

Building Your Digital Skills Mid Term Assessment

Task 1: Download and Save Files

- 1 Download the following file
 - 2 Click on each attachment:
 - **SafetyTips.txt** (text file)
 - **SafetyImage.jpg** (image file)
 - 3 Choose **Download**.
 - 4 Click **Show in Folder** or open **File Explorer** → **Downloads**.
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Task 2: Create a New Word Document

- 1 Open **Microsoft Word**.
 - 2 Save your file as **Week5_YourName.docx**.
 - 3 Open the **SafetyTips.txt** file.
 - 4 Highlight all text → **Ctrl + C** → Copy.
 - 5 Go back to Word → **Ctrl + V** → Paste.
 - 6 Type a new title at the top: **Staying Safe Online**
 - 7 Press **Enter** twice.
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Task 3: Insert the Image

- 1 Click **Insert** → **Pictures** → **This Device**.
 - 2 Locate **SafetyImage.jpg**
 - 3 Click **Insert**.
 - 4 Resize the image by dragging the corners.
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Task 4: Format Your Poster

- 1 Make your title **bold and size 24**.
- 2 Change title colour to **blue**.
- 3 Highlight keywords (e.g. “passwords”, “safe”, “trusted”) in **red**.
- 4 Select the main text → use **Justify alignment**.
- 5 Add **bullet points** (Home → Bullets).
- 6 add page borders and page colour
- 7 Save your work again.

Task 5: Send to Your Tutor

- 1 Open your email.
- 2 Create a new message to **Gita**.
- 3 Use subject line: *Week 5 – Assessment*
- 4 Type a short, polite message:

Hello Gita,

Please find attached my Week 5 File Types poster.

Kind regards,

[Your Name]

- 5 Attach your file → click **Send**.

Reflection

- What new skill did you learn today?
- How can you tell the difference between a text file and an image file?
- Why is it important to save files in the correct folder?

Essential Digital Skills (Entry Level 3)

Week 5 – Quick Review Quiz

Tutor: Gita Date: _____

Instructions:

- Tick (☑) the correct answer for each question.
 - One mark per question. **Total = 12 marks**
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1. Which of these is an example of hardware?

- A. Keyboard B. Google Chrome C. Microsoft Word
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2. Which of these is an example of software?

- A. Monitor B. USB Stick C. Windows 10
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3. Why do we create folders on the computer?

- A. To decorate our desktop B. To keep work organised C. To delete files
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4. What does an operating system do?

- A. Runs hardware and software B. Prints files C. Checks spelling
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5. What should a good email subject line include?

- A. A joke B. A clear topic C. An emoji
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6. What does “CC” mean in an email?

- A. Copy another person B. Cancel chat C. Close connection
-

7. Which password is strongest?


- A. Password123 B. MyName1 C. Gita2024!
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 **8. How do you insert an image in Word?**

- A. Layout → Orientation → Landscape B. Insert → Pictures → This Device C. File → Save As
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 **9. Which tool changes how text lines up on the page?**

- A. Bold B. Alignment C. Highlight
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 **10. What does “https://” mean in a web address?**

- A. Secure website B. Free website C. Slow website
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 **11. What should you do if you receive a suspicious email?**

- A. Open it and reply B. Delete or report it C. Forward it to a friend
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 **12. Why is it important to save your files in folders?**

- A. It keeps work organised B. It deletes old files C. It makes your computer faster
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My Score: ____ / 12

 **Tutor Reflection / Comments:**
