

SENIORS GO DIGITAL**COMMUNICATION & COLLABORATION****Self-Assessment & Final Assessment Questions**

1. Which of the following email account examples is not correct:

- a) patrick.james@gmail.com
- b) Andrea19&gmail.com
- c) 85-peter-85@gmail.com

2. What is the meaning of the Gmail "Label" button?

- a) This button allows you to organize all messages into categories
- b) This button allows you to delete messages
- c) This button allows you to report to Google a received message as spam

3. Drag and drops

To send an email you need to click on _____ button on the left menu panel. A message window will appear in the lower-right corner of the page. Now, you need to add the email _____ in the first field "To". When you are done with writing you click on the _____ button.

compose / address / send

4. Matching

Match the term with the correct definition:

Inbox	This is where you can view and manage all your received emails.
Sent emails	This is where all emails that you have sent to others are saved.
Bin/Trash	This is where all deleted messages are gathered.

5. Drag and drops

_____ is an online social media and social networking service, which may be accessed by a large range of laptops, tablets, computers, and smartphones over the Internet and mobile networks. It is a popular free _____ that allows registered users to create _____, upload photos and videos, send _____ and keep in touch with friends, family and colleagues.

Facebook / website / profiles / messages

6. Drop down menu

Which social media is connected with features like News feed, Timeline, Messenger or Posts?

- a) Skype
- b) Facebook
- c) Viber

7. Drop down menu

- a) You can create groups, pages or events on this social media.
- b) This social media is used mainly for making voice/video calls.
- c) You need to have mobile number to use this social media.

Facebook / Skype / Viber

8. Which from the terms is NOT inappropriate online behavior:

- a) Grooming
- b) Sexting
- c) Chatting

9. Which personal information you should not post online:

- a) Your picture
- b) Your number of credit card
- c) Your name

10. How you can avoid someone to send you inappropriate content on social media?

- a) Writing him a threatening message
- b) Deleting him from your friends
- c) Blocking him