

**SUMMATIVE TEST REVIEW
2ND TERM
2026– 2027**

Student:			
Grade / Year:	4TH	Course:	A - B
Subject:	Digital Skills	Date:	
Teacher(s):	Lcda. Estefania Orozco		

1. WRITE THE CORRECT MICROSOFT WORD TOOL NAME

WORD BANK

Font Size

Text Alignment

Font Color



2. CHECK THE POWERPOINT TOOL NAME

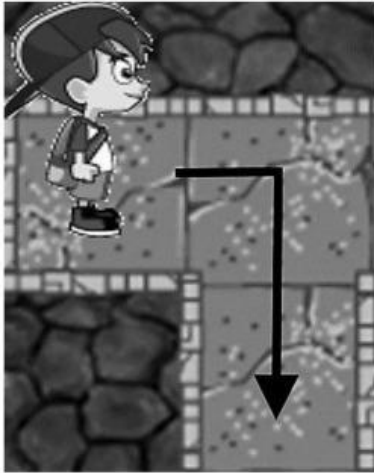


Design

Insert image

Transition

3. WRITE THE SIDE TO TURN TO IN THE SMART C3 BLOCK (LEFT OR RIGHT)



Turn to the

4. SELECT THE POWERPOINT TOOL NAME



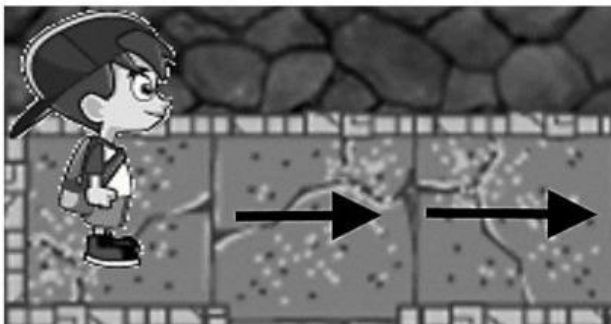
Design

Insert image



Add Slide

5. COMPLETE THE CORRECT NUMBER TO REPEAT IN SMART C3



Repeat times

do



6. CHOOSE THE CORRECT MICROSOFT WORD TOOL NAME

WORD BANK

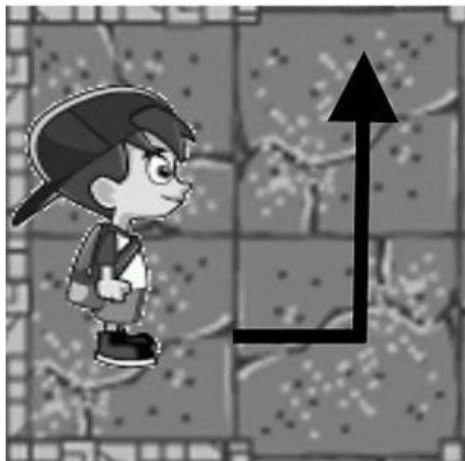
Font Size

Text Alignment

Font Color



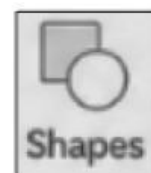
7. WRITE THE SIDE TO TURN TO IN THE SMART C3 BLOCK (LEFT OR RIGHT)



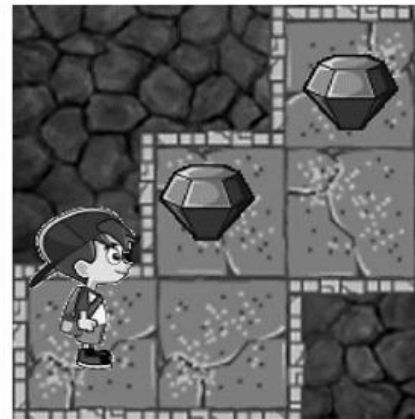
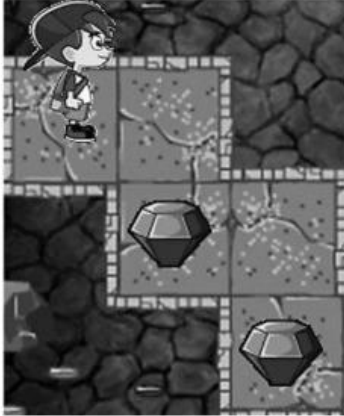
Turn to the

8. MATCH THE MICROSOFT WORD TOOL TO USE

Text
Text
Text



9. CHOOSE THE CORRECT SMART C3 BLOCK FUNCTION (ASCENDING OR DESCENDING)



10. SELECT THE CORRECT POWERPOINT TOOL NAME

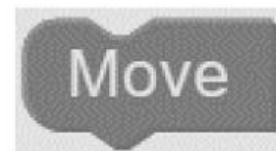
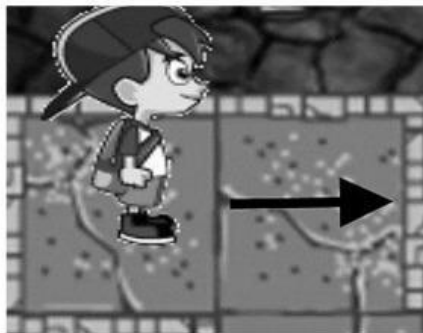


Insert
image

Design

Font Size

11. MATCH THE SMART C3 BLOCK TO USE



12. DRAG AND DROP THE CORRECT MICROSOFT WORD TOOL NAME

WORD BANK

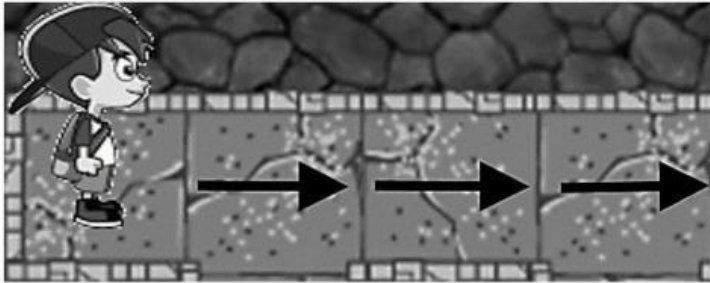
Font Size

Text Alignment

Font Color



13. COMPLETE THE CORRECT NUMBER TO REPEAT IN SMART C3



Repeat times

do