



The following revision exercises are divided into sections, each targeted at specific elements of the Advanced ECDL syllabus. The individual sections are an exact match for the sections in the ECDL Advanced Training Guides from CiA Training, making the guides an ideal reference source for anyone working through these exercises.

Working Efficiently

This exercise includes topics taken from the following list: Creating bookmarks and hyperlinks, saving files in different formats for various purposes.

Exercise 1

1. Open the document **Topperville Hall**.
2. In paragraph one, select the text **...Elizabethan architecture** and create a hyperlink to the web page **www.elizabethan-era.org.uk/elizabethan-architecture.htm**.
3. There are plans to possibly extend the document for use on the Internet. Create bookmarks to each of the following headings: **The House**, **The Gardens**, **Pets' Corner**, **Gift Shop** and **Tea Room**, using suitable bookmark names.
4. If you wanted to create a detailed document with a separate "chapter" on each of the areas mentioned in step 3, which type of document would work well?
5. Just the text of this document, without formatting, is to be saved. Save it in the correct format with the name **Topperville Text**.
6. The document is now to be saved with the formatting. Save it in the appropriate format with the name **Topperville Formatted**.
7. Finally, the document is to be saved in a format so that it can be viewed on the Internet. Save it in the appropriate format with the name **Topperville Net**.
8. Test the hyperlink in paragraph one.
9. Close the browser.
10. Close any open documents.

Text Editing

These exercises include topics taken from the following list: Using **AutoCorrect** and **AutoFormat**, creating **AutoText**, using advanced **Find and Replace** options, using **Paste Special** options.

Exercise 2

1. Open the document **Chinese New Year**.
2. Use **Find and Replace** to locate any underlined text.
3. How many occurrences are there?
4. Use **Find and Replace** to change any text in bold to bold italic.
5. On page 2, change the text wrapping so that text is wrapped **square** to the right of the bamboo graphic.
6. Copy the whole document.
7. Start a new document and paste in the copied text, ensuring that the original formatting is not brought with it.
8. Which command did you use?
9. Undo the paste action.
10. Now paste the copied text ensuring it keeps the original formatting.
11. Close the new document without saving.
12. Clear all criteria from the **Find and Replace** dialog box (click **No Formatting**).
13. Save the document as **Chinese New Year2** and close it.

Exercise 3

1. Open the document **Topperville Hall**.
2. Use **AutoCorrect** to create an entry that will automatically replace the initials **JM** with **Jeremy Montague** as you type.
3. At the end of the document, type the following paragraph to test the automatic text:



Plans for the Future

JM plans to restore the west wing of the hall, which was partially destroyed by fire in 2008. Once complete, this area will house the family art collection and will be known as the JM Gallery.

4. Create an automatic text entry that inserts the phrase **For further information, contact** and name the entry **Info**.
5. Insert this automatic text at the end of each relevant paragraph shown below, followed by the names and telephone numbers indicated:

The House Clara McTavish +44(0)121 123456

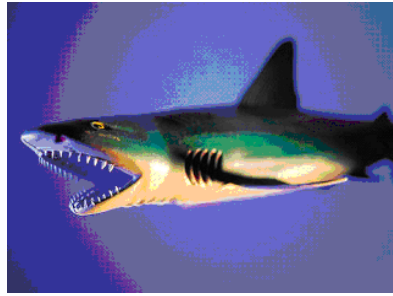
The Gardens Joseph Spade +44(0)121 123457

Pets' Corner Bunny Tompkins +44(0)121 123458

Gift Shop Sunita Singh +44(0)121 123459

Tea Room Betty Scone +44(0)121 123455

6. Delete the **AutoCorrect** entry for **JM** and the **AutoText** entry for **Info**.
7. Save the document as **Topperville Hall2** and close it.
8. Open the document **Marine Zoology**.



9. Apply **General Document** automatic formatting to this document.
10. Notice that the automatic formatting has not been applied to the **Diet** heading. You should always check documents carefully after using this feature. Use the format painter to copy the formatting of the previous heading to the unformatted one.
11. Save the document as **Marine Zoology2** and close it.

Paragraph Editing

These revision exercises include topics taken from the following list: setting paragraph pagination controls, creating and modifying styles, applying outline levels to styles, amending line spacing and creating multilevel lists.

Exercise 4

1. Open the document **Republic**.
2. Create the following styles:
 - First Title** Times New Roman, 16pt, centred, space after 18pt, level 1.
 - Next Title** Times New Roman, 12pt, bold, left aligned, space after 12pt, level 2.
 - Mainbody** Garamond, 12pt, justified, Line spacing at least 6pt, space after 6pt, pagination option to keep lines together, body text level.
3. Activate the **Show/Hide** feature and delete any blank lines used to add space between paragraphs.

Revision Series

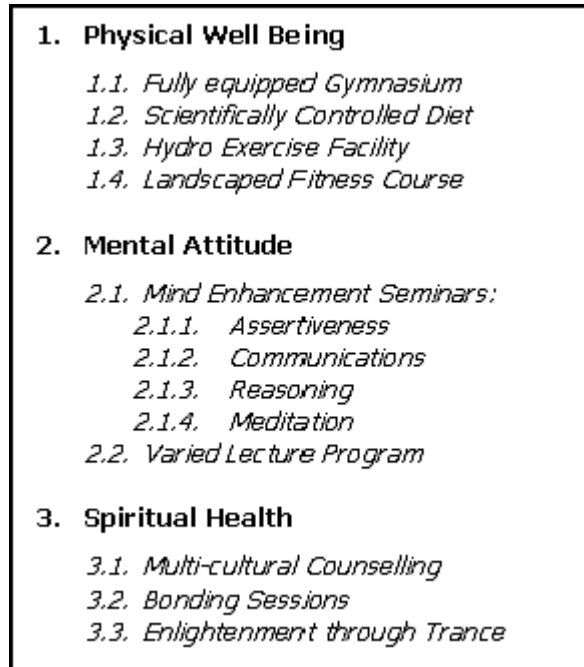
4. Apply the **First Title** style to the first line of text, **The End of the Roman Republic**.
5. Apply the **Next Title** style to the headings **Dictatorship**, **Power Struggle** and **Emperor**.
6. Apply the **Mainbody** style to the rest of the text.
7. Print the document.
8. Modify the **First Title** style to be dark blue.
9. In **Outline View**, display only levels 1 and 2 and print the document.
10. Use **Outline** controls to move **Emperor** heading to the top of the list of subheadings, then down one position.
11. Turn off the **Show/Hide** feature. Save the file as **Republic2** and close it.



Exercise 5

1. Open the document **Chinese New Year**.
2. Amend the **Body Text** style to have **1.5** line spacing.
3. Ensure a single line of text will never be left alone at the top or bottom of a page in the **Body Text** style.
4. Amend the spacing before and after the **Subtitle** style to **6pt** and **12pt** respectively.
5. Create a **character** style, the colour must be red; name the style **Redletter**.
6. Apply the **Redletter** style to the first letter of each word in each of the headings.
7. Save the document as **Chinese New Year3** and close it.
8. Open the document **Woodland Lodges**.

9. Change the three existing bulleted sections to outline numbered lists, i.e. **Physical Well Being** as 1 and the list as 1.1, 1.2, 1.3 and 1.4; **Mental Attitude** as 2, and so on (see the following diagram).



10. Save the document as **Woodland2**.
11. Close it.

Document Setup

These exercises include topics taken from the following list: adding and deleting section breaks, applying shading to parts of a document, creating multiple columns in a document, modifying column layout and width & spacing, section pagination and headers and footers and watermarks.

Exercise 6

1. Open the document **Topperville Hall**.
2. Insert continuous section breaks in the following locations:
 - Before the first paragraph (not the heading) of **The Gardens** text.
 - Before the heading of the **Pets' Corner** paragraph.
 - Before the **Gift Shop** heading.
3. Apply 2 columns to the **Gardens** section.

Revision Series

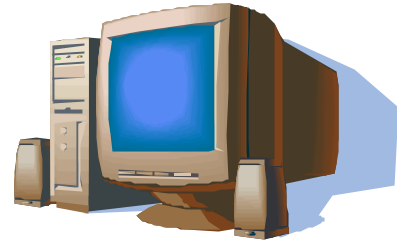
4. Change the spacing between the columns to **0.7cm**. Balance the columns using a column break if necessary.
5. Force a new page before the **Pets' Corner** heading.
6. Apply 3 columns to the **Pets' Corner** text.
7. Change the column width to **5cm** and increase the spacing before the **Gift Shop** heading to **24pt**.
8. Insert a continuous section break before **The Gardens** title.
9. Apply landscape orientation to the **Gardens** section and change the top and bottom margins to **3cm**.
10. Change the page vertical alignment to **Center**.
11. Adjust any breaks (you can add or delete them) so that there are no spare pages, etc.
12. Remove the columns from the **Gardens** section.
13. Apply light grey shading to the **Gardens** and **Pets' Corner** sections.
14. Create a text watermark: **DO NOT COPY**.
15. Save the document as **Topperville Hall3** and close it.



Exercise 7

1. Open the document **Computer Info**.
2. Insert continuous section breaks in the following locations:
 - a) Before the heading **About the Personal Computer**.
 - b) Before the heading **About IT**.
 - c) Before the heading **About Input and Output Devices**.
 - d) Before the heading **About Storing Information**.

- e) Before the second paragraph in **About Storing Information**.
 - f) Before the heading **About Files**.
 - g) Before the heading **About Networks**.
 - h) Before the heading **About the Internet....**
 - i) Before the heading **About Viruses**.
3. Apply 2 columns to the text (not the heading) referring to input and output devices.
 4. Insert a page break before the **About Input and Output Devices** title.
 5. In the paragraph **About Storing Information**, apply 2 columns to the section beneath the table.
 6. Make sure a line separates these columns.
 7. Change the spacing between columns to **0.5cm**.
 8. Apply a setting to keep the **Intranets** heading and paragraph together.
 9. Shade all of the text referring to viruses.
 10. Apply headers and footers to the sections, with different odd and even pages. On odd pages, the header **Computer Formatting** must be at the left and the page number must be shown at the left of the footer. On even pages, the same header must appear at the right and page numbers at the right of the footer.
 11. Save the document as **Computer Formatting** and close it.



Tables

These exercises include topics taken from the following list: merging and splitting cells, automatic table formatting, converting text to a table, sorting data, performing calculations.

Exercise 8

1. Start a new document and create a table to match the one below, to record attendance of a group of trainee soldiers on a variety of army assault courses.

Week Commencing:				
Soldier ID	Course 1	Course 2	Course 3	Course 4
Number of successful completions:				

2. Apply automatic formatting using the **Table Colorful 1** style (use any **Style** in 2007).
3. Save the document as **Squaddies** and close it.
4. Start another document and create the following table. Include the shading.

Regional warehouse location:			
<u>Part No.</u>	<u>No. in Stock</u>	<u>Item value</u>	<u>Total</u>
Total Stock Value:			

5. Change the cell vertical alignment to **Center** for the **Total Stock Value** cell.
6. Enter 8 records to complete the table.
7. Use a calculation to sum the total stock value in the bottom right cell.
8. Print a copy of the table, then convert the entire table to text, using **Tabs** as the field separator.
9. Save the document as **Stock** and close it.