

Name: _____

Date: _____

BTT10 - Summary Unit Study Sheet

You are to create a summary sheet for the first three units/programs that we have learned in BTT10 up to this point in time. The purpose of the summary sheet is to assist you with your FSE/Exam Preparation and to make it easier to re-call information that was completed at the beginning of the semester come the end of June.

You are to use the space provided below, to either hand write or type, all of the information that you feel will be essential to your success on the FSE/Final Exam with respect to each of the following units/programs; Digital Literacy, Word Processing and Photo Manipulation. Place your information in the text boxes below the unit title.

Some suggestions for summary sheet include; terms/definitions, key concepts, screen shots of programs/buttons/menus, concepts that you found more difficult, questions from quizzes/assignments/tests that you either saw multiple times or that required your correction after completion, etc.

Digital Literacy

Name: _____

Date: _____

Word Processing

A large, empty rectangular box with a thin black border, occupying most of the page below the title. It is intended for the student to write their work.

Name: _____

Date: _____

Photo Manipulation

