

A1. More on PowerPoint 2021

ASSESS YOURSELF

1. a. (ii) b. (iii) c. (iv) d. (i) e. (iii)
2. a. Backstage b. Layouts c. Home d. Presenter e. Slide Show
3. a. Design tab
 b. Click on the Home tab → Click Layout drop-down arrow in the Slides group → Choose Comparison Layout.
 c. Clicks on any cell in the table → go to the Table Layout tab → click on Insert Above/Insert Below in the Rows & Columns group.

A2. Formatting in PowerPoint

ASSESS YOURSELF

1. a. (iii) b. (ii) c. (iii) d. (ii)
2. a. Picture b. Attractive c. Combination d. Insert
3. a. WordArt b. Resizing handles c. Rotation handle d. Insert tab
4. a. Use the Shapes tool under the Insert tab.
 b. Use the WordArt command from the Shape Format tab.
 c. Use the Charts tool under the Insert tab.

A3. Animation and Transition in PowerPoint

ASSESS YOURSELF

- | | | | | |
|---------|----------|----------|---------|----------|
| a. (ii) | b. (iii) | c. (iii) | d. (iv) | e. (iii) |
|---------|----------|----------|---------|----------|
- | | | | | |
|----------|-------------|---------------|--------------|--|
| a. Right | b. SmartArt | c. Transition | d. Animation | |
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|------|------|------|------|--|
| a. F | b. F | c. T | d. T | |
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- | | | | | |
|----------|-----------------|-------------------|-----------|--|
| a. Media | b. Motion Paths | c. Animation Pane | d. Insert | |
|----------|-----------------|-------------------|-----------|--|
- a. Use the Animation feature in PowerPoint.

b. Use the Transition feature.

c. Use the Format Shape option under the Format tab.

A4. Excel 2021—An Introduction

ASSESS YOURSELF

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|---------|----------|--------|----------|----------|
| a. (ii) | b. (iii) | c. (i) | d. (iii) | e. (iii) |
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- | | | | | |
|-----------|-------------------------|--------------|--|--|
| a. Cell | b. Quick Access Toolbar | c. Workbooks | | |
| d. Active | e. Save | | | |
- | | | | | |
|---------------------------|----------------|---------------------------------|--|--|
| a. File tab | b. Formula bar | c. New option from the File tab | | |
| d. Bottom of the workbook | | | | |
- a. Formula bar

b. Click on the + sign next to the worksheet tabs or right-click a sheet tab and choose Insert.

c. Use the Rename option by right-clicking on the worksheet tab and selecting "Rename", then type "Time Table".



A5. E-mail and Malware Safety

ASSESS YOURSELF

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| a. (i) | b. (ii) | c. (iii) | d. (iv) |
| e. (ii) | f. (iv) | | |
- | | | | |
|----------------|------------|------------|----------------|
| a. Domain | b. Carbon | c. Compose | d. Attachments |
| e. Signing Out | f. Malware | g. Norton | |
- | | | | |
|-------------------|-----------------|------------|-------------|
| a. Sending emails | b. Inbox | c. Subject | d. Username |
| e. Macro virus | f. Trojan horse | | |
- Attach files option in an e-mail.
 - Use the Forward option.
 - Use video conferencing services, such as Microsoft Teams or Zoom, for a face-to-face conversation with all the regional managers.

A6. The Art of Prompting

ASSESS YOURSELF

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|----------|---------|----------|----------|--------|
| a. (iii) | b. (ii) | c. (iii) | d. (iii) | e. (i) |
|----------|---------|----------|----------|--------|
- | | | | | |
|-------------|----------------|-------------------|-----------|------------|
| a. Learning | b. Smart study | c. User interface | d. Prompt | e. ChatGPT |
|-------------|----------------|-------------------|-----------|------------|
- | | | | | |
|------|------|------|------|------|
| a. F | b. F | c. T | d. T | e. T |
|------|------|------|------|------|
- | | | | | |
|-----------|-------------------|---------------------------|--|--|
| a. Prompt | b. User interface | c. Natural User Interface | | |
| d. Weak | e. Green | | | |
- Set a reminder for 3 PM tomorrow to call my friend.
 - Explain photosynthesis in simple steps for Grade 6.
 - List safe science experiments for home with materials needed.