



# PENIEL INTEGRATED CHRISTIAN ACADEMY OF RIZAL, INC.

"If any of you lack wisdom, let him ask of God, that giveth to all men liberally, and upbraideth not; and it shall be given him." James 1:5 KJV

## FIRST QUARTER EXAMINATION

|                     |                 |                    |
|---------------------|-----------------|--------------------|
| <b>NAME:</b>        |                 | <b>DATE:</b>       |
| <b>SUBJECT: TLE</b> | <b>LEVEL: 6</b> | <b>SCORE: / 60</b> |

### I. Read each item carefully. Encircle the letter of the correct answer. One point for each number. (1-20)

- Which among the following kinds of website can be updated and edited by anyone?
  - Blog
  - e-Commerce website
  - Online Survey Websites
  - Wiki
- A website that contains pictures, articles, and personal insights about a certain topic or interest
  - Blog
  - Commercial website
  - Online Survey Website
  - Social Media Website
- Which among the following statements below shows the best advantage of using a blog?
  - A blog is used to bash or criticize someone online.
  - A blog is an effective tool in expression insights and observation.
  - A blog can be used to display materials that violates copyright laws.
  - None of the statements above is correct.
- Which among the following shows the safe and responsible use of blog sites?
  - Displaying personal information
  - Posting copyrighted materials on a blog
  - Posting fake information or news
  - Thinking before posting
- A free website and blog creation tool which is also capable of performing e-Commerce functions
  - Blog
  - Blogger
  - WordPress
  - Weebly
- Which of the following wikis is the most popular and widely used wiki, it is like an online encyclopedia?
  - Wikia
  - Wikipedia
  - WikiTravel
  - Zoho Learn
- Which wiki features articles on how to do a wide variety of things?
  - Wikipedia
  - Wikidot
  - WikiHow
  - Zoho Learn
- Which among the following is a blog that contains review of a well-known make up brands and shares information on beauty, such as how to use a certain product, the benefits on the skin, face, and body, and hairstyle, among others?
  - Beauty Blog
  - Food Blog
  - Music Blog
  - Travel Blog
- Your friend wants to travel to a different country for the first time. Which blog site you can recommend for her to have an idea of the country or place he/she wants to visit?
  - Fashion Blog
  - Food Blog
  - Music Blog
  - Travel Blog
- A method of gathering data or information from different people
  - Answering
  - Collection
  - Survey
  - Google Docs
- A free online survey tool that can be sent to a large or even unlimited number of respondents where data automatically goes to Google Spreadsheets or Google Sheets
  - Google Docs
  - Google Forms
  - Survey Planet
  - Survey Monkey
- Which online survey tool helps you create and run professional online surveys? It is powerful and a well-known online application.
  - ProProfs Survey Maker
  - Survey Planet
  - Survey Monkey
  - Typeform
- Which among the statements below shows the purpose of an online survey?
  - Conduct a research or study
  - Gather understanding from participants
  - Retrieve information in a faster, more efficient way
  - All the above statements are correct.
- The following are the advantages of using online survey, except one.
  - Convenient
  - Inexpensive and more environment-friendly
  - It has privacy
  - Limited number of respondents

15. Which among the following shows an effective audio and video conference?
  - a. Inappropriate equipment
  - b. Cooperation from participants
  - c. Noisy background
  - d. Slow internet connection
16. Which Microsoft program or software allows the users to present the data or information in a slide presentation?
  - a. MS Excel
  - b. MS PowerPoints
  - c. MS Publisher
  - d. MS Word
17. Which is the best function of *MS Excel* that helps you find the equivalent of a certain number?
  - a. COUNT Function
  - b. MIN Function
  - c. Max Function
  - d. VLOOKUP Function
18. Which among the basic tools of *MS Excel* shows the basic formatting tools and commands, such as font size, style, alignment, and others, which are used to edit and format the contents on the spreadsheet?
  - a. Cell
  - b. Cell Reference
  - c. Home Tab
  - d. Name Box
19. It is a special effect that applies to a single element on a slide such as text, a shape, an image, and among others. This feature of a PowerPoint shows how the elements move or appear in the slide.
  - a. Action
  - b. Animation
  - c. Slide Transition
  - d. Hyperlink to
20. These are animation-like effects that show how one slide move to another slide during a presentation.
  - a. Action
  - b. Animation
  - c. Slide Transition
  - d. Hyperlink to

**II. Read each item carefully. Write the word TRUE if the statement is true and FALSE if otherwise. Then, underline the word or group of words that makes the statement wrong. Two points for each statement. (21-40)**

- \_\_\_\_\_ Wiki is an effective tool for giving feedback, and is easy to set up and manipulate
- \_\_\_\_\_ It's fine and safe to meet someone you only met online.
- \_\_\_\_\_ Online survey participants are called respondents
- \_\_\_\_\_ Online survey tools organize data automatically, which make them easier to analyze.
- \_\_\_\_\_ Asynchronous tools allow users to communicate and collaborate real-time even if they are from different places.
- \_\_\_\_\_ The Microsoft Word is a program designed for the purpose organizing, analyzing, and performing calculation on data that is structured in rows and columns.
- \_\_\_\_\_ Formulas in a spreadsheet are equations used to perform calculations on values you entered.
- \_\_\_\_\_ You can express your own insight or point-of-view to anyone in the audio or video conference with inappropriate words.
- \_\_\_\_\_ You can experience clearer audio and video conference if your Internet speed is low.
- \_\_\_\_\_ In automating slide transitions, you need to select all the slides in your presentation. To select all the slides, you need to press CTRL A or control A.

**III. Read each item carefully. Identify what online collaboration tool is being described. Choose your answer from the choices below. Write your answer on the space provided before each number. One point for each number. (41-45)**

- \_\_\_\_\_ 41. It is an online communication tool that allows users to have 100 participants in a video conference for free and with the use of webcam and a microphone.
- \_\_\_\_\_ 42. It is a free video chat app for Android and iOS devices. It also has a version for desktop computers using Windows and Mac.
- \_\_\_\_\_ 43. A communication tool that allows everyone to make video and audio calls for free
- \_\_\_\_\_ 44. It is an easy-to-use online collaboration tool where users can engage in an online discussion and collaboration by posting the thoughts they wish to discuss as a group.
- \_\_\_\_\_ 45. An educational website with a platform that is similar to a social networking site, but is designed for classroom use.

|                 |        |
|-----------------|--------|
| Google Hangouts | Edmodo |
|                 | ooVoo  |
| Skype           | Padlet |

IV. Arrange the following steps in their correct order. Write 1 to 5 on the space provided. One point for each number. (46-50)

***“Steps in Automating a Slide Transition in the PowerPoint”***

- \_\_\_\_\_ Toggle the check box for *On Mouse Click* to remove the mouse click function, and set the timer by ticking the *After* check box and entering the desired time frame.
- \_\_\_\_\_ Click the *Slide Show* menu and choose *Play from Start*.
- \_\_\_\_\_ Select all the slide in your presentation. Press Ctrl A to Select all the slide.
- \_\_\_\_\_ Click *Preview* to see the effect.
- \_\_\_\_\_ Choose a transition from the *Transition* tab of the ribbon.

V. Give what is asked in the following questions. (51-60)

**51-52. Why is it important to stay safe online? Give at least 2 reasons for 2 points.**

---

---

---

**53-54. How does the spreadsheet program and manual calculating differ from each other? (2 points for the correct answer)**

---

---

**55-56. Which among the Microsoft programs is easier for you to use? Give at least 1 and explain why for 2 points.**

---

---

**57-60. Is using an online survey tool always better than the traditional way of doing a survey? Yes or No? Explain your answer in 3-5 sentences for 4 points.**

---

---

---

---

---