Proposals and Strategies for

Women Entrepreneurs

E-LEARNING COURSE

FINAL TEST

Please select the number below that best represents what you feel from **1-strongly disagree** to **5-strongly agree** concerning the following statements (be sure to choose only one answer for each statement).

1.   I feel more confident about my computer skills.

1	2	3	4	5

2.   I am able to identify and name the programs of Microsoft Office.

1	2	3	4	5

3.   I know how to create an e-mail and I feel comfortable to use it.

1	2	3	4	5

4.   I feel sure to apply the knowledge I gained.

1	2	3	4	5

5.   I am able to independently use the internet and I can upload files to Google Drive.

1	2	3	4	5

6.   Now I'm able to do Scrapbooking.

1	2	3	4	5

7.   Now I'm able to do Decoupage.

1	2	3	4	5

8.   Now I'm able to do Felting.

1	2	3	4	5

9.   Black and white photographs are mostly used in scrabooking

1	2	3	4	5

10. Furniture can be decorated with decoupage paper clippings

1	2	3	4	5

11. I have totally understood what is eco-catering.

1	2	3	4	5

12. I can perfectly distinguish the different types of Eco-Catering.

1	2	3	4	5

13. I have understood what are the benefits of Eco-Catering.

1	2	3	4	5

14. I know since now what is needed to start an Eco-catering business from home.

1	2	3	4	5

15. I am able and I have acquired enough security to make Eco-catering in my working future.

1	2	3	4	5

Now circle the correct answer:

1. When we say "a management meeting" we mean:

a) communication with workers from abroad;
b) recruiting a new employee;
c) solving problems and making decisions.

2. A "critic" is a person who:

a) writes about the bad/good qualities of books, concerts, films etc;
b) is in charge of a newspaper or magazine.
c) describes sports event while it is on TV.

3. The meaning of the word "username" is:

a) a connection between documents on the internet

b) a name you choose for yourself that isn't your real name

c) a hidden program that can hurt your computer

4. This module has helped you learn the English language.

a) No, not at all;

b) A bit;

c) A lot.

5. What is the main reason Internet Marketing has developed in such an extent?

a) it is easier to advertise through the internet

b) it is more effective

c) the world nowadays works with the Internet so you have a bigger target market

6. Why should you use content marketing?

a) to be more active online as a company

b) to build a community through your articles/content

c) to sell your product more easily

7. What's the most important thing to remember in Social Media?

a) to be consistent and active

b) you choose the right Social Media platform according to your type of business

c) all of the above

8. Your business website should definitely be…

a) user-friendly

b) colourful

c) simple

9. Before sending a good word document I need to check if:

A. I have at least a numbered list

B. I have saved the document as PDF

C. There are not typing errors, font and size are homogeneous, text is justified

D. I have highlighted at least a word in all the text

10. Which Microsoft Office Program do you use if you have to do a financial calculation?
   A. Word
   B. Excel
   C. Power Point
   D. Outlook

11. Which are the best tips to create a good PowerPoint presentation:

   A. Don't attach any pictures, minimize the number of slides, write a complex text
   B. Minimize the number of slides, check the spelling and grammar, create a clear message
   C. Check the grammar but not the spelling, don't provide a contrast between the background color and text color
   D. Chose the biggest font size, create a clear message, attach as many charts as you can

12. Before sending an e-mail it is necessary to:
   Find out the three correct answers

   A. Type your recipient's email address in the "To" field
   B. Never leave empty the space of the "Object"
   C. Finish your e-mail in a polite way (with regards and your signature)
   D. Attach something in every e-mail

13. Which easy file storage could will you use if you need to create, store, share or manage documents on the internet from any computer?

   A. Word
   B. Gmail
   C. The Keyboard
   D. Google Drive

14. After studying the ICT module I am able to:
   Select the number that reflects your level of knowledge:

   1: I don't know how to do it and it is too difficult for me
   2: I didn't understand a lot but I want to improve my knowledge
   3: I can see that I did some progress on it but I am still not able to do it independently
   4: I am able to do it but still with some little mistakes
   5: I am able to do it independently and with no mistakes

A. Write a good Word document using all the tools that I could need (change font and size, change the layout of the text, create a numbered list, create a bulleted list…)

1	2	3	4	5

B. Calculate my monthly expenses

1	2	3	4	5

C. Write and send an e-mail

1	2	3	4	5

D. To use Power Point to make a presentation about my business

1	2	3	4	5

E. To use Google Drive in order to share documents with partner and clients

1	2	3	4	5