following
      subfolder structure as represented by the diagram below. [2 Marks]

```
              badminton
              /        \
           Male       Female
```
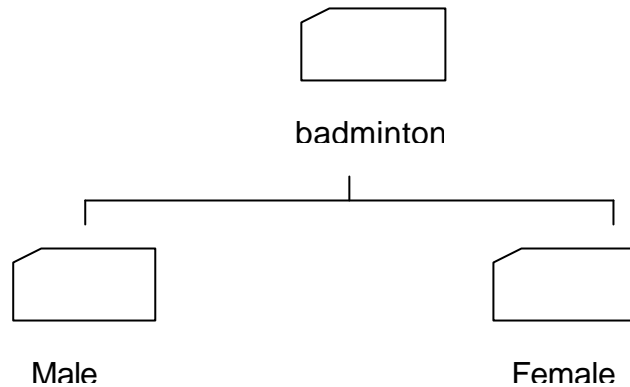
9.    Copy the files fees.xls and female members.doc from the ecdltest folder to the
      female subfolder. [1 Mark]

10.   Change the attribute of the badminton report.doc file in the ecdltest folder to Read-
      only. [1 Mark]

11.   Count the number of files (including any files in subfolders) contained in the ecdltest
      folder. Enter your answer in the answerfile and save. (Q. 11 space provided). [2
      Marks]

12.   Print one copy of the answerfile to a printer if available or save as a print file in the
      answer folder. (Use the file name printfile.prn if you are adding a print file to your
      candidate Disk.) Save and close the answerfile.doc document. [1 Mark]