

Choose the correct answer:

- 1) Thetool can be used to add movement to sentences and words in PowerPoint.
a. Pictures b. Transition
c. Text Box d. Animation
- 2) In Excel, when you write numbers, such as a date, it will
a. delete them b. automatically format them
c. change them to text d. none of the previous answers
- 3) Thetools can bold and italicize words in MS Word.
a. formatting b. editing
c. Review d. both a and b
- 4) When giving a PowerPoint presentation, you should speak
a. Clearly b. slowly
c. Confidently d. all of the previous answers
- 5) Apple Macintosh computers use the operating system.
a. macOS c. Android
b. iOS d. Linux

Put (✓) or (x):

- 1) The changes you make in the Control Panel are automatically applied to other software.()
- 2) PowerPoint does not provide text animation options. ()
- 3) Messages sent through WhatsApp are encrypted. ()
- 4) Without an OS, your computer will be useless. ()
- 5) You cannot add text to cells in Excel. ()

Complete from words between brackets:

(encrypted - The Visuals - 20 - Databases - 30 - The Insert tab)

- 1) The messages sent using messaging services are
- 2)include images, videos, and animation..
- 3) The duration of the presentation shouldn't be longer thanminutes..
- 4)..... store a large amount of information in a computer system.
- 5)allows you to add pictures to your presentation.