

European Computer Driving Licence (ECDL) Interview Questions And Answers Guide.



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European Computer Driving Licence (ECDL) Job Interview Preparation Guide.

Question # 1

What is the name of the law for the storage and use of data in the UK?

Answer:-

1. Details Provision Act
2. Data Protection Authority
3. Data Privacy Authority
4. Data Protection Act

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Question # 2

What is the best way to prevent a computer virus from entering your computer?

Answer:-

1. Log out of your computer each time you have finished using it
2. Install and use anti-virus software on your computer
3. Do not use emails on your machine
4. Make sure all your files are safely stored to your floppy disks

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Question # 3

What does RSI stand for?

Answer:-

1. Repeated Strain Inclusion
2. Regular Systems Initiation
3. Routine Structures Infection
4. Repetitive Strain Injury

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Question # 4

Health and safety is important when working with computers, which of the following will help to prevent injuries?

Answer:-

1. Always use screen savers
2. Ensure the office is air conditioned
3. All trailing cables should be secured
4. Turn the lights off at the end of the day

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Question # 5

Which of the following systems will help to improve communications within the company?

Answer:-

1. Excel
2. Powerpoint
3. Email
4. Solitaire

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Question # 6



Which is a use of e-commerce on the internet?

Answer:-

1. Checking flight availability
2. Searching for a suitable holiday
3. Researching holiday destinations
4. Booking a holiday

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Question # 7

Which of the following would you use to find information on the internet?

Answer:-

1. Email
2. Word Processor
3. Search Engine
4. Photo Editor

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Question # 8

In the home, which of the following would you use the internet for?

Answer:-

1. Storing friends and family names and addresses
2. Researching information for homework
3. Storing your files
4. Re-booting your computer

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Question # 9

Which is the MAIN advantage of using a network system in the office?

Answer:-

1. Allows sharing of data
2. Regular backups
3. Costs are reduced
4. Office procedures can be automated

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Question # 10

Which of the following software manages the files and folders on your computers hard disk drive?

Answer:-

1. Applications software
2. Anti-virus software
3. Systems software
4. Utilities software

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Question # 11

Which software application would you use to create a report?

Answer:-

1. Excel
2. Powerpoint
3. Word
4. Publisher

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Question # 12

Which of the following is NOT an input device?

Answer:-

1. Monitor
2. Mouse
3. Keyboard
4. Scanner

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Question # 13

What does GUI stand for?

Answer:-



1. General Utilities Intervention
2. Graphical User Interface
3. General User Intervention
4. Graphical Utilities Interface

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Question # 14

Some of ECDL sample questions on Basic Concepts of Information Technology:

Answer:-

1. Explain the difference between RAM and ROM.
2. Explain the advantages of using e-mail
3. Explain the term World Wide Web
4. List the advantages and disadvantages of CBT (Computer Based Training) as opposed to instructor led training
5. Explain why data should be backed up?
6. Describe the methods of backing up data.

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