



Summative Evaluation Review
2st PERIOD
2024 – 2025

Student:			
Grade:	5 EGB	Section:	A - B - C
Subject:	DIGITAL SKILLS & LAB SKILLS	Date:	
Teacher:	Lcda Estefania Orozco		

1. Write the steps to Add References

References



Insert Citation ▾

Manage Sources

Style: APA ▾

Bibliography ▾

Citations & Bibliography



Insert Citation ▾

Manage Sources

Style: APA ▾

Bibliography ▾

Citations & Bibliography



Insert Citation ▾

Manage Sources

Style: APA ▾

Bibliography ▾

Add New Source...

Add New Placeholder...





Create Source

Type of Source: **Book** Language: **Default**

Bibliography Fields for APA

Author: **Edit**

☐ Corporate Author

Title:

Year:

City:

Publisher:

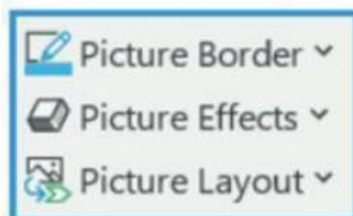
☐ Show All Bibliography Fields

Tag name:

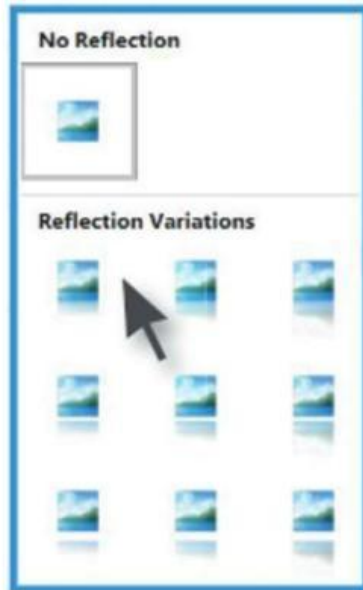
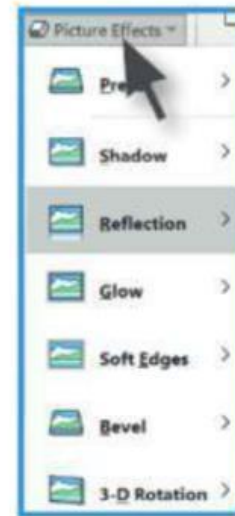
Placeholder1:

OK **Cancel**

2. Write the steps to Add effects to the image in PowerPoint







3. Complete the concept of what are styles in Word using the word bank

Word Bank

Format color define

Styles _____ the font _____, size,
_____, alignment, etc.



4. Order the steps to add Hyperlinks in Powerpoint

1. In the Insert Hyperlink window, click Place in this document.
2. Select the text you want to hyperlink.
3. Click on the slide where you want to go and then click OK.
4. Right click and choose the Hyperlink option ...

5. Write the name of the Photography Rules

 Photography: Joshua Earle	 Photography: John Arnold	

