

Grades 9–12

Digital Literacy

Bell Ringers and Exit Tickets



A three-minute warm-up before every section of *Digital Literacy: Your Foundation for a Connected World* and a three-minute check after it. One page per section: the bell ringer on top, the exit ticket below, and a cut line between them.

Name: _____

techforeveryone.app



How to Use This Book

Every section of the textbook has one page here. Use the top half as students arrive and the bottom half in the last three minutes.

Bell ringer (before the section)

- Students start the moment they sit down. Three to five minutes, no discussion yet.
- The prompt asks what students already know, think or guess. There is no wrong answer; the point is to wake up the topic.
- Each bell ringer names one **word to watch for**. Students listen for it during the lesson.
- Take one or two answers out loud, then teach. Bell ringers are not collected or graded.

Exit ticket (after the section)

- One multiple-choice check with plausible choices, one short response, and a confidence rating.
- Collect them. Sort into three piles by the multiple-choice answer and the confidence box; the piles tell you what to reteach tomorrow.
- The short response is the real evidence. A one-sentence answer that uses the lesson's idea is a pass.



Tip

Cut the pages along the dashed line and keep the exit tickets in a folder per class. Five tickets per chapter make a quick, honest picture of who needs what before the chapter review.

Multiple-choice answers and what to look for in the short responses are in the teacher key at the back.

CHAPTER 1

Meet Your Devices

**1.1** The Family of Deviceswatch for: **device****1.2** The Hardware: Parts You Can Point Towatch for: **USB-C****1.3** Turning On, Logging In, and Getting Startedwatch for: **biometrics****1.4** Tablets and iPads: The Touch-First Worldwatch for: **App Store****1.5** Making Devices Work for You: Accessibilitywatch for: **accessibility**

BELL RINGER**1.1 The Family of Devices**

BEFORE THE LESSON

Name: _____ Date: _____

You have one device for the rest of the school year: phone, tablet, laptop or desktop. Pick one and defend it, then name the task it would make hardest.

 **Word to watch for:** device. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**1.1 The Family of Devices**

AFTER THE LESSON

Name: _____ Date: _____

1. What is the biggest practical difference between devices?

- ☐ The brand name on the back
- ☐ How you control them: touch, touchpad or mouse
- ☐ Whether they can connect to the internet

2. Name one task you would move from your phone to a laptop, and explain why.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER****1.2 The Hardware: Parts You Can Point
To**BEFORE THE
LESSON

Name: _____ Date: _____

Without looking, list every port or physical feature on the device you use most. Then check it. How many did you miss?

 **Word to watch for:** USB-C. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**1.2 The Hardware: Parts You Can Point To**

AFTER THE LESSON

Name: _____ Date: _____

1. A file saved on a flash drive is an example of what?

- ☐ Local storage
- ☐ Cloud storage
- ☐ A port

2. Explain the difference between local storage and cloud storage, and when each one could let you down.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER****1.3 Turning On, Logging In, and Getting
Started**BEFORE THE
LESSON

Name: _____ Date: _____

A text says: "Your account is locked. Click here to verify within 1 hour." Write the first thing you would do, and what you would NOT do.

 **Word to watch for:** biometrics. Listen for it, and write what it means when you hear it.

 cut here

**EXIT
TICKET****1.3 Turning On, Logging In, and Getting
Started**AFTER THE
LESSON

Name: _____ Date: _____

1. Why should a computer be shut down from the menu instead of by pulling the power?

- ☐ It charges the battery faster
- ☐ It deletes temporary files you do not need
- ☐ It can save work and close programs safely

2. What makes a password strong, according to the two rules in this section?

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER****1.4 Tablets and iPads: The Touch-First
World**BEFORE THE
LESSON

Name: _____ Date: _____

Think of someone who is great on a laptop and lost on a tablet (or the reverse). What trips them up? Write two specific moments.

 **Word to watch for:** App Store. Listen for it, and write what it means when you hear it.

 cut here

**EXIT
TICKET****1.4 Tablets and iPads: The Touch-First
World**AFTER THE
LESSON

Name: _____ Date: _____

1. On a tablet, what mostly replaces the buttons and menus of a laptop?

- ☐ Gestures like swipe and pinch
- ☐ Voice commands only
- ☐ A physical keyboard

2. Why is installing apps only from the official store a safety habit?

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER****1.5 Making Devices Work for You:
Accessibility**BEFORE THE
LESSON

Name: _____ Date: _____

Captions are on in a noisy cafeteria. Larger text helps in bright sun. List two more situations where an accessibility setting helps someone without a disability.

 **Word to watch for:** accessibility. Listen for it, and write what it means when you hear it.

 cut here

**EXIT
TICKET****1.5 Making Devices Work for You:
Accessibility**AFTER THE
LESSON

Name: _____ Date: _____

1. Which of these is an accessibility setting?

- ☐ A screen reader that reads the screen aloud
- ☐ A software update
- ☐ Clearing your browser history

2. Pick one accessibility setting and explain exactly how you would turn it on for a classmate.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

CHAPTER 2

Finding Your Way Around a Device



- | | | |
|-----|---|------------------------------------|
| 2.1 | The Operating System: The Boss of the Device | watch for: operating system |
| 2.2 | Windows and Their Controls | watch for: minimize |
| 2.3 | Files, Folders, and Saving on Purpose | watch for: file extension |
| 2.4 | Your Files in the Cloud | watch for: syncing |
| 2.5 | Settings, Updates, and Keeping a Device Healthy | watch for: update |

**BELL
RINGER****2.1 The Operating System: The Boss of the
Device**BEFORE THE
LESSON

Name: _____ Date: _____

Windows, macOS, iPadOS, Android, ChromeOS: which have you used? Write one thing that felt different and one thing that felt the same.

 **Word to watch for:** operating system. Listen for it, and write what it means when you hear it.

 cut here

**EXIT
TICKET****2.1 The Operating System: The Boss of the
Device**AFTER THE
LESSON

Name: _____ Date: _____

1. Which of these is an operating system?

- ☐ Google Docs
- ☐ ChromeOS
- ☐ Wi-Fi

2. Name the four core ideas every operating system shares.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**2.2 Windows and Their Controls**

BEFORE THE LESSON

Name: _____ Date: _____

Count the windows and tabs you usually have open while doing homework. How do you move between them now? Is there a faster way?

 **Word to watch for:** minimize. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**2.2 Windows and Their Controls**

AFTER THE LESSON

Name: _____ Date: _____

1. What does Minimize do to a window?

- ☐ Closes the program
- ☐ Makes it fill the screen
- ☐ Hides it without closing it

2. Write the keyboard shortcut for switching windows on Windows or Mac, and when you would use it.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER****2.3 Files, Folders, and Saving on Purpose**BEFORE THE
LESSON

Name: _____ Date: _____

Open (or picture) your Downloads folder. Estimate how many files are in it and how many you could find by name. What does that tell you?

 **Word to watch for:** file extension. Listen for it, and write what it means when you hear it.

 cut here

EXIT TICKET**2.3 Files, Folders, and Saving on Purpose**

AFTER THE LESSON

Name: _____ Date: _____

1. What does the extension .pdf tell you about a file?

- ☐ It is a fixed, printable document
- ☐ It is a spreadsheet
- ☐ It is a video

2. Write a better name and folder for a file called "Untitled3" that is actually your biology lab report.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**2.4 Your Files in the Cloud**

BEFORE THE LESSON

Name: _____ Date: _____

Your laptop is stolen tonight. List what you would lose for good and what you would still have tomorrow. Why the difference?

 **Word to watch for:** syncing. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**2.4 Your Files in the Cloud**

AFTER THE LESSON

Name: _____ Date: _____

1. What does syncing mean?

- ☐ A change in one place shows up everywhere automatically
- ☐ A file is compressed to save space
- ☐ A file can only be opened on one device

2. Explain the difference between backup and sharing, and the risk that comes with sharing.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER****2.5 Settings, Updates, and Keeping a Device
Healthy**BEFORE THE
LESSON

Name: _____ Date: _____

Your phone says "Update available" and you tap Later every time. Write the honest reason, then guess what the update actually does.

 **Word to watch for:** update. Listen for it, and write what it means when you hear it.

 cut here

**EXIT
TICKET****2.5 Settings, Updates, and Keeping a Device
Healthy**AFTER THE
LESSON

Name: _____ Date: _____

1. Why are software updates an important security habit?

- ☐ They make the screen brighter
- ☐ They patch security holes attackers use
- ☐ They delete old photos automatically

2. Your phone is "full." Write the two fixes this section recommends.

How sure
am I?Got
it

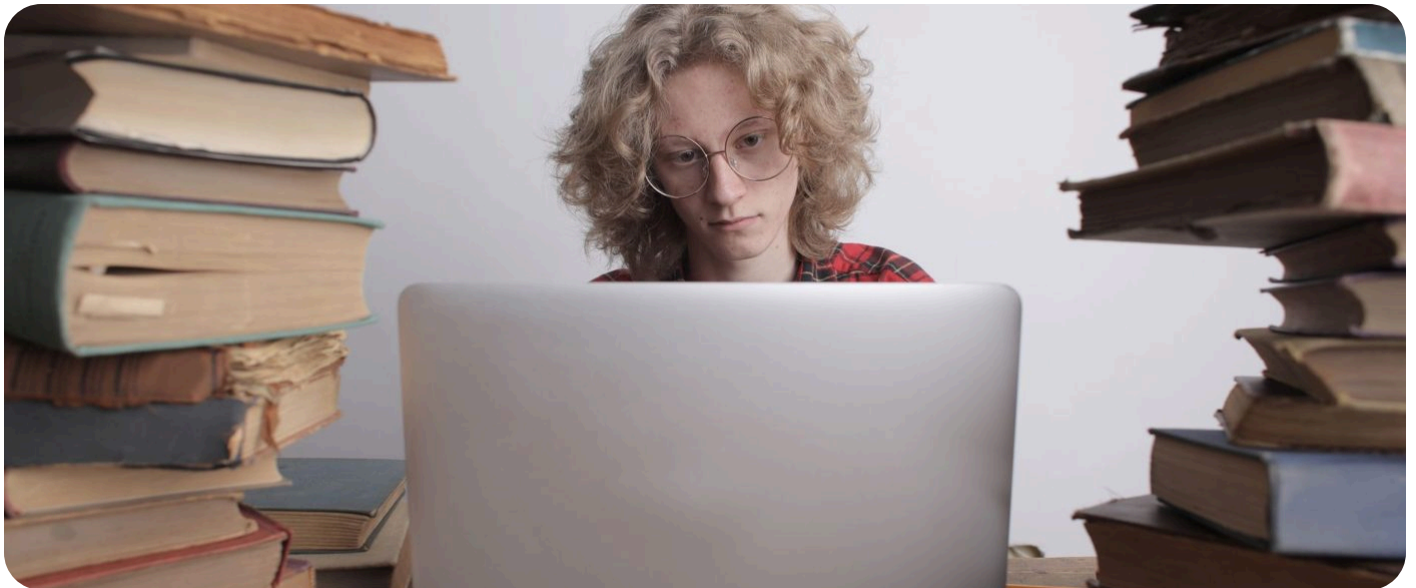
Almost

Still
confused

Word to watch for meant:

CHAPTER 3

Exploring the Internet



3.1 Getting Connected and Getting Around

watch for: **browser**

3.2 Reading a Web Address

watch for: **top-level domain**

3.3 Searching Like a Pro

watch for: **quotes**

3.4 Is This True? Evaluating Information

watch for: **bias**

3.5 Protecting Your Privacy While You Browse

watch for: **cookies**

**BELL
RINGER****3.1 Getting Connected and Getting
Around**BEFORE THE
LESSON

Name: _____ Date: _____

Where do you use Wi-Fi and where do you use cellular data? Write one time the difference cost you something (speed, data or money).

 **Word to watch for:** browser. Listen for it, and write what it means when you hear it.



cut here

**EXIT
TICKET****3.1 Getting Connected and Getting
Around**AFTER THE
LESSON

Name: _____ Date: _____

1. Which is true about cellular data compared with Wi-Fi?

- ☐ It is always faster
- ☐ It usually counts against a limited phone plan
- ☐ It only works indoors

2. Name three browser tools and what each one does.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**3.2 Reading a Web Address**

BEFORE THE LESSON

Name: _____ Date: _____

Which of these would you trust with a password, and why: paypal.com, paypal.com, paypal-secure-login.com? Decide before we discuss.

 **Word to watch for:** top-level domain. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**3.2 Reading a Web Address**

AFTER THE LESSON

Name: _____ Date: _____

1. What does the "s" in https:// mean?

- ☐ The site is a school
- ☐ The site is shopping
- ☐ The connection is secure (encrypted)

2. Explain how a scammer can make a URL look almost right, with one example.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**3.3 Searching Like a Pro**

BEFORE THE LESSON

Name: _____ Date: _____

Write the exact words you would type to find out why your laptop battery drains fast. Then write a second, better version.

 **Word to watch for:** quotes. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**3.3 Searching Like a Pro**

AFTER THE LESSON

Name: _____ Date: _____

1. Why should you scan results before clicking the first one?

- ☐ The top results are often ads
- ☐ The first result is always wrong
- ☐ Search engines hide the best result

2. Describe the try, look, refine loop in your own words.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**3.4 Is This True? Evaluating Information**

BEFORE THE LESSON

Name: _____ Date: _____

Think of a post that made you want to share it instantly. What would you check now, before sharing? List two checks.

 **Word to watch for:** bias. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**3.4 Is This True? Evaluating Information**

AFTER THE LESSON

Name: _____ Date: _____

1. A shocking claim appears on one obscure site and nowhere else. What should you do?

- ☐ Share it quickly before it is deleted
- ☐ Be skeptical and look for other coverage
- ☐ Trust it if it has a lot of likes

2. Why should an AI answer be a starting point rather than a final authority?

How sure
am I?

Got
it

Almost

Still
confused

Word to watch for meant:

**BELL
RINGER**
**3.5 Protecting Your Privacy While You
Browse**

 BEFORE THE
LESSON

Name: _____ Date: _____

You use a library computer to check your email. Write every step you would take before you walk away from it.

 **Word to watch for:** cookies. Listen for it, and write what it means when you hear it.

 cut here

**EXIT
TICKET**
**3.5 Protecting Your Privacy While You
Browse**

 AFTER THE
LESSON

Name: _____ Date: _____

1. What does a private or incognito window do?

- ☐ Makes you invisible to websites
- ☐ Blocks every ad
- ☐ Does not save your history on that device

2. What are cookies, and name one helpful use and one privacy cost.

 How sure
am I?

 Got
it

Almost

 Still
confused

Word to watch for meant:

CHAPTER 4

Communicating and Creating



- | | | |
|-----|--|-----------------------------------|
| 4.1 | Email: The Professional Standard | watch for: subject line |
| 4.2 | Video Calls: Being There from Anywhere | watch for: video call |
| 4.3 | Creating Documents | watch for: format |
| 4.4 | Spreadsheets and Slides | watch for: spreadsheet |
| 4.5 | Working Together in the Cloud | watch for: version history |

BELL RINGER**4.1 Email: The Professional Standard**

BEFORE THE LESSON

Name: _____ Date: _____

Write the subject line and first sentence of an email asking a teacher for an extension. Keep it. We will improve it by the end.

 **Word to watch for:** subject line. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**4.1 Email: The Professional Standard**

AFTER THE LESSON

Name: _____ Date: _____

1. What is the risk of Reply All?

- ☐ It sends your reply to everyone on the message
- ☐ It deletes the original email
- ☐ It removes attachments

2. Rewrite this opening to be professional: "hey can u send the hw".

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL
RINGER4.2 Video Calls: Being There from
AnywhereBEFORE THE
LESSON

Name: _____ Date: _____

Describe the worst video call you have been on: what went wrong? Then write which part could have been fixed before the call started.

 **Word to watch for:** video call. Listen for it, and write what it means when you hear it.

 cut here

EXIT
TICKET4.2 Video Calls: Being There from
AnywhereAFTER THE
LESSON

Name: _____ Date: _____

1. Where should the light be during a video call?

- ☐ Behind you
- ☐ In front of you
- ☐ Directly above the camera

2. Your video call keeps freezing. List the fixes in the order you would try them.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**4.3 Creating Documents**

BEFORE THE LESSON

Name: _____ Date: _____

Word or Google Docs: which do you use, and what is one feature you rely on that someone new might not know about?

 **Word to watch for:** format. Listen for it, and write what it means when you hear it.

 cut here

EXIT TICKET**4.3 Creating Documents**

AFTER THE LESSON

Name: _____ Date: _____

1. What is one big difference between Google Docs and traditional Word?

- ☐ Docs cannot insert images
- ☐ Word cannot check spelling
- ☐ Docs lives in the cloud and saves automatically

2. Name three formatting tools that make a document easier to read.

How sure
am I?

Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**4.4 Spreadsheets and Slides**

BEFORE THE LESSON

Name: _____ Date: _____

You need to track money for a class fundraiser. Would you use a document, a spreadsheet or slides? Explain why the other two are worse.

 **Word to watch for:** spreadsheet. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**4.4 Spreadsheets and Slides**

AFTER THE LESSON

Name: _____ Date: _____

1. What is a spreadsheet's biggest power beyond making neat lists?

- ☐ Calculation
- ☐ Spell check
- ☐ Video editing

2. Give two rules for a slide that an audience can actually read.

How sure
am I?

Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**4.5 Working Together in the Cloud**

BEFORE THE LESSON

Name: _____ Date: _____

A group project document was wrecked the night before it was due. Write what happened in your imagination, and one setting that could have prevented it.

👁️ **Word to watch for:** version history. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**4.5 Working Together in the Cloud**

AFTER THE LESSON

Name: _____ Date: _____

1. Which sharing level lets someone suggest changes but not make them?

- ☐ View
- ☐ Comment
- ☐ Edit

2. When AI tools help you write, whose responsibility is the final work, and why?

How sure
am I?

Got
it

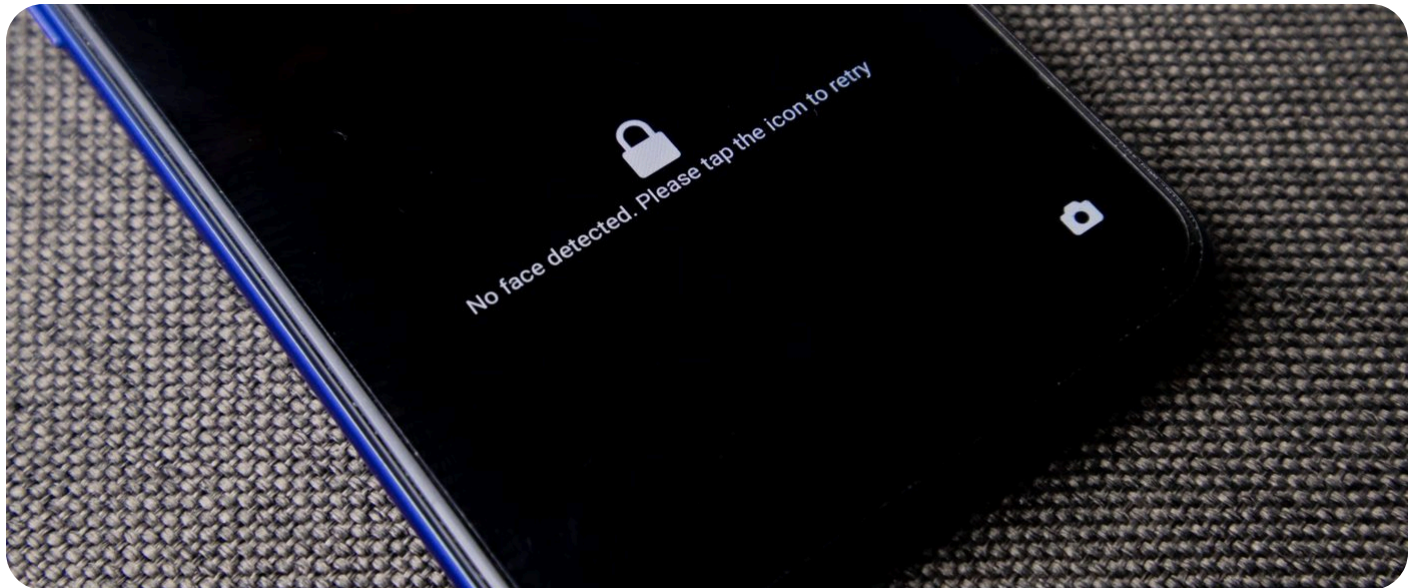
Almost

Still
confused

Word to watch for meant:

CHAPTER 5

Staying Safe and Smart Online



5.1 Cybersecurity Starts with Passwords

watch for: **MFA**

5.2 Recognizing Scams and Phishing

watch for: **phishing**

5.3 Protecting Devices and Data

watch for: **backup**

5.4 Your Digital Footprint

watch for: **digital footprint**

5.5 Social Media, Smartly

watch for: **privacy settings**

BELL RINGER**5.1 Cybersecurity Starts with Passwords**

BEFORE THE LESSON

Name: _____ Date: _____

Which is stronger: P@ssw0rd! or PurpleTiger-Runs-Fast? Write your answer and your reasoning before we discuss it.

 **Word to watch for:** MFA. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**5.1 Cybersecurity Starts with Passwords**

AFTER THE LESSON

Name: _____ Date: _____

1. Why is reusing one password across sites risky?

- ☐ It makes the password harder to remember
- ☐ If any site is breached, attackers try it everywhere
- ☐ Sites block reused passwords

2. Explain how a password manager and MFA work together to protect an account.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**5.2 Recognizing Scams and Phishing**

BEFORE THE LESSON

Name: _____ Date: _____

A text asks you to reply with the 6-digit code that was "just sent to you." Write what is really happening in that moment.

 **Word to watch for:** phishing. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**5.2 Recognizing Scams and Phishing**

AFTER THE LESSON

Name: _____ Date: _____

1. What is the biggest red flag in a phishing message?

- ☐ It uses your first name
- ☐ It has a company logo
- ☐ Urgency that pushes you to act right now

2. You clicked something bad. Write the steps to take, in order.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**5.3 Protecting Devices and Data**

BEFORE THE LESSON

Name: _____ Date: _____

Security works in layers. Name four layers protecting your phone right now, and which one you think is weakest.

 **Word to watch for:** backup. Listen for it, and write what it means when you hear it.



cut here

EXIT TICKET**5.3 Protecting Devices and Data**

AFTER THE LESSON

Name: _____ Date: _____

1. Why does a backup matter even if every other protection works?

- ☐ If the device is lost, broken or hit by ransomware, your work survives
- ☐ It makes passwords stronger
- ☐ It stops phishing emails

2. Why should you download apps only from official stores?

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**5.4 Your Digital Footprint**

BEFORE THE LESSON

Name: _____ Date: _____

Search your own name in your head: what would a college admissions officer find today? Write what you hope they find and what you hope they do not.

 **Word to watch for:** digital footprint. Listen for it, and write what it means when you hear it.

 cut here

EXIT TICKET**5.4 Your Digital Footprint**

AFTER THE LESSON

Name: _____ Date: _____

1. What are the two sources of your digital footprint?

- ☐ What you post and what is collected about you
- ☐ Your phone and your laptop
- ☐ Your email and your texts

2. Name one thing you would be glad a college or employer found about you online.

How sure
am I?Got
it

Almost

Still
confused

Word to watch for meant:

BELL RINGER**5.5 Social Media, Smartly**

BEFORE THE LESSON

Name: _____ Date: _____

Is a direct message private? Write yes or no, then describe a way a "private" message could become public.

 **Word to watch for:** privacy settings. Listen for it, and write what it means when you hear it.

 cut here

EXIT TICKET**5.5 Social Media, Smartly**

AFTER THE LESSON

Name: _____ Date: _____

1. Which piece of information is most useful to someone who means harm?

- ☐ Your favorite song
- ☐ Your real-time location
- ☐ Your team's score

2. List three privacy settings you would check on any new social media account.

How sure
am I?

Got
it

Almost

Still
confused

Word to watch for meant:



Teacher Key

Exit-ticket multiple-choice answers, and what a passing short response contains.

Chapter 1: Meet Your Devices

1.1 The Family of Devices · MC: **B** (How you control them: touch, touchpad or mouse) · word: **device**

Short response should show: Name one task you would move from your phone to a laptop, and explain why.

1.2 The Hardware: Parts You Can Point To · MC: **A** (Local storage) · word: **USB-C**

Short response should show: Explain the difference between local storage and cloud storage, and when each one could let you down.

1.3 Turning On, Logging In, and Getting Started · MC: **C** (It can save work and close programs safely) · word: **biometrics**

Short response should show: What makes a password strong, according to the two rules in this section?

1.4 Tablets and iPads: The Touch-First World · MC: **A** (Gestures like swipe and pinch) · word: **App Store**

Short response should show: Why is installing apps only from the official store a safety habit?

1.5 Making Devices Work for You: Accessibility · MC: **A** (A screen reader that reads the screen aloud) · word: **accessibility**

Short response should show: Pick one accessibility setting and explain exactly how you would turn it on for a classmate.

Chapter 2: Finding Your Way Around a Device

2.1 The Operating System: The Boss of the Device · MC: **B** (ChromeOS) · word: **operating system**

Short response should show: Name the four core ideas every operating system shares.

2.2 Windows and Their Controls · MC: **C** (Hides it without closing it) · word: **minimize**

Short response should show: Write the keyboard shortcut for switching windows on Windows or Mac, and when you would use it.

2.3 Files, Folders, and Saving on Purpose · MC: **A** (It is a fixed, printable document) · word: **file extension**

Short response should show: Write a better name and folder for a file called "Untitled3" that is actually your biology lab report.

2.4 Your Files in the Cloud · MC: **A** (A change in one place shows up everywhere automatically) · word: **syncing**

Short response should show: Explain the difference between backup and sharing, and the risk that comes with sharing.

2.5 Settings, Updates, and Keeping a Device Healthy · MC: **B** (They patch security holes attackers use) · word: **update**

Short response should show: Your phone is "full." Write the two fixes this section recommends.

Chapter 3: Exploring the Internet

3.1 Getting Connected and Getting Around · MC: **B** (It usually counts against a limited phone plan) · word: **browser**

Short response should show: Name three browser tools and what each one does.

3.2 Reading a Web Address · MC: **C** (The connection is secure (encrypted)) · word: **top-level domain**

Short response should show: Explain how a scammer can make a URL look almost right, with one example.

3.3 Searching Like a Pro · MC: **A** (The top results are often ads) · word: **quotes**

Short response should show: Describe the try, look, refine loop in your own words.

3.4 Is This True? Evaluating Information · MC: **B** (Be skeptical and look for other coverage) · word: **bias**

Short response should show: Why should an AI answer be a starting point rather than a final authority?

3.5 Protecting Your Privacy While You Browse · MC: **C** (Does not save your history on that device) · word: **cookies**

Short response should show: What are cookies, and name one helpful use and one privacy cost.

Chapter 4: Communicating and Creating

4.1 Email: The Professional Standard · MC: **A** (It sends your reply to everyone on the message) · word: **subject line**

Short response should show: Rewrite this opening to be professional: "hey can u send the hw".

4.2 Video Calls: Being There from Anywhere · MC: **B** (In front of you) · word: **video call**

Short response should show: Your video call keeps freezing. List the fixes in the order you would try them.

4.3 Creating Documents · MC: **C** (Docs lives in the cloud and saves automatically) · word: **format**

Short response should show: Name three formatting tools that make a document easier to read.

4.4 Spreadsheets and Slides · MC: **A** (Calculation) · word: **spreadsheet**

Short response should show: Give two rules for a slide that an audience can actually read.

4.5 Working Together in the Cloud · MC: **B** (Comment) · word: **version history**

Short response should show: When AI tools help you write, whose responsibility is the final work, and why?

Chapter 5: Staying Safe and Smart Online

5.1 Cybersecurity Starts with Passwords · MC: **B** (If any site is breached, attackers try it everywhere) · word: **MFA**

Short response should show: Explain how a password manager and MFA work together to protect an account.

5.2 Recognizing Scams and Phishing · MC: **C** (Urgency that pushes you to act right now) · word: **phishing**

Short response should show: You clicked something bad. Write the steps to take, in order.

5.3 Protecting Devices and Data · MC: **A** (If the device is lost, broken or hit by ransomware, your work survives) · word: **backup**

Short response should show: Why should you download apps only from official stores?

5.4 Your Digital Footprint · MC: **A** (What you post and what is collected about you) · word: **digital footprint**

Short response should show: Name one thing you would be glad a college or employer found about you online.

5.5 Social Media, Smartly · MC: **B** (Your real-time location) · word: **privacy settings**

Short response should show: List three privacy settings you would check on any new social media account.