

### Choose the correct answer:

- 1) .....program used to display data and information in the of a graph.  
(Word - Excel - PowerPoint)
- 2)..... is the language that will be displayed on a web browser.  
(HTML - Office 365 - Share)
- 3)Dr. Leon's create software to program the .....and refrigerators in a new, energy-efficient way.  
(devices - electricity - air conditioners)
- 4)Many programs install necessary automatically.....  
(updates - Computer (PC) - Laptop)
- 5) When create a .....consider font size and color for each piece.  
(information - Microsoft office - web page)

### Put (✓) or (x):

- 1) It is recommended to save data into specific files and folders for different types.( )
- 2) In Excel to subtract, use "="( )
- 3) An effective presentation is just like your favorite TV show.( )
- 4) In PowerPoint, Presentation slides should be up to sixty slides.( )
- 5) Dr. [Diego Ponce de Leon](#) holds a PhD from the Energy and Resources Group, University of California. ( )

### Complete from words between brackets:

(save as - a plan - Storyboards - audio - Movie Maker)

- 1) To create an effective presentation, in PowerPoint add..... to enhance a text or image.
- 2) A storyboard is a chart that shows a sequence of content that forms .....of your presentation.
- 3) You can also save a file as a web page by choosing "file" then " ....." then "web page".
- 4)..... is used to make a film from a selection of still images.
- 5) .....allow you to plan your ideas and pre-visualize the results of a presentation.