

SENIORS GO DIGITAL

DIGITAL CONTENT CREATION

Self-Assessment & Final Assessment Questions

1. What do the *F1*, ..., *F12* keys do in Word?

- a. Activate program commands
- b. Change format of the current paragraph
- c. Change format of the currently selected text

2. What does the Undo command do in Word?

- a. Restore the pre-existing situation to the last command
- b. Delete the file containing the current document on disk
- c. Remove all the text formats present in the document

3. Which one is the command to select a whole column in Excel?

- a. Click on the column coordinate (A, B, C, ...)
- b. Write the column coordinate (A, B, C, ...) with the keyboard
- c. Write the column coordinate (A, B, C, ...) with the keyboard keeping the Ctrl key pressed

4. How to make a calculation in Excel

- a. Type then write the expression to calculate
- b. Type then write the expression to calculate the symbol =
- c. Type then write the expression to calculate then press both Alt and Enter

5. What is a Slide in PowerPoint?

- a. An element of a presentation that can contain text and other kind of multimedia content
- b. A text format commonly used in PowerPoint
- c. A file save format

6. How to print a document in PowerPoint

- a. Opening the File menu and selecting the Print command
- b. Opening the Insert tab and selecting the Printer command

c. Opening the Revision tab and selecting the Review command

7. Why is best to make a backup of the file you wish to edit with Photo APP?

- a. To go back to the original version if needed
- b. To keep a copy to be gifted to friends
- c. Is useless a backup, we can overwrite the file to save space on disk

8. How do you resize images in Photo APP?

- a. Select resize in the “three dots” menu
- b. Zooming in or out to get the image smaller or bigger as you wish
- c. Renaming the name of image file to a shorter one

9. Creating a video with Photo APP, where can you find the original files to be used to make a video?

- a. Project Library
- b. Storyboard
- c. USB Pen drive

10. Where is the order sequence of the media while creating a personal video with Photo APP?

- a. Storyboard
- b. Project Library
- c. Video time Bar