

Instructions

Welcome, future video editing pro! This worksheet will help you get familiar with the basic tools and ideas used in video editing, especially with an awesome app like CapCut. Read each section carefully and answer the questions. Good luck!

Part 1: Know Your Lingo!

Match the video editing term on the left with its correct definition on the right. Write the correct letter in the blank space provided.

Terms

1. ___ Timeline
2. ___ Clip
3. ___ Transition
4. ___ Overlay
5. ___ Audio
6. ___ Effects
7. ___ Export
8. ___ Text

Definitions

- **A.** A single piece of video or a photo.
- **B.** The process of saving your finished video to your device's camera roll so you can share it.
- **C.** Placing one video or image on top of another one that's already on your timeline.
- **D.** Visual enhancements like filters, sparkles, or glitches that make your video look cool.
- **E.** The workspace where you arrange your video clips, audio, and text in the order they will appear.
- **F.** Any words you add on top of your video, like titles or subtitles.
- **G.** A special effect used to move smoothly from one clip to the next (like a fade or a swipe).
- **H.** All the sound in your video, including music, sound effects, and voiceovers.

Part 2: The Editing Workflow

Creating a video is a step-by-step process. The steps below are all mixed up! Number them from 1 to 7 to put them in the correct order for making a basic video.

- [] Add music and sound effects.
- [] Export the final video so you can share it.
- [] Arrange your clips on the timeline in the order you want them.
- [] Add transitions between clips to make it look smooth.
- [] Start a new project and import your video clips and photos.
- [] Make your clips shorter or cut out mistakes using the trim and split tools.
- [] Add cool text, stickers, or auto captions.

Part 3: CapCut Tool Time!

Answer these questions about some of CapCut's popular features.

1. To make a video clip shorter from the beginning or end, you would drag its edges. This is called _____ the clip.
2. Which button would you press in CapCut to add a song from their library or your own device?
 - A) Effects
 - B) Text
 - C) Audio
 - D) Stickers

3. CapCut's amazing "Auto Captions" feature listens to the talking in your video and automatically creates _____ for you.
 4. If you want to cut a clip into two separate pieces right in the middle, you would move the playhead to that spot and use the _____ tool.
-

Part 4: Your Turn to Create!

Let's plan a short, 15-second video. Imagine you're creating a video for TikTok or YouTube Shorts. Pick one of these ideas: "A day in the life of my pet," "My morning routine," or "How to make my favorite snack." Plan your video below.

Video Title/Theme: _____

Clips I Need to Film (list at least 3 ideas):

- _____
- _____
- _____

Music Idea (What kind of vibe? Upbeat, calm, funny?):

One Cool Effect or Transition I Want to Use (e.g., "Zoom in," "Glitch effect," "Fade to black"):

Text I Will Add (e.g., a title, a funny comment, or instructions):

Answer Key

Part 1: Know Your Lingo!

1. **E** - Timeline
2. **A** - Clip
3. **G** - Transition
4. **C** - Overlay
5. **H** - Audio
6. **D** - Effects
7. **B** - Export
8. **F** - Text

Part 2: The Editing Workflow

1. [**5**] Add music and sound effects.
2. [**7**] Export the final video so you can share it.
3. [**2**] Arrange your clips on the timeline in the order you want them.
4. [**4**] Add transitions between clips to make it look smooth.
5. [**1**] Start a new project and import your video clips and photos.
6. [**3**] Make your clips shorter or cut out mistakes using the trim and split tools.
7. [**6**] Add cool text, stickers, or auto captions.

Part 3: CapCut Tool Time!

1. Trimming / To trim
2. C) Audio
3. Subtitles / Captions / Text
4. Split

Part 4: Your Turn to Create!

(Answers will vary based on the student's creative ideas. Check for completion and thoughtful planning.)