

CHAPTER

5

Self-Assessment

Take a moment to review what you have learned in this chapter. Rank your understanding of the topics below.

- 4** means, "I understand all of this."
- 3** means, "I understand some of this."
- 2** means, "I understand very little of this."
- 1** means, "I don't remember this."

To use a printout of this chart, go to digicom.glencoe.com and click on Chapter 5, Self-Assessment.
Or:
Ask your teacher for a personal copy.

Rank Your Understanding

Lesson	Topic	4	3	2	1
5.1	• Four reasons to use a PDA				
	• Two methods to enter data on a PDA				
5.2	• Uses of Memo Pad				
	• How to create a new memo				
5.3	• Two uses of beaming				
	• How to beam a memo				
5.4	• Uses of categories in PDAs				
	• How to create new categories				
5.5	• Uses of Note Pad				
	• Six features of Note Pad				
	• How to create a new note in Note Pad				
	• How to beam a note to another PDA				
5.6	• How to create an entry in Address Book				
	• How to create a business card from an address				
5.7	• Five features of Date Book				
	• Two advantages of Date Book				
	• How to create an event in Date Book				
	• How to copy, paste, and delete events				
	• How to view Date Book formats				
5.8	• Uses of To Do List				
	• How to add items to To Do List				
	• How to use the Details feature				

If you ranked all topics 4, congratulations! Consider doing a quick review.
If you ranked yourself 3 or lower in any topic, consider reviewing these topics first.