

Introduction

These consolidation tasks are the perfect resource for staff delivering or undertaking the European Computer Driving Licence course. The material is aimed at people who:

- have studied the course and now need practice tests
- already have the required IT skills and need to familiarise themselves with the test format.

The activities can be undertaken either by school, college or work based candidates. Human Resource departments or those needing to test IT skills of new or prospective employees or candidates will also find this resource ideal.

To emulate the different ECDL tests available the material is provided, at no extra cost, in electronic and paper-based formats.

About These Disks

The pack contains three sets of electronic material provided on three separate floppy disks. The files are set to run from the A: drive. Technical services at your centre will need to amend the files if they are loaded onto any other drive. Throughout the exercises, reference is made to the "root directory of the floppy disk", candidates will need to be advised of any different storage locations specific to their centre. The disks contain hidden program files.

We strongly recommend you make back-up copies of the disks.

The exercises are designed to stretch the skills of candidates so that when they do take the ECDL test, they should find those questions relatively easy.

Each disk contains exercises for all 7 modules together with the answer files and any work files that may be needed eg for File Management. The files will all open from Windows Explorer. The Multichoice and Gap Fill exercises require a Java enabled Browser eg Internet Explorer 4 or later. The Vergil timer will automatically open with all the Help format files. The multi-choice questions should take much less than 45 minutes and have not, therefore, been supplied with a timer.

The Vergil timer is aimed at giving candidates practice at answering questions within a time limit. The timer does not prevent candidates from continuing with the exercises after 45 minutes. When the timer is activated, by clicking on the Start icon, it automatically minimizes to the task bar. Candidates can choose to leave the timer minimized or open it and have it visible on the desktop. On completion of the 45 minutes the message: "The time allowed

ECDL Consolidation Tasks

for the mock test is now over. You may carry on and finish the test by clicking "OK" appears as a window in the middle of the screen. This window does not minimize or resize.

When the question files are opened the exercise appears in a similar format to a Windows Help file. The exercise window remains at the front of the desktop but can be minimized, moved and resized.

The electronic version of the multiple-choice questions are automatically marked as the candidates work through them. The percentage score indicated is based on the number of questions attempted. It is important, therefore, for candidates to answer all questions for them to get a clear idea of their progress. For other modules, candidates are encouraged to locate the answer files to compare their work

Disk 1 contains a File Management folder for candidates to access and use in the exercises. The File Management exercises on Disks 2 and 3 use files available on the candidate's own computer.

On Disk 2 the Theory module is covered by a combination of Help screen format and multi choice questions. The hard copy questions and answers combine the two electronic formats.

Disk 3 Theory questions have a Long Answers file which is a gap fill exercise.

The Multi Choice questions and the order of the answers are automatically rearranged each time the file is used eg the answer is not always option d).

We strongly recommend you make back-up copies of the disks.

We hope you and your candidates enjoy using this material.