Summative assessment – Questions

## Appropriate software

Q1. What software would be most appropriate to use to write an essay?

A. Presentation software

B. Word processing software

C. Email software

D. Image manipulation software

Q2. What software would be most appropriate for a teacher to use to show a class information about a lesson?

A. Presentation software

B. Word processing software

C. Email software

D. Image manipulation software

Q3. What software would be most appropriate to use to send a document to someone on the other side of the world?

A. Presentation software

B. Word processing software

C. Email software

D. Image manipulation software

Q4. What software would be most appropriate to use to create a banner with a slogan and an image for your website?

A. Presentation software

B. Word processing software

C. Email software

D. Image manipulation software

# Formatting

Q5. Which phrase best describes formatting?

A. Changing the colour of the text

B. Making a document readable

C. Changing the appearance and layout of a document

D. Aligning the paragraphs

Q6. What should we consider first before formatting a document?

A. The audience

B. What fonts are the most appealing

C. The colour pallet

D. What device the document will be viewed on

Q7. What is the purpose of the following icon?



A. Put a number as a title to each paragraph

B. Create a bulleted list

C. Create a numbered list

D. Count the number of paragraphs

Q8. What is the purpose of the following icon?



A. Name the document

B. Save the document under a certain name

C. Allow the user to make a title

D. Change the style/appearance of the font

Q9. What is the purpose of the following icon?



A. Align the text to the left-hand side of the page

B. Align the text to the right-hand side of the page

C. Align the text to the centre of the page

D. Create a straight margin on both the left- and right-hand side of the page

# Copyright and licensing

Q10. What law are you breaking if you use a digital image without permission?

A. The Copyright, Designs and Patents Act

B. Plagiarism law

C. The Data Protection Act

D. The Computer Misuse Act

Q11. What is the name of the licence that you can apply to your work if you are happy for others to use it?

A. Creative freedom

B. Copyright-free

C. Anti-plagiarism

D. Creative Commons

Q12. Anika has created an image that she is happy for others to use, edit and share, but not make money from. Which Creative Commons licence should she apply?

A. Attribution-NonCommercial

B. Attribution-NonCommercial-NoDerivatives

C. Attribution-NoDerivatives

D. Attribution-ShareAlike

Q13. Which of the following is the most effective way of checking the credibility of information found online?

A. Check if the information is also on Wikipedia

B. Use the link that appears first on Google

C. Check if there are any links to other information or websites

D. Check the author and the source

Q14. What is the term for referencing someone else’s work?

A. Citation

B. Paraphrase

C. Plagiarism

D. Copyright

Q15. What word does the following sentence describe?

“To repeat something written or spoken using different words, often in a shorter form”

A. Citation

B. Paraphrase

C. Plagiarism

D. Copyright

Q16. What word does the following sentence describe?

“The process or practice of using another person’s ideas or work and pretending that it’s your own”

A. Citation

B. Paraphrase

C. Plagiarism

D. Copyright

Resources are updated regularly — the latest version is available at: [ncce.io/tcc](http://ncce.io/tcc).

This resource is licensed under the Open Government Licence, version 3. For more information on this licence, see ncce.io/ogl.