Educational Technology Comp Exam
6th Grade
Study Guide

<center>Topics</center>
<center>**Technology Vocabulary**</center>
<center>Microsoft Word and Google Drive skills</center>
<center>Professional email writing</center>
<center>Typing skills and Home Row</center>

The following are sample questions you may see on the technology exam. The largest section to focus on is vocabulary – use your glossary to study this. If you lost your glossary, you can find it on our class site at the **bottom of Week 4.**

1. **What does (vocab) mean? How does it relate to (other vocab)?**
2. What does a professional heading in Word or Google Drive look like (spacing, content, alignment)
3. How do you align the heading and body of a word processing document?
4. What fonts are professionally acceptable (name and size)?
5. How do you indent in a word processing document?
6. What does a green line in a document mean? A red line? How do you fix them?
7. How do you bold text? Italicize? Underline?
8. How do you save a file in Word? In Google Drive?
9. What advantages does Google Drive have over Microsoft Word?
10. What does a professional file name look like?
11. What are the essential components of a professional email?
12. What does a strong email subject line look like?
13. What are some common mistakes in composing emails?
14. What does a proper email heading look like?
15. What are acceptable email closings?
16. How many line spaces do you use in different parts of an email?
17. How do you attach a file to an email?
18. Why is formal English needed in professional settings?
19. What does it mean to CC someone, and when would you do it?
20. What is Inbox Zero? Why is it useful?
21. What are the differences between a local file and cloud file? Which is more useful? Why?
22. What is the purpose of Home Row? Which key should each finger rest on?
23. When would you download a file? Upload? Give multiple examples for each.