



**INOCENCIO SCHOOL** *Montessori Playbook*  
**INOCENCIO INTEGRATED SCHOOL**  
*"That every child finds joy and love for learning."*  
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**FIRST LONG TEST  
COMPUTER 6**

**Prepared by: Mr. Jenno E. Benigay**

Name: \_\_\_\_\_

Score: \_\_\_\_\_

Grade and Section: \_\_\_\_\_

Date: \_\_\_\_\_

You just only have 1 hour to finish this test. This test consists of 40 items. Please read the instructions very carefully before answering. After answering kindly review your answer before you submit your paper. Please make your handwriting clear and free from any erasures. Thank You!

**I. Identify the New Features in MS PowerPoint 2016. Write your answer on the space before each number.**

|                 |                   |                |                   |                   |
|-----------------|-------------------|----------------|-------------------|-------------------|
| •Simple Sharing | •Tell Me          | •Ink Equations | •Morph Transition | •Ink Annotation   |
| •Smart Lookup   | •Screen Recording | •New Charts    | •Black Theme      | •Text Highlighter |

\_\_\_\_\_ 1. A design tool to emphasize certain portions of text in your presentations.

\_\_\_\_\_ 2. Can use pen or ink to write in different ink styles to make notes, highlight text portions etc.

\_\_\_\_\_ 3. The new theme of MS PowerPoint.

\_\_\_\_\_ 4. Brand new transition type in PowerPoint 2016.

\_\_\_\_\_ 5. PowerPoint has six new \_\_\_\_\_ that can be used in creating your workbook.

\_\_\_\_\_ 6. It converts your handwritten equations to text.

\_\_\_\_\_ 7. You can insert portions of your captured \_\_\_\_\_ in your presentation in a seamless process.

\_\_\_\_\_ 8. Located on the right side of the Ribbon Menu.

\_\_\_\_\_ 9. Having the internet on speed dial.

\_\_\_\_\_ 10. Uses SharePoint or OneDrive.

**II. Write SUGOI if the statement is correct and NANI if it is not.**

\_\_\_\_\_ 11. You can add and delete presentation slide using the Quick Access Toolbar.

\_\_\_\_\_ 12. All tabs in the PowerPoint program are active at the same time

\_\_\_\_\_ 13. The Home Menu Tab is also known as the Backstage View.

\_\_\_\_\_ 14. You can zoom in and zoom out the slide using the Status Bar.

\_\_\_\_\_ 15. MS PowerPoint 2016 was released in September 2016.

**III. Enumerate the TABS in MS PowerPoint 2016.**

- |     |     |
|-----|-----|
| 16. | 21. |
| 17. | 22. |
| 18. | 23. |
| 19. | 24. |
| 20. | 25. |

**IV. Practical. (15pts)**

**A. The students will do the following during their computer class.**

**1. Open the MS PowerPoint using:**

- a. Start button
- b. Cortana
- c. Recent Apps
- d. Task Bar

**2. Change the PowerPoint Theme to Black Theme.**

**3. Change the PowerPoint Office Background, choose from the list of background like calligraphy, circuits, stars and many more.**

**Rubrics**

|                            | <b>5</b>                                                      | <b>3</b>                                                       | <b>1</b>                                                          |
|----------------------------|---------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------|
| <b>Speed</b>               | <b>Able to do it within 5 mins</b>                            | <b>Able to do it within 5-10 mins</b>                          | <b>Able to do it within 10-15mins</b>                             |
| <b>Independence</b>        | <b>Able to finish independently</b>                           | <b>Able to work finish with a slight assistance</b>            | <b>Able to finish with multiple assistance</b>                    |
| <b>Activity Completion</b> | <b>Diligent about completing the practical with no errors</b> | <b>Diligent about completing the practical with few errors</b> | <b>Complete little part of the practical with multiple errors</b> |

**\*\*\*END OF EXAM\*\*\***