Year 10 Enhanced Curriculum

European Computer Driving Licence (ECDL)

Using E-mail and the Internet – Level 1

**Activity 1**

Go to [**https://www.bbc.co.uk/bitesize/guides/zghfr82/revision/1**](https://www.bbc.co.uk/bitesize/guides/zghfr82/revision/1) to revise **E-mail**. There is also a test that can be taken there, so make sure you do this.

**Activity 2**

Go to [**https://www.bbc.co.uk/bitesize/guides/zbtsgk7/revision/1**](https://www.bbc.co.uk/bitesize/guides/zbtsgk7/revision/1) to revise the **Internet**. Again, there is a test that can be taken there, so make sure you do this.

**Activity 3**

You now have to answer a number of theory questions about using E-mail and the Internet. There are also some practical tasks which require you to use a web browser application (e.g. Microsoft Edge) and an e-mail application (e.g. Microsoft Outlook).

For the theory questions, you need to write down your answers to each question on the **answer sheet** provided.

For any questions that you do not know the answer, you should try finding out the answer yourself or ask your teacher for help.

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|  | Tasks | **Marks** |
| 1. | Which one of the following is a way to protect yourself when online?  A. Provide personal details to strangers on a social network.  B. Always make sure to log off from websites before you leave.  C. Download files and images from unknown websites.  D. Purchase goods from websites that have a doubtful reputation.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 1. | [1 Mark]. |
| 2. | Which one of the following **BEST** describes why https and a lock symbol would be displayed on a web page?  A. To indicate that the web page is closed.  B. To indicate that the web page is unsafe.  C. To indicate that the web page is for shopping.  D. To indicate that the web page is secure.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 2. | [1 Mark]. |
| 3. | Which one of the following **BEST** describes a pop-up?  A. A folder that contains links to web pages you wish to revisit.  B. A form of online advertising that appears as a small web browser window.  C. A small text file that stores information about you and your preferences.  D. A digital verification that authenticates a website.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 3. | [1 Mark]. |
| 4. | Which one of the following icons in a browser will stop a web page downloading?   |  |  |  |  | | --- | --- | --- | --- | | A. | B. | C. | D. | | Magnifying glass. | Blue circle with a white arrow pointing to the left. | Big X. | Five pointed star. |   Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 4. | [1 Mark]. |
| 5. | Which one of the following is used in a web browser to navigate forwards?   |  |  |  |  | | --- | --- | --- | --- | | A. | B. | C. | D. | | House. | Two blue arrows, one pointing upwars and the other pointing downwards. | A broken sheet of white paper. | Blue circle with a white arrow pointing to the right. |   Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 5. | [1 Mark]. |
| 6. | Which one of the following contains links to web pages you wish to revisit?  A. Cookies.  B. Favorites.  C. Pop-up.  D. Podcast.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 6. | [1 Mark]. |
| 7. | Which one of the following types of audience would most likely view a website with online games and pop music discussion forums?  A. Teenagers.  B. Seniors.  C. Teachers.  D. Scientists.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 7. | [1 Mark]. |
| 8. | Which one of the following guidelines should a data controller follow?  A. Make sure that personal data is never updated.  B. Store personal data for an undefined length of time.  C. Make the personal data freely available to third parties.  D. Only store personal data for a specific, lawful and clearly stated reason.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 8. | [1 Mark]. |
| 9. | Which one of the following is web conferencing an example of?  A. Data protection.  B. Virtual community.  C. Copyright.  D. Web browsing.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 9. | [1 Mark]. |
| 10. | Which one of the following will prevent other people in an online community from finding out where you are situated?  A. Do not share content online.  B. Do not listen to podcasts.  C. Do not enable location settings.  D. Do not chat online.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 10. | [1 Mark]. |
| 11. | Which one of the following is **NOT** an important consideration when selecting an Internet Service Provider?  A. Cookies.  B. Speed.  C. Download quota.  D. Cost.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 11. | [1 Mark]. |
| 12. | Which one of the following can be used to publish and share content online?  A. Instant messaging.  B. Search engines.  C. E-mail.  D. Microblog.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 12. | [1 Mark]. |
| 13. | Which one of the following may have file size limitations?  A. An e-mail signature.  B. An e-mail attachment.  C. An e-mail address.  D. An e-mail reply.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 13. | [1 Mark]. |
| 14. | Which one of the following tasks would **MOST** likely use a group distribution list?  A. Regularly sending e-mails to one person.  B. Sorting e-mails by subject and flagging them as urgent.  C. Moving all e-mails to a new folder.  D. Regularly sending e-mails to the same set of people.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 14. | [1 Mark]. |
| 15. | Which one of the following is **MOST** likely to be a security threat?  A. A flagged e-mail.  B. E-mail with priority.  C. Unsolicited e-mail.  D. E-mail sorted by name.  Enter **A, B, C,** or **D** in the ***answer sheet*** in the space for question 15. | [1 Mark]. |
| 16. | Which one of the following is considered good practice when using electronic communication?  A. Forwarding attachments from unknown sources.  B. Spell checking all content before sending.  C. Circulating inappropriate content to your distribution lists.  D. Using long and descriptive messages.  Enter **A, B, C,** or **D** in ***answerfile.docx*** in the space for question 16. | [1 Mark]. |
| 17. | Open a web browsing application.  If you did this, put a tick on the ***answer sheet*** in the space for question 17. Otherwise, put a cross. | [1 Mark]. |
| 18. | Go to the following web page address: **http://www.ecdl.org/onlinesample/**.  If you did this, put a tick on the ***answer sheet*** in the space for question 18. Otherwise, put a cross. | [1 Mark]. |
| 19. | Activate the **Restaurant Booking Form** hyperlink on this web page.  If you did this, put a tick on the ***answer sheet*** in the space for question 19. Otherwise, put a cross. | [1 Mark]. |
| 20. | Find the **South Pier Boathouse Restaurant** image.  Save this image using the proposed file name.  If you did this, put a tick on the ***answer sheet*** in the space for question 20. Otherwise, put a cross. | [1 Mark]. |
| 21. | On the **Restaurant Booking Form** enter the following details:  Date: **24 August 2013**.  Time: **20:00**.  Number of People: **2**.  Special Requirements: **A table on the outdoor terrace please**.  When you have entered the details, click on the **Book Table** button.  Write the number displayed as your answer into the ***answer sheet*** in the space for question 21. | [1 Mark]. |
| 22. | Use the web browser help function to find out information about **blocking cookies**.  Copy a sentence of information into the ***answer sheet*** in the space for question 22. | [1 Mark]. |
| 23. | Access a search engine and search using the keyword **science**.  Select any website that gives information about **science** from the search results.  Copy a sentence of information into the ***answer sheet*** in the space for question 23. | [1 Mark]. |
| 24. | Refine your search to **ONLY** include results in **image format**.  Select any website that gives an **image** of **science** from the search results.  If you did this, put a tick on the ***answer sheet*** in the space for question 24. Otherwise, put a cross. | [1 Mark]. |
| 25. | Open an e-mail application.  Create the following text e-mail signature to be inserted in **ALL** new e-mails:  ***Your name***  **Student**  If you did this, put a tick on the ***answer sheet*** in the space for question 25. Otherwise, put a cross. | [1 Mark]. |
| 26. | You are going to create and send an e-mail message.  Create a new message.  If you did this, put a tick on the ***answer sheet*** in the space for question 26. Otherwise, put a cross. | [1 Mark]. |
| 27. | The recipient’s address is:  **thompsonho@oldershaw.wirral.sch.uk**.  Use the Cc feature so that the message will also go to the following recipient:  **scottan@oldershaw.wirral.sch.uk**  If you did this, put a tick on the ***answer sheet*** in the space for question 27. Otherwise, put a cross. | [1 Mark]. |
| 28. | Insert the text **Sample Test** in the subject line.  In the body of your message, enter the following text:  **Dear Miss Thompson,**  **I am completing the sample test.**  **King regards,**  ***Your name*.**  If you did this, put a tick on the ***answer sheet*** in the space for question 28. Otherwise, put a cross. | [1 Mark]. |
| 29. | Send the **Menu** message.  If you did this, put a tick on the ***answer sheet*** in the space for question 29. Otherwise, put a cross. | [1 Mark]. |
| 30. | You will receive an email reply from your teacher. Go to your inbox.  Find and open the e-mail message with the subject **Re:** **Sample Test**.  If you did this, put a tick on the ***answer sheet*** in the space for question 30. Otherwise, put a cross. | [1 Mark]. |
| ~~31.~~ | ~~Print one copy of this message.~~ | ~~[1 Mark].~~ |
| 32. | The email has an attached file. Save the attachment.  If you did this, put a tick on the ***answer sheet*** in the space for question 32. Otherwise, put a cross. | [1 Mark]. |
| 33. | You will now reply to the email.  In the body of your message, enter the following text:  **Dear Miss Thompson,**  **Thank you for the file.**  **Kind regards,**  ***Your name*.**  If you did this, put a tick on the ***answer sheet*** in the space for question 33. Otherwise, put a cross.  **NOTE: Do NOT send the e-mail yet.** | [1 Mark]. |
| 34. | You need to insert the **science image** (that you saved earlier) as an attachment to your message.  Send the emailmessage.  If you did this, put a tick on the ***answer sheet*** in the space for question 34. Otherwise, put a cross. | [1 Mark]. |
| 35. | Use the e-mail application help function to find out information about **forwarding** **messages**.  Copy a sentence of information about **forwarding** **messages** into the ***answer sheet*** in the space for question 35. | [1 Mark]. |
| 36. | You are going to create a meeting request.  Insert the text **Work Discussion** in the subject line.  Set the date of the meeting for tomorrow from 15:00 to 16:00.  Save the meeting to the calendar.  If you did this, put a tick on the ***answer sheet*** in the space for question 36. Otherwise, put a cross. | [1 Mark]. |
|  | **Total Marks.** | **35.** |

**This is the end of the test.**

**When you have checked your answers, you need to send the answer sheet to your teacher. You should do this by creating a new email, attaching the answer sheet and sending the email to** [**thompsonho@oldershaw.wirral.sch.uk**](mailto:thompsonho@oldershaw.wirral.sch.uk)**. If you don’t know how to do this, you should ask your teacher for help.**