

الصف  
الرابع  
الابتدائي  
٢٠٢٥

بنك اسئلة

# التميز

أ/ محمود سعيد

مذكرتي  
Mokroti.com

ELMotamyez Questions Bank

# ICT

Final Revision

BY

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CARTOON SCIENCE



نسخة  
مجانية

ملحق الإجابات  
بالداخل



El.Motamyez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز ال QR Code  
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## Lesson 1

## Explorer in Action



## William Tyner

- \* William Tyner is a cultural anthropologist, technologist, and filmmaker.
- \* He uses different types of digital technology to find real **solutions** to problems that benefit local communities.
- \* William Tyner thinks that using technology in a **positive way** can help people become **successful digital citizens**.
- \* He believes that digital communication is important to **exchange opinions** and **build good relationships**.
- \* Mr. Tyner works with different organizations which help to put individuals in contact with **people** or **services**
- This organization build **easy-to-use digital tools** and **apps** that provide people with the information they need ... example: app to pay bills

مذكراتي



- \* وليام تايتير عالم في مجال علوم الإنسان الثقافية، وخبير تكنولوجي وصانع أفلام وهو يستخدم أنواعا مختلفة من التكنولوجيا الرقمية لإيجاد حلول حقيقية للمشاكل فتستفيد المجتمعات المحلية
- \* يعتقد السيد وليام أن استخدام التكنولوجيا بطريقة إيجابية يمكن أن يساعد الناس على أن يصبحوا مواطنين رقميين ناجحين.
- \* هو يؤمن بان التواصل أمر مهم لتبادل الآراء وبناء علاقات جيدة.

\* يعمل تايتر مع منظمات مختلفة تجعل الأفراد على اتصال مع الأشخاص أو الخدمات هذه المنظمات تقوم بإنشاء أدوات وتطبيقات رقمية سهلة الاستخدام تزود الأشخاص بالمعلومات التي يحتاجون إليها مثل تطبيق دفع الفواتير

### ► How Digital tools help citizens in Egypt?

- Book tickets online for trains, buses, and airplanes so travel is made more convenient.
- Purchase tickets for historical and cultural sites through a website
- A wealth of information with EKB website.



حجز تذاكر القطارات والاتوبيسات، والطائرات عبر الإنترنت جعل السفر اسهل , شراء تذاكر المواقع التاريخية و الثقافية من خلال المواقع الإلكترونية , ثروه من المعلومات من خلال بنك المعرفة المصري



## Lesson 2

## Digital Citizenship



## Digital citizenship

is the ability to use digital technology ethically, responsibly, and safely to:

- Take advantage of digital technology
- Protect your digital footprint

المواطنة الرقمية هي القدرة على استخدام التكنولوجيا الرقمية بشكل أخلاقي ومسؤول وأمن. يساعدك هذا على لاستفادة من التكنولوجيا الرقمية وحمايه بصمتك الرقمي

## ►How to be a good digital citizen?

## 1- Be ethical and responsible:

- Treat others online with respect
- Credit sources.

## 2- Stay safe online:

- Set strong passwords
- Choose websites you visit wisely
- Use updated software
- Monitoring online screen time.
- Share information about yourself and others safely and responsibly.

كن أخلاقياً ومسؤولاً -تعامل الآخرين عبر الإنترنت باحترام , وثق المصادر . استخدم الإنترنت بأمان من خلال تعيين كلمات مرور قوية، واختيار المواقع الإلكترونية بحكمة، واستخدام البرامج المحدثة، ومراقبة الوقت الذي تقضيه عبر الإنترنت - شارك المعلومات المتعلقة بك وبالآخرين بأمان ومسؤولية

## ►Achieving digital citizenship needs a sets of rights and duties

## 1- Rights of digital citizen

- 1- you have right to use internet when you want
- 2- engage with others online
- 3- express your opinions and post positive ideas
- 4- you have right **not have** your digital footprint **copied** or **shared** without your consent. (Protect your videos, songs or stories from piracy)

لديك الحق في استخدام الانترنت وقتما شئت والتفاعل مع الآخرين عبر الإنترنت , التعبير عن رايك و نشر أفكار إيجابية , لديك الحق في عدم نسخ بصمتك الإلكترونية او مشاركتها دون موافقتك مثل حمايه الفيديوهات و الاغاني و القصص من القرصنة .



**Piracy** is the **illegal** circulation of content to be **shared** or **sold** to others.

القرصنة : هي التداول غير القانوني للمحتوى لمشاركته أو بيعه للآخرين.



## 2- Responsibilities of digital citizen

- 1- Never commit piracy (don't share or sell digital content to others)
  - 2- Show positive behavior in your communication online.
  - 3- Share positive things with your classmates and friends.
  - 4- Evaluate what you view or share
- Is the source safe? Is it a result of piracy?
- 5- Evaluate how you're using the internet.
- Is it a productive use of time?



### \*\*It is important to balance online & in-person activities \*\*

لا ترتكب أعمال القرصنة أبداً. لا تقوم ببيع ولا مشاركة محتوى رقمي للآخرين أظهر سلوك إيجابي في اتصالاتك عبر الإنترنت. شارك مع زملائك وأصدقائك الأشياء الإيجابية. قيم ما تشاهده هل هو من مصدر امن هل هو من مصدر غير مقررصن , قيم استخدامك للإنترنت هل هو استخدام مثمر للوقت. من المهم تحقيق توازن جيد بين استخدام الإنترنت والتواصل الشخصي مع الآخرين

## Lesson 4

## Internet Communication



### Synchronous communication



### Asynchronous communication



### ► 1- Synchronous communication

communication that occurs in **real time** with **instant responses**

- It is exchanging information or files between people at the **same time**

**Example:** video chats, instant messaging, chat rooms and Live television



#### Example 1 Video chats:

\* Video chats allow you to communicate live with **one or more people**

\* **Tools needed:**

- device with a camera and speakers (**mobile or computer**)
- video chat software (**Skype**)



#### Example 2 Instant messaging (IM):

\* Instant message allows you to send messages using the internet.  
(text – pictures – videos)

\* **Tools needed**

Mobile and IM phone application (**WhatsApp**)

Or

Computer and IM software



### Example 3 Chat rooms:

\*Chat rooms allow you to communicate in a **group**.

\*it usually focus on just one particular subject.

example: People may use a chat room to study subject (ICT group – Science group)

Tools needed:

- Mobile apps

Or

Web browsers) Internet Explorer or Google Chrome) for internet access



الاتصال المتزامن : اتصال يحدث في الوقت الفعلي مع استجابات فورية - و هو تبادل معلومات أو ملفات بين الاشخاص في نفس الوقت  
مثل محادثات الفيديو - الرسائل الفورية - غرف الدردشة- البرامج التليفزيونية المباشرة  
مثال 1 محادثات الفيديو : تتيح لك هذه المحادثات التواصل المباشر مع شخص واحد أو أكثر  
الأدوات المطلوبة : جهاز مزود بكاميرا ومكبرات صوت ( موبايل او كمبيوتر) برنامج لمحادثات فيديو.  
مثال 2 المراسله الفوريه تتيح لك إرسال الرسائل باستخدام الإنترنت (نص , صور , مقاطع فيديو)  
الأدوات المطلوبة: موبايل و تطبيق المراسلة الفورية مثل الواتس اب او جهاز الكمبيوتر و برنامج المراسلة الفورية  
مثال 3 غرف الدردشة : تتيح لك التواصل ضمن مجموعة. وعادة ما يركزون على موضوع واحد فقط ، مثال أشخاص غرفة الدردشة يقومون بمذاكرة ماده معينه الأدوات المطلوبة : تطبيق للهاتف المحمول او متصفحات الويب للوصول إلى الإنترنت مثل انترنت اكسبلورر و جوجل كروم .

## ▶ 2- Asynchronous communication

Communication that **does not require an instant response** - transferring information or files between two people or more **not necessarily at the same time**.

Example email, recorded educational programs

### Example 1 Email:

\* Email allows you to send and receive messages.

\* Emails are a little more formal than lms\*\*

For example: You could email your teacher about a school project.

You could also use email to reach out to a government agency or an official.

Tools needed:

- email application on your mobile.

Or

Internet browser to access an email website

### Example 2 Recorded educational programs



الاتصال غير المتزامن: الاتصال الذي لا يتطلب استجابة فورية و هو عبارته عن نقل المعلومات أو الملفات بين شخصين أو أكثر وليس بالضرورة في نفس الوقت. مثال البريد الإلكتروني - البرامج التعليمية المسجله  
مثال 1 البريد الإلكتروني : يتيح لك إرسال واستقبال الرسائل.  
. تعتبر رسائل البريد الإلكتروني أكثر رسمية من الرسائل الفورية مثال : يمكنك إرسال بريد إلكتروني إلى معلمك حول مشروع مدرسي.  
يمكنك أيضاً استخدام البريد الإلكتروني للتواصل مع هيئة حكومية أو أحد المسؤولين.  
الأدوات المطلوبة : تطبيق البريد الإلكتروني او متصفح الويب للوصول الي موقع البريد الإلكتروني



## Cell phone application

- Cell phone application is an application that runs on your mobile device, it allows you direct access to different programs such as email, instant messaging, social network pages, and video chats.
- Some applications could be pre-installed on your mobile device. Others need to be downloaded.

تطبيق الهاتف الخليوي هو تطبيق يتم تشغيله على جهازك المحمول. يتيح لك الوصول المباشر إلى برامج مختلفة مثل البريد الإلكتروني والرسائل الفورية وصفحات الشبكات الاجتماعية و محادثات الفيديو. قد تكون بعض التطبيقات مثبتة مسبقاً على جهازك المحمول والبعض الآخر يحتاج إلى التنزيل.



## Lesson 5

## How to Use E-Communication



### 1- Video Chats

- ▶ **To start a call**  
create a link to send to the participant(s).
- ▶ **To join a call**  
• click on a link and wait to be "let in"



Make sure your **microphone** and **camera** are **on**.

Sometimes, the person in charge of the call may mute people's microphones.

- You can also mute your microphone or turn off your camera at any time.
- Take your turn when speaking.
- If your camera is on:
  - anyone who is on the call will be able to see you.
  - Be properly dressed and behave as if you were out in public.
  - Make sure there is nothing in your background that indicates your address or any personal information that you do not want to share.

كيفية استخدام أدوات تكنولوجيا المعلومات والاتصالات للتواصل

لبداء محادثة فيديو، عليك إنشاء رابط لإرساله إلى المشاركين

إذا كنت ترغب في الانضمام إلى محادثة فيديو، فعليك أن تنقر على الرابط الخاص بها وتنتظر حتى يسمح لك الشخص الذي بدأها

أو يمكنك الرد على محادثة الفيديو بالضغط على أيقونة الهاتف/ الفيديو

تأكد من تشغيل الميكروفون والكاميرا في بعض الأحيان، قد يغلق الشخص المسؤول عن المحادثة صوت ميكروفونات الأشخاص الآخرين

يمكنك أيضاً غلق صوت الميكروفون أو إيقاف تشغيل الكاميرا وقتما تشاء- تحدث عندما يأتي دورك

إذا كانت الكاميرا قيد التشغيل فسيتمكن أي شخص مشارك بالمكالمة من رؤيتك ارتدي ملابس مناسبة وتصرف كما لو كنت في مكان عام

تأكد من عدم وجود أي شيء في الخلفية يشير إلى عنوانك أو أي معلومات شخصية لا ترغب في مشاركتها



## 2- Chat rooms

- You can type and send your comment.
- You can reply to messages.
- Some participants may reply to your message.
- Remember, anyone in the chat room can read your messages so be polite, helpful, and positive.



في غرف الدردشة يمكنك ببساطة كتابة تعليقك وإرساله - يمكنك الرد على الرسائل - قد يقوم بعض المشاركين بالرد على رسالتك تذكر أن أي شخص في غرفة الدردشة سيكون قادرًا على قراءة رسائلك، لذلك كن مهذبًا ومتعاونًا وإيجابيًا

## 3- Instant Messaging

### ► To send an instant message

- 1- Click on the name of the person you'd like to chat with
- 2- Type your message
- 3- Click on "Send" icon



- Instant messaging is a fun, casual way to communicate (**informal**)
- You may use **phrases** instead of full sentences, **emoticons**, **images**

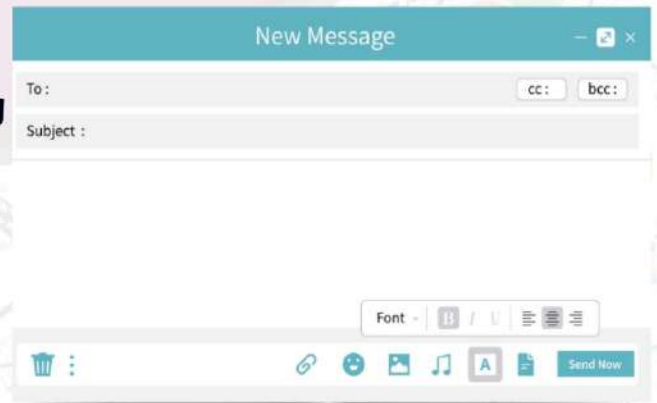
المراسلة الفورية : لإرسال رساله فوريه اضغظ على اسم الشخص الذي ترغب في الدردشة معه - اكتب رسالتك وانقر على أيقونة «إرسال»  
تعد المراسلة الفورية وسيلة ممتعة وغير رسمية للتواصل. يمكنك استخدام عبارات قصيرة بدلاً من الجمل الكاملة - الرموز والصور

## 4- Email

Emails is used in more **formal** situations such as creating an EKB account and writing

### ► To send an email to someone

- Type the **Email** in "To" field
- Type the **title** in "Subject" field
- Use proper grammar
- Use greetings and endings
- If you're sending **attachments** be sure the information you're sending is **safe** and **accurate**.
- Be polite and clear



من الشائع استخدام رسائل البريد الإلكتروني في المواقف الأكثر رسمية - مثل إنشاء حساب على بنك المعرفة المصري ومراسلة معلمك  
استخدم قواعد نحويه صحيحة - استخدم عبارات التحية والختام - إذا كنت ترسل مرفقات فتأكد من أن المعلومات التي ترسلها آمنة ودقيقة.  
- كن مهذبًا وواضحا



## Lesson 6

## Online Learning Environments and Sources



## On line Learning Environment



- Online learning environments, like Edmodo
- Edmodo allow **teachers** and **students** to communicate where ever they are.
- Teachers can provide **virtual lessons** and upload quizzes and homework assignments for students to access.
- Students can also send messages to their teachers, and post their completed assignments.

بيئات التعلم عبر الإنترنت  
تتيح بيئات التعلم عبر الإنترنت مثل الادمودو للمعلمين و الطلاب التواصل بغض النظر عن المكان - يمكن للمدرسين تقديم دروس افتراضية وتحميل الاختبارات والواجبات المنزلية ليتمكن الطلاب من الوصول إليها  
يمكن للطلاب أيضاً التواصل مع معلمهم ونشر المهام الدراسية عند إكمالها.

## On line Learning Sources

- There are multiple online learning sources that can help you to learn about different subjects.

## ► 1- Egyptian Knowledge Bank

- The first (premiere) **online library** in Egypt
- It contains resources for a variety of subjects
- It allows you to research and examine different topics, digital articles, and videos



Egyptian Knowledge Bank  
بنك المعرفة المصري

## ► 2- Vlaby

- A **virtual labs platform** that enables students and teachers to do **lab experiments** in an interactive environment.  
It's not only informative, but fun too!



## ► 3- National Geographic Kids

- A popular online source for **kids** to find information on a variety of subjects

Animals

science

History

geography



#### ► 4- Mapmaker Interactive

- A special interactive feature delivered by National Geographic,
- Mapmaker Interactive provides **online world mapping** tools for students and teachers.
- Map themes, data, and tools are used.



- **Reliable online digital tools are invaluable sources of information**
- **The Mapmaker Interactive is one of the safest sites for research and data collection.**

مذكراتي  
Madrati.com

1- بنك العرفه المصري و هو يعتبر المكتبة الإلكترونية الأولى في مصر التي تحتوي على مصادر حول موضوعات متنوعة. يمكنك من الاطلاع على الموضوعات المختلفة والمقالات الرقمية ومقاطع الفيديو

2- منصة معامل افتراضية تمكن الطلاب والمعلمين من إجراء التجارب العملية في بيئة تفاعلية. ! إنها ليست غنية بالمعلومات فحسب بل إنها ممتعة أيضاً!

3- مصدر شائع عبر الإنترنت يمكن الأطفال من العثور على معلومات عن موضوعات متنوعة، بدءًا من الحيوانات والعلوم وحتى التاريخ والجغرافيا

خاصية تفاعلية مميزة تقدمها ناشيونال جيوغرافيك، يوفر مصمم الخرائط التفاعلي أدوات رسم خرائط العالم عبر الإنترنت للطلاب والمعلمين يسمح باستخدام موضوعات وبيانات وأدوات متعلقة بالخرائط.

تعد الأدوات الرقمية الموثوقة عبر الإنترنت مصادر معلومات لا تقدر بثمن. بعد مصمم الخرائط التفاعلي واحدًا من أكثر المواقع أمانًا للبحث وجمع البيانات.



## Lesson 7

## Planning digital searches



## Conducting a digital search for reliable content

It's important to plan before conducting a digital search.

إجراء بحث رقمي للحصول على محتوى موثوق من المهم التخطيط قبل إجراء بحث رقمي

## Steps to conduct a digital search

## ▶ Choose your topic



What you know about the topic?

What you want to learn about it?

Think and write notes

## ▶ Choose the types of online sources you will use

Digital search can include **audio**, **video**, and **image** sources, not just **text** sources

## ▶ Evaluate the types of sources (reliable or unreliable)



## Reliable sources

## Articles

- is the information written and verified by experts
- The information is presented in a professional fashion
- The information is well-written, without grammar or spelling mistakes.



## Unreliable sources

- Facebook
  - Wiki pages
  - blogs
- You may find factual information on social media sites also, you can find information full of opinions, errors, and even lies.  
You must be wary of information you find

خطوات إجراء بحث رقمي

1- اختر موضوع بحثك ماذا تعرف بالفعل عن الموضوع؟ ما الذي تريد أن تتعلمها عنه؟ فكر واكتب الملاحظات.

2- اختر أنواع المصادر الإلكترونية التي ستستخدمها. البحث الرقمي يمكن أن يتضمن مصادر كالتسجيلات الصوتية ومقاطع الفيديو والصور وليس فقط مصادر نصية..

3- قيم أنواع المصادر التي اخترتها هل هي موثوقة ام غير موثوقة

المصادر الموثوقة هي مقالات أو معلومات كتبها خبراء وتحققوا من صحتها - يتم تقديم المعلومات بطريقة احترافية - تكتب هذه المصادر بعناية كما تقل فيها الأخطاء النحوية والإملائية..

المصادر الغير الموثوقة قد تجد معلومات صحيحة علي وسائل التواصل الاجتماعي و لكن من المحتمل ايضا ان تجد معلومات مليئة بالأراء

الشخصية والأخطاء وحتى الأكاذيب يجب أن تكون حذرا عند استخدام المعلومات التي تجدها



### While conducting your digital content search:

- \* **Focus** on the topic you're researching
- \* Once you find information **evaluate** it. Is it reliable?
- \* If the information is reliable, take thorough **notes**.
- \* Write down what you're going to use from the **source material**.
- \* Cite the source information (**credit the source** in your report)



عند إجراء البحث عن المحتوى الرقمي، احرص على التركيز على الموضوع الذي تبحث عنه فقط. - بمجرد العثور على معلومه قم بتقييمها هل هي موثوقه ؟ اذا تاكدت ان المعلومه موثوقه قم بتدوين ملاحظات مفصله عنها - اكتب كتابه ما ستستخدمه من مادة المصدر - اذكر مصدر المعلومات ( احترم المصدر و اكتبه في تقريرك )

### ► Organize and write your report

gather your notes and reliable source information.  
Use your notes to write an outline

### ► Write an outline

An introduction

Supporting paragraphs

Conclusion or final thoughts

that introduces the topic  
of the report

that present the information

on the information that  
you have presented

تنظيم وكتابة تقريرك  
اجمع ملاحظاتك والمعلومات الموثوقة. استخدم ملاحظاتك لكتابة مخطط تفصيلي  
كتابة مخطط تفصيلي  
يجب أن يتضمن المخطط التفصيلي ما يلي مقدمة عن موضوع التقرير. فقرات داعمة تعرض المعلومات. خاتمة أو أفكار نهائية حول  
المعلومات التي قدمتها.

## Lesson 2

## Problem - solving skills



When using ICT tools, you may face problems that you'll need to think through and solve.

عند استخدام أدوات تكنولوجيا المعلومات والاتصالات، قد تواجه مشكلات ستحتاج إلى التفكير فيها وحلها.

### Steps to make problem solving easier

#### ► Construct a Hypothesis

A hypothesis is an educated **guess** about how things work

It is an **attempt to answer** your question with an explanation that can be tested.



## ► Test your Hypothesis

Was your test successful?

If not, don't worry, we learn from our mistakes

What did you learn? How can this help you make your next hypothesis?

**\*\*Do not conduct any test which is not safe\*\***

خطوات لتسهيل حل المشكلات

1- قم ببناء فرضية

الفرضية هي تخمين علمي حول كيفية حدوث الأشياء. إنها محاولة للإجابة على سؤالك بشرح يمكن اختباره .

2- اختبر فرضيتك

هل كان اختبارك ناجحاً؟ إذا لم يكن الأمر كذلك، فلا تقلق، فنحن نتعلم من أخطائنا ماذا تعلمت؟ كيف يمكن أن يساعدك هذا في تكوين

فرضيتك التالية؟! لا تقم بإجراء أي اختبار غير آمن

## Breaking down problems into smaller sections

### ► Example 1

**Your teacher asks you to organize the class trip.**

It seems quite difficult but if you break it down into multiple smaller tasks, it becomes more manageable.

- 1- destination for the trip.
- 2- when you will go and at what time
- 3- the price
- 4- how you and your class will get to the destination
- 5- what everyone will need to bring
- 6- a list of rules to follow on the day of the trip



\*If you have a group of people solving a problem assign each person one section\*

### ► Example 2

**Microsoft Word is not responding**

1. Make sure your keyboard is well connected
2. Restart your computer.
3. Type a few letters on a Word.
4. Try connecting another keyboard
5. Ask your teacher for help to solve the problem.



مثال 1: . يطلب منك معلمك المساعدة في تنظيم رحلة للفصل

، قد تبدو المهمة التي تم تكليفك بها صعبة لكن اذا قمت بتقسيمها لمهام صغيرة ، يصبح الأمر أكثر قابلية للإدارة



1- مكان الرحلة 2- تاريخ و توقيت الرحلة 3- سعر الرحلة 4- كيفية وصولكم للمكان 5- ما يحتاج الجميع لاحتضاره 6- قائمه بالقواعد التي يجب اتباعها يوم الرحلة .  
ملحوظة : إذا كان لديك مجموعة من الأشخاص يقومون بحل مشكلة ما فخصص لكل شخص قسمًا واحدًا

مثال 2 : برنامج الورد لا يعمل

تأكد من توصيل لوحة المفاتيح - أعد تشغيل جهازك - حاول كتابته بعض الحروف علي برنامج الورد  
جرب توصيل لوحة مفاتيح اخري استعن بمعلمك لحل المشكلة

## Lesson 3

## Presenting information to others



### Digital tools to present information

To create a digital poster or billboard, you will need to use software such as Microsoft 365 which includes:

PowerPoint®



Word®



Publisher®



### To access Microsoft 365's bundle

- \* You need to have a **digital device** that supports the software
- \* You need to **update** your computer to handle the software

الادوات الرقمية المطلوبه لعرض المعلومات

لكي تقوم بانشاء ملصق رقمي او لوحة اعلانيه ستحتاج الي برنامج ميكروسوفت 365 الذي يتضمن برنامج العروض التقديميه و برنامج الورد و برنامج النشر المكتبي  
للوصول الي حزمه ميكروسوفت 365 ستحتاج الي جهاز رقمي يدعم البرنامج و تحتاج الي تحديث الكمبيوتر الخاص بك لكي يستطيع التعامل مع البرنامج

### Digital concepts to consider when creating your poster or billboard

#### ► Margins

A margin is the **space left** around the **edges** of your poster or billboard.  
A **25mm** margin will help design a good poster

**It's important not to crowd the edge of a poster or billboard.**

If you include content too close to the edge

it will appear cramped - not visually appealing - overwhelm the viewer.

المفاهيم الرقمية التي يجب اعتبارها عند انشاء الملصق او اللوحة الإعلانية الخاصة بك

الهوامش : هي مساحه المتروكة حول حواف الملصق او اللوحة الإعلانية

هامش 25 ميليمتر يساعدك علي تصميم ملصق جيد

من المهم ترك هذه المساحة فارغه , اذا اضفت محتوى قريبا من الاطراف سيبدو الملصق مكتظا - غير جذاب - المشاهد يشعر و كأنه مزدحم بالمعلومات



## ► Font size and type

\* Choose a font size that is easy to read

- **Small** font size → your audience will have to **strain** to read the information.

- **Too big** font size → you'll have to **limit** the amount of information.

- **Complicated** or **decorative** font → **distracting** and **hard** to read

\*\* Simple is better \*\*

## ► Colors

\* Use **bold** colors for information you want to **emphasize**

\* Choose colors that get your message across (not more than **3** colors)

\* Choose color combinations that match

(take into consideration the color of the background when choosing the font color)



## ► Images

- It's common to use images on posters or billboards.

- Use clear, good-quality, and appropriate images in terms of the content



## To take a good photo

Focus on the subject  
of your photo

Pay attention to the  
background

enough light  
to see your subject

حجم و نوع الخط:

عليك اختيار حجم خط من السهل قراءته

إذا اخترت حجم خط صغير، فسيتعين على جمهورك أن يبذل جهد لقراءة المعلومات.

إذا اخترت حجم خط أكبر من اللازم، فسيتعين عليك تحديد كمية المعلومات.

، البسيط هو الأفضل : الخط المعقد أو المزخرف يشتت الانتباه ويصعب قراءته.

الالوان:

استخدم الالوان الغامقه للمعلومات التي تريد التركيز عليها

اختر الالوان التي توصل رسالتك ( علي الاكثر ثلاث الوان )

اختر مجموعه الوان متناسقه - راعي لون الخلفيه عند اختيار لون الخط

الصور:

من الشائع استخدام الصور على الملصقات أو اللوحات الإعلانية .

استخدم صورًا واضحة وجيدة الجودة ومناسبة للمحتوي

لكي تلتقط صورته واضحه ركز علي موضوع ورتك - انتبه الي الخلفيه - استخدم ضوء كافي لرؤيه موضوعك



## Lesson 5

## Algorithms



## Algorithms

- An algorithm is a series of steps that explain how to do a task.
- Computers and applications use algorithms to perform specific tasks.



►when you type keywords into a search engine

- the search engine takes steps
- Search engines use algorithms to provide relevant results to you

►If you are using a search engine to find directions to a place it will use a database of names and information from digital maps to provide you the results



►When you make a meal (falafel sandwich)

you follow a recipe which includes a set of instructions to make that meal.



(Gather the ingredients < Place pita bread on the plate

< Open the pita bread < Place and Smash the falafel balls < Add tahini and salad)

this is an algorithm

►When you clean your room

(clean the dust < wipe flat surfaces < clean the floor)

this is an algorithm



►When you give directions

(go straight ahead < turn right < turn left) this is an algorithm



►When you do a word problem in math class

(you break the question down and solve it in a series of steps)

this is an algorithm



الخوارزمية عبارة عن سلسلة من الخطوات التي تشرح كيفية القيام بمهمة ما.

تستخدم أجهزة الكمبيوتر والتطبيقات الخوارزميات لأداء مهام محددة.

عندما تكتب كلمات رئيسية في محرك بحث، يقوم محرك البحث بعده خطوات محرك البحث يستخدم

الخوارزميات للحصول على النتائج الأكثر ملاءمة لك

مثال 1: إذا كنت تستخدم محرك بحث للعثور على الاتجاهات إلى مكان ما، فسوف يستخدم قاعدة بيانات

للأسماء والمعلومات من الخرائط الرقمية لتزويدك بالنتائج.

مثال 2: عندما تقوم بإعداد وجبة، فإنك تتبع الوصفة، التي تتضمن مجموعة من التعليمات لإعداد تلك الوجبة هذه هي الخوارزمية



مثال 3: عندما تقوم بتنظيف غرفتك، هذه هي الخوارزمية

مثال 4: عندما تعطى التوجيهات فإنك تستخدم أيضًا خوارزمية:

مثال 5 عندما تقوم بحل مساله لفظيه في حصه الرياضيات انت تقسم المساله و تقوم بحلها علي عده خطوات فإنك تستخدم أيضًا خوارزمية

## Lesson 6

## The principles of coding



- Just like people, computers speak different languages.

### Coding



is the writing of **multiple algorithms** to make a complete program.

- You can create **animations, movies, and games** using code.

- There are many websites like **Code.org** that can help you learn to code using different coding languages.

### ► Creating mazes on Code.org

- You can create a maze and provided instructions to solve it

- Instructions for a maze are like instructions in computer **programs**

- the steps to get through the maze contain the **number** of spaces, and **direction**.

- Mazes are just one example of things you can create using coding.

- A flowchart is like coding in that it represents a problem in logical, simple steps



تمامًا مثل البشر، تتحدث أجهزة الكمبيوتر لغات مختلفة.

البرمجة هي كتابة خوارزميات متعددة لإنشاء برنامج كامل

. يمكنك إنشاء رسوم متحركة وأفلام وألعاب باستخدام البرمجة.

هناك العديد من المواقع يمكنها ان تساعدك علي تعلم البرمجة باستخدام لغات البرمجة المختلفه

انشاء متاهه علي موقع code.org

يمكنك انشاء متاهه ووضع تعليمات لحلها. تعليمات المتاهه تشبه تعليمات برامج الكمبيوتر

الخطوات التي تتبعها العبور المتاهه تحتوي علي المسافات و في اي اتجاه

المتاهات هي مجرد مثال واحد على الأشياء التي يمكنك إنشاؤها باستخدام البرمجة.

المخطط الانسيابي يشبه عملية البرمجة في كونه يعرض مشكلة ما على هيئة خطوات منطقية بسيطة.



## Lesson 7

## Graphic art



It's easy to **create** your own drawings or **edit** images on computers

## Microsoft Paint

-A popular graphics editor is **Microsoft Paint**.

## ► How to open Microsoft paint

- > click on Start- up menu
- > click on "Accessories"
- > click on paint

## ► When you open Microsoft paint

- the top of the screen is like Word and Excel  
And it includes: -



## 1- Menu Bar:

includes options for **opening** and **saving** files and **editing** colors and images.

## 2- Tool Box:

includes all the tools that you will need to make your drawing



Fill shape with color



Insert Text box  
to write text



Write with a pencil  
Or to draw



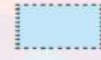
Spray or coloring brush



Eraser  
To erase all or part of an image



Magnifier to view image in larger size



Rectangle to create a border



Ellipses



Straight line or curved line



Select area of photo

من السهل إنشاء رسوماتك الخاصة أو تحرير الصور على أجهزة الكمبيوتر

أحد برامج تحرير الرسومات الشائعة هو برنامج الرسام

كيفية فتح برنامج الرسام: اضغط على قائمة ابدأ ثم الملحقات ثم اختار برنامج الرسام

عند فتح برنامج الرسام الجزء الغلوي من الشاشه يشبه برنامج excel – word

بداخل برنامج الرسام يوجد شريط قوائم و مربع ادوات:- يتضمن شريط القائمة خيارات لفتح الملفات وحفظها. و تحرير الالوان و الصور

. يتضمن صندوق الأدوات جميع الأدوات التي ستحتاجها لرسمك.



### ► Editing photos in paint

You can edit photos in Paint.

- 1- You can **fill** colors using the color **options**
- 2- You can **select** areas of the photo to use in your drawing by **cropping**.
- 3- You can change the **size** or **direction** of the photo
- 4- You can add text to a photo
  - click on the bottom right corner of the photo
  - drag your mouse to the right until you have enough white space to write text
  - cut and paste the text from the area and onto the photo

### ► Creating a graphic by graphic tools

Microsoft Word also offers graphic tools to create a graphic

Click on the insert menu bar



يمكنك تحرير الصور في الرسام. تستطيع تعبئة الألوان باستخدام خيارات الألوان

يمكنك تحديد جزء معين من الصورة لاستخدامها في الرسم عن طريق الاقتصاص - يمكنك تغيير حجم الصورة و اتجاهها

يمكنك اضافة نص إلى الصورة، انقر على طرف الصورة السفلى الأيمن ثم اسحب الماوس إلى اليمين حتى يكون لديك مساحة بيضاء كافية

كتابة النص. قم بقص النص ولصقه على الصورة

انشاء رسومات باستخدام ادوات الرسم مثل الايقونات - الاشكال الذكية - نماذج ثلاثية الابعاد

## Lesson 8

## Creating a PowerPoint presentation



### Microsoft PowerPoint



Microsoft PowerPoint used to create presentations that include:

text

animations

images

special effects

Slide

is a presentation **page** that contains **text** and **images**

يستخدم البرنامج لإنشاء عروض تقديمية تشتمل على نصوص ورسوم متحركة وصور ومؤثرات خاصة الشريحة هي صفحة عرض تقديمي تحتوي على نص وصور



## ► To create a presentation using PowerPoint

- 1 click on the PowerPoint
- 2 click on blank Presentation
- 3 you will see a slide that will instruct you to click on
- 4 **the first slide** to name the **title** and **subtitle** of your presentation, in the subtitle box, you can write your name
- 5 **click new slide** to add another slide to your presentation.
- 6 **click the layout icon** on the Home menu to choose the layout of each slide
- 7 **on the left side** of the screen, you will see a thumbnail, or **preview image**, of each slide you're creating

P

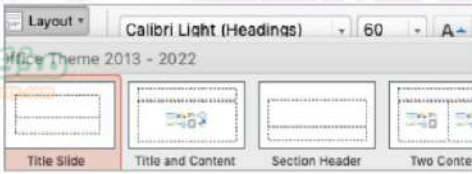


Click to add title

Click to add subtitle



New Slide



لإنشاء عرض تقديمي باستخدام ال Power point

اضغط علي أيقونه البرنامج ثم اضغط علي عرض تقديمي فارغ سترى شريحة سترشدك إلى النقر وكتابة العنوان.

الشريحة الأولى لتسمية العنوان والعنوان الفرعي لعرضك التقديمي. في مربع العنوان الفرعي يمكنك أيضاً تضمين اسمك.

انقر فوق شريحة جديدة لإضافة شريحة أخرى إلى العرض التقديمي الخاص بك. لاختيار تخطيط كل شريحة، انقر فوق أيقونة التخطيط في القائمة الرئيسية.

علي الجانب الأيسر من الشاشة سترى صورته مصغره او صورته معينه لكل شريحه تقوم بأنشائها

\* At the top of the screen, you will see a menu bar with multiple tabs.

\* Each tab contains a set of tools that you can use to create your presentation.

### ► Adding visuals and effects:

PowerPoint includes numerous visual tools to help make your presentation stand out.

#### ► Design

Choose design options for each slide, including background color.

#### ► Transitions

Choose a visual effect to use between each slide

#### ► Draw

Access drawing tools

#### ► Animations

Choose animated effects for each slide



### ► Slide show

Decide how you'd like to present and time each slide.

You can view the presentation by clicking the "view show" icon or by clicking the **F5** key on the keyboard.



في الجزء العلوي من الشاشة، سترى شريط قوائم يحتوي على علامات تبويب متعددة. تحتوي كل علامة تبويب على مجموعة من الأدوات التي يمكنك استخدامها لإنشاء العرض التقديمي الخاص بك إضافة مرئيات وتأثيرات: يتضمن برنامج PowerPoint العديد من الأدوات المرئية للمساعدة في إبراز العرض التقديمي الخاص بك .. التصميم اختر خيارات التصميم لكل شريحة بما في ذلك ألوان الخلفية. الرسم : الوصول إلى أدوات الرسم. الانتقالات : اختر مؤثراً مرئياً لاستخدامه بين كل شريحة. تأثيرات الحركة : اختر تأثيرات متحركة لكل شريحة. عرض الشرائح : قرر الطريقة التي تريد بها عرض كل شريحة وتوقيتها كما يمكنك مشاهدة العرض التقديمي بالنقر فوق أيقونة « العرض » أو بالنقر علي F5

### ► To add text

click on the **text box**  
choose the font style and size.

### ► To insert pictures

click on **Insert**, then **pictures**  
Once you choose your image, drag it with your mouse into the slide

### ► When creating your presentation

- Avoid wordy paragraphs or sentences.
- Use a font size and style that is readable
- Use relevant images instead of text whenever possible
- Practice your presentation in advance.
- Be engaging and encourage audience participation



عند إنشاء العرض التقديمي الخاص بك تجنب الفقرات أو الجمل كثيرة الألفاظ - استخدم حجم الخط والنمط الذي يمكن قراءته - استخدم الصور ذات الصلة بدلاً من النص كلما أمكن ذلك - تدرب على العرض التقديمي الخاص بك مقدماً - كن جذاباً وشجع مشاركة الجمهور.





## Second term Questions Bank

التحضير

### Question 01

choose the corret answer

اسئلة  
تقييمات  
الوزارة

- 1 All of the following are considered from the safety using of technology except .....
- a booking train tickets      b pay bills through the internet      c share your personal information through social media
- 2 Students must encourage to use technology in ..... way
- a a few      b safety and easy      c badly
- 3 From the rights of digital citizenship .....
- a Don't copy your digital footprint or shared with others      b Show positive behavior in your communication online      c Be sure that the material you see is safe
- 4 From the responsibilities of digital citizenship .....
- a You must never commit piracy with the safe contents or share them      b Using the internet whenever you need      c Share information while respecting intellectual property rights
- 5 .....is a virtual labs platform that enables students and teachers to do lab experiments in an interactive environment.
- a EKB      b VLBY      c Edmodo
- 6 ..... is Egypt's premiere online library of resources which include variety of subjects.
- a EKB      b VLBY      c Edmodo
- 7 An outline should include.....
- a An introduction that introduces the topic of the report      b Unrelated ideas      c Unrelated researches



- 8 Sources through social media platforms are .....
- a reliable sources      b unreliable sources      c you must follow them
- 9 If you and your team faced a problem, to solve it .....
- a assign each person section of it      b only you solve the problem      c assign the problem to one of them
- 10 To facilitate solve a big problem .....
- a breaking down the problem into smaller section      b don't solve it      c assign one solve
- 11 When creating a poster or billboard be sure to choose .....
- a small font size      b complicated font size      c suitable font size and type
- 12 To use images in the billboard it must be .....
- a appropriate images and sizes      b not clear images      c bad quality images
- 13 You can type multiple algorithms to create a complete program by .....
- a programming      b screen      c mouse
- 14 The ..... program can recognize if the words typed correctly or not
- a word      b photoshop      c excel
- 15 The ..... program is one of the famous programs in editing images
- a Paint      b Word      c Facebook
- 16 The ..... program used to create presentations that include text and special effects.
- a PowerPoint      b Word      c Facebook

## Question 02

put ( true ) or ( false )



- 1 Nowadays there is a wealth of information by using EKB website. ( )
- 2 You can book tickets to visit many historical and cultural sites through the internet. ( )



- 3 You can pay for your bills like water and electricity bills using apps through the internet ( )
- 4 Students must encourage to deal with technology in safety and easy way ( )
- 5 You cannot book tickets for trains, buses and planes through the internet. ( )
- 6 Using technology in a positive way help people to become good digital citizen ( )
- 7 Digital citizenship is the ability to use digital technology ethically, responsibly, and safely. ( )
- 8 Digital footprint is a record of what you do online ( )
- 9 Protect yourself from piracy isn't considered important. ( )
- 10 You have the right to use the internet when you need or want to, according to law. ( )
- 11 You must commit piracy with the protected content, share them and sell to others. ( )
- 12 You must credit the resources when sharing an entertainment online. ( )
- 13 To join a conversation, you must click on the link provided and wait for accept access from the one who the start the meet ( )
- 14 Online learning environments like Edmodo doesn't allow teachers and students to communicate ( )
- 15 The person in charge of the call can mute others people's microphone ( )
- 16 Online learning environments like Edmodo can provide virtual lessons. ( )
- 17 If your camera is on so anyone who is on the call will be able to see you ( )
- 18 Egyptian knowledge bank is considered one from the online learning materials via the internet ( )
- 19 Planning before conducting a digital search will help you focus on the information you're trying to gather ( )
- 20 During conducting a digital search, you must mention the source of information in your notes to credit it ( )
- 21 The digital search can include sources like audio, video, and image ( )
- 22 Reliable sources are articles or information written and verified by experts. ( )
- 23 The information used in digital researches must be reliable ( )
- 24 You must be careful when taken information through social media platforms ( )
- 25 A hypothesis is an educated guess about how things work ( )



- 26 You must break down the problem into small section to solve them in steps ( )
- 27 Hypothesis is an attempt to answer your question with an explanation that can be tested. ( )
- 28 To solve a big problem, you can solve the small parts of it step by step. ( )
- 29 You mustn't conduct any test which is not safe when test the hypothesis ( )
- 30 You must assign to each person in the group a section of the problem to solve it ( )
- 31 You must be sure that your computer is updated to download Microsoft office 365 bundle ( )
- 32 Be sure to choose a font size to your poster or billboard that is easy to read. ( )
- 33 A margin is the space left around the edges of your poster or billboard. ( )
- 34 Choice a complicated font size in the poster makes it easy to read ( )
- 35 When making a poster or billboard you must be sure that the audience will be able to easily see your information ( )
- 36 Images should be suitable in sense terms of the content you are sharing ( )
- 37 Computers and applications need algorithms to work ( )
- 38 Coding is used in animation, movies and online games you have played. ( )
- 39 Word processing program verifies that the words you type is correct ( )
- 40 Coding is the writing of multiple algorithms to make a complete program ( )
- 41 Code.org can help you learn to code using different coding languages ( )
- 42 Paint program is one of the famous programs used in editing images ( )
- 43 Microsoft PowerPoint used to create presentations that include text and special effects. ( )
- 44 Microsoft paint allows design image and save it ( )
- 45 The slide is a presentation page that contains text and images ( )
- 46 The toolbox includes all the tools that you will need to make your drawing . ( )
- 47 Microsoft PowerPoint allows you to insert new slide to your presentation ( )
- 48 Coding (programming) is used in animations and online games you practice via the internet ( )



- 49 You must choose appropriate font size for your poster to be easy to read. ( )
- 50 The images should be suitable in terms of the content you are sharing ( )

## Question 01

## choose the corret answer



- 1 EKB website contains a ..... of information that is now at everyone's fingertips.  
 (a) little (b) part (c) wealth
- 2 Traveling by trains and planes has become easier due to the possibility of booking tickets through.....  
 (a) travel companies (b) the internet (c) booking offices
- 3 Many historical sites can now be visited by..... tickets easily through a website by clicking on your preferred choice.  
 (a) walking (b) going (c) purchasing
- 4 Using technology in a ..... way can help people become successful digital citizens.  
 (a) harmful (b) positive (c) wrong
- 5 Stay safe online by choosing..... you visit wisely.  
 (a) websites (b) places (c) locations
- 6 It's important to use technology.....  
 (a) quickly (b) badly (c) ethically, responsibly
- 7 Someone tracks your responses on different social networking sites That's means follow your .....  
 (a) Digital footprint (b) digital piracy (c) assumptions
- 8 .....is the ability to use digital technology ethically, responsibly, safely  
 (a) digital technology (b) digital citizenship (c) digital footprint
- 9 Stay safe online by .....  
 (a) using updated software (b) sitting strong password (c) both of them
- 10 Achieving ..... needs a set of rights and duties  
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- 11 Piracy is the.....circulation of content to be shared or sold to others.  
 (a) illegal (b) Footprint (c) Legal
- 12 ..... is the illegal circulation of content to be shared or sold to others  
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- 13 It's important to share information about yourself and others safely and.....
- (a) strongly (b) slowly (c) responsibly
- 14 Stay safe online by .....
- (a) sharing your information (b) Setting strong password (c) hacking
- 15 ..... is useful when you need an immediate response.
- (a) Email (b) Asynchronous (c) Synchronous
- 16 You can make video calls with your friends through your .....
- (a) scanner (b) mobile phone (c) printer
- 17 Communication that occurs in real time with instant responses is .....
- (a) synchronous (b) asynchronous (c) email
- 18 .....is a form of simultaneous communication via the internet that allows you to watch your friend's audio and videos
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- 19 The..... allow you to communicate in a group.
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- 20 With ..... learning, participants can receive immediate feedback
- (a) computer (b) asynchronous (c) synchronous
- 21 Exchanging information or files between two people at the same time, done by using..... communication
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- 22 IM software is needed to.....
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- 23 You can use the internet to communicate .....
- (a) synchronously (b) asynchronously (c) both (a) & (b)
- 24 ..... allows you to communicate live
- (a) word program (b) browser (c) video chats
- 25 A device with a camera and speakers, and an application is needed to make.....
- (a) documents (b) emails (c) video chats
- 26 To start a ....., you must create a link and send it to the participants
- (a) Conservation (b) chat room (c) video chat



- 27 In a chat room, some participants may..... to your message  
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- 28 To create an EKB account, use.....  
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- 29 On video chats, you should be properly ..... and behave as if you were out in public  
 (a) nervous (b) dressed (c) angry
- 30 The last step for instant messaging is .....  
 (a) writing the message (b) pressing " send " icon (c) delete the message
- 31 To start a call, make sure your..... are on  
 (a) microphone (b) camera (c) both (a) & (b)
- 32 You can write the title of your message via email in the "....." field  
 (a) Subject (b) From (c) To
- 33 The person in charge of the video chat may mute people's.....  
 (a) camera (b) microphones (c) screen
- 34 To have video chats with your friends you need a .....  
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- 40 Which of the following online learning sources would you recommend to your friend who want to find out the boiling point of water?  
 (a) Mapmaker interactive (b) Vlaby (c) EKB
- 41 There are multiple online learning..... that can help you to learn about different subjects.  
 (a) films (b) sources (c) newspaper



- 42 You can send long text messages over the internet through.....
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- 45 .....is the most popular social media platform.
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- 46 Once you find information for your digital source..... it
- a evaluate      b remove      c delete
- 47 Choose the types of online ..... you will use when you want to conduct a digital search.
- a classes      b games      c sources
- 48 Facebook, Wiki pages, and blogs are ..... sources.
- a reliable      b Accurate      c unreliable
- 49 Ask your teacher, parent, or school.....for advice about which sources to use for your research.
- a librarian      b Nurse      c doctor
- 50 ..... is an educated guess about how things work.
- a Hypothesis      b App      c Solve problem
- 51 The first step in problem solving is.....
- a hypothesis testing      b Asking your teacher      c hypothesis building
- 52 When using ICT tools, you may.....that you'll need to think through and solve
- a play games      b face problems      c take photos
- 53 Which of the following is not one of the common steps to make problem-solving easier .....
- a Test your hypothesis      b Learn from our mistakes!      c ignore the problem
- 54 To solve a specific problem, you must .....the problem.
- a leave      b break down      c ignore



- 55 You watched your teacher make sure that the keyboard cable is connected to the place designated for it; this means that he is taking the..... step.
- a hypothesis building      b hypothesis testing      c digital footprint
- 56 You should be careful when solving problems that may pose a risk to you during the .....step.
- a hypothesis building      b hypothesis testing      c data collection
- 57 Construct a .....is an attempt to answer your question with an explanation that can be tested.
- a Hypothesis      b question      c test
- 58 Microsoft 365 package contains .....
- a MS Word      b Paint      c Google Chrome
- 59 To create a poster, you should think about.....
- a margins      b font size      c a, b
- 60 The amount of empty space between the edges of poster is called.....
- a font      b margin      c border
- 61 If you choose a ..... font size, your audience will have to strain to read the information
- a bold      b big      c small
- 62 A complicated or decorative font is ..... and hard to read
- a easy      b distracting      c simple
- 63 The small number of colors used inside the poster makes it .....
- a distracting      b striking      c overwhelming
- 64 ..... should be used in a poster or billboard not more
- a 3 colors      b 5 colors      c 4 colors
- 65 If you use ..... font size, you will have to limit the amount of information
- a small      b too big      c suitable
- 66 ..... includes different options to choose from, such as PowerPoint, Word, and Publisher.
- a Microsoft 365      b Google      c Facebook



- 67 A search engine decides which results are more relevant to a user .....
- a randomly selecting results      b using directions      c using an algorithm
- 68 When you clean your room, the first step in the algorithm is .....
- a organize your room      b clean the dust      c clean the floor
- 69 An example of using an algorithm in school is .....
- a to solve a math problem      b follow a recipe      c reading a book
- 70 A recipe is .....
- a instructions used to make a meal      b a map of a place      c a search engine
- 71 ..... is a series of steps that explain how to do a task.
- a algorithm      b introduction      c conclusion
- 72 ..... is writing multiple algorithms to create a complete program.
- a Windows      b Coding      c Paint
- 73 You can create..... using code.
- a only movies      b Animations, movies, games      c only games
- 74 When creating a maze..... to solve it.
- a sites      b instructions      c application
- 75 You can create mazes through .....
- a Code.org      b Movies      c Google play
- 76 You can create animations, movies and games using .....
- a Excel      b coding      c Word
- 78 A website that helps you learn to code using different coding languages .....
- a Code.org      b games.com      c film.net
- 80 By using ..... you can fill colors in paint.
- a the color options      b shape option      c text formatting



- 81) ..... to add another slide to your presentation
- a) Click Slide Show      b) Click New Slide      c) Click on Translation
- 82) A ..... is a presentation page that contains your text and images
- a) slide      b) sheet      c) cell
- 83) To add images in the presentation, press the ..... tab.
- a) Design      b) Insert      c) Slide Show
- 84) You can run your PowerPoint presentation through the from the keyboard. ....key.
- a) F3      b) F4      c) F5

## Question 02

## put " true " or " false "



- 1) William Tyner is a cultural anthropologist, technology expert and filmmaker. ( )
- 2) Travelling becomes more convenient by booking tickets online ( )
- 3) Paying bills has become hard by using digital tools and apps ( )
- 4) You don't have the right to engage with others online ( )
- 5) You must respect the law, while using the internet. ( )
- 6) You can copy content without the permission of the owner ( )
- 7) Skype is a synchronous communication medium ( )
- 8) Tools needed for emails are internet browser or an email application. ( )
- 9) You can use the internet to communicate synchronously only ( )
- 10) Sending an email is considered synchronous communication ( )
- 11) The person, who initiated the call, can make you "let in" in the call. ( )
- 12) Email should contain grammar mistakes before you send it. ( )
- 13) Anyone can enter the video chat without needing permission ( )
- 14) Instant messaging is a fun, casual way to communicate. ( )



- 15 You can turn the microphone and camera on or off during video chat . ( )
- 16 Edmodo platform enables teachers to deliver lessons online. ( )
- 17 Planning before conducting any digital research is not important ( )
- 18 Facebook, Wiki and blogs are non-reliable sources ( )
- 19 Choosing your topic is the last step of conducting a digital search. ( )
- 20 In your daily life, you don't face any problems when using ICT tools ( )
- 21 The first step in problem solving is hypothesis testing. ( )
- 22 Conducting unsafe tests is okay in problem-solving ( )
- 23 Failing a test can be a learning opportunity. ( )
- 24 When organizing a class trip, you do not need to decide on a destination ( )
- 25 Microsoft 365's bundle includes PowerPoint, Zoom, WhatsApp ( )
- 26 More decorative fonts in your poster are not preferable when making it. ( )
- 27 When choosing colors for a poster, it is better to use more than 5 colors. ( )
- 28 While creating a poster, it is preferable to choose a too large font. ( )
- 29 It's necessary to have good-quality images on posters or billboards ( )
- 30 Recipes are a type of algorithm ( )
- 31 Search engines use algorithms to provide results ( )
- 32 Search engines do not help users gather information online. ( )
- 33 An algorithm is a series of steps that explain how to do a task ( )
- 34 You can't create mazes on Code.org. ( )
- 35 You can use coding to identify the paths needed to get out of a maze. ( )
- 36 Mazes are an example of things you create using coding. ( )
- 37 Computers, like humans, use different languages. ( )
- 38 The video games that you play online were made by coding. ( )
- 39 In Paint, you can only edit photos by changing their color. ( )
- 40 Microsoft Paint allows you to change the size or direction of the photo. ( )
- 41 MS Paint is considered a popular graphics editor ( )



- 42 The brush tool is used in Paint to enlarge parts of the image. ( )
- 43 Smart Art is not a graphic tool available in Word. ( )
- 44 In Paint, you can add text to an image. ( )
- 45 The menu bar in paint includes option for opening, but not saving files ( )
- 46 The top of the screen in Paint is similar to Word and Excel. ( )
- 47 PowerPoint is used to design presentations with texts only. ( )
- 48 Animations can be added to only one slide in PowerPoint. ( )
- 49 You can choose the font style and size before typing your text ( )
- 50 You cannot insert images you created by Paint into your PowerPoint presentation. ( )

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

جميع أسئلة الشيت أسئلة رسميه (أسئلة التقييمات و أسئلة من امتحانات المحافظات للسنوات السابقة و أسئلة كتاب المدرسة )  
يمكنكم متابعه الشرح و حل الأسئلة علي قناه اليوتيوب كارتون ساينس ميس اميره

مذكرتي  
Mozart.com

	choose	True - false
Week 1	1-2	1-6
Week 2	3-4	7-12
Week 3	5-6	13-18
Week 4/ week 5	7-8	19-24
Week 6	9-10	25-30
Week 7	11-12	31-36
Week 8	13-14	37-41
Week 9/10	15-16	42-50



الصف  
الرابع  
الابتدائي  
٢٠٢٥

بنك اسئلة

# التميز

أ/ محمود سعيد

Model Answers

# ICT

Final Revision

BY

MRS. Salma ahmed



CARTOON SCIENCE

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز ال QR Code  
أو من خلال صفحة "التميز - أ/ محمود سعيد".  
يرجى مراعاة حقوق صاحب المحتوى عند النشر.



El.Motamyez.School



## Second term Questions Bank



### Question 01

choose the corret answer

اسئلة  
تقييمات  
الوزارة

- 1 All of the following are considered from the safety using of technology except .....
- a booking train tickets      b pay bills through the internet      c share your personal information through social media
- 2 Students must encourage to use technology in ..... way
- a a few      b safety and easy      c badly
- 3 From the rights of digital citizenship .....
- a Don't copy your digital footprint or shared with others      b Show positive behavior in your communication online      c Be sure that the material you see is safe
- 4 From the responsibilities of digital citizenship .....
- a You must never commit piracy with the safe contents or share them      b Using the internet whenever you need      c Share information while respecting intellectual property rights
- 5 .....is a virtual labs platform that enables students and teachers to do lab experiments in an interactive environment.
- a EKB      b VLABY      c Edmodo
- 6 ..... is Egypt's premiere online library of resources which include variety of subjects.
- a EKB      b VLABY      c Edmodo
- 7 An outline should include.....
- a An introduction that introduces the topic of the report      b Unrelated ideas      c Unrelated researches



- 8 Sources through social media platforms are .....
- a reliable sources      b unreliable sources      c you must follow them
- 9 If you and your team faced a problem, to solve it .....
- a assign each person section of it      b only you solve the problem      c assign the problem to one of them
- 10 To facilitate solve a big problem .....
- a breaking down the problem into smaller section      b don't solve it      c assign one solve
- 11 When creating a poster or billboard be sure to choose .....
- a small font size      b complicated font size      c suitable font size and type
- 12 To use images in the billboard it must be .....
- a appropriate images and sizes      b not clear images      c bad quality images
- 13 You can type multiple algorithms to create a complete program by .....
- a programming      b screen      c mouse
- 14 The ..... program can recognize if the words typed correctly or not
- a word      b photoshop      c excel
- 15 The ..... program is one of the famous programs in editing images
- a Paint      b Word      c Facebook
- 16 The ..... program used to create presentations that include text and special effects.
- a PowerPoint      b Word      c Facebook

## Question 02

put ( true ) or ( false )



- 1 Nowadays there is a wealth of information by using EKB website. ✓
- 2 You can book tickets to visit many historical and cultural sites through the internet. ✓



- 3 You can pay for your bills like water and electricity bills using apps through the internet ✓
- 4 Students must encourage to deal with technology in safety and easy way ✓
- 5 You cannot book tickets for trains, buses and planes through the internet. ✗
- 6 Using technology in a positive way help people to become good digital citizen ✓
- 7 Digital citizenship is the ability to use digital technology ethically, responsibly, and safely. ✓
- 8 Digital footprint is a record of what you do online ✓
- 9 Protect yourself from piracy isn't considered important. ✗
- 10 You have the right to use the internet when you need or want to, according to law. ✓
- 11 You must commit piracy with the protected content, share them and sell to others. ✗
- 12 You must credit the resources when sharing an entertainment online. ✓
- 13 To join a conversation, you must click on the link provided and wait for accept access from the one who the start the meet ✓
- 14 Online learning environments like Edmodo doesn't allow teachers and students to communicate ✗
- 15 The person in charge of the call can mute others people's microphone ✓
- 16 Online learning environments like Edmodo can provide virtual lessons. ✓
- 17 If your camera is on so anyone who is on the call will be able to see you ✓
- 18 Egyptian knowledge bank is considered one from the online learning materials via the internet ✓
- 19 Planning before conducting a digital search will help you focus on the information you're trying to gather ✓
- 20 During conducting a digital search, you must mention the source of information in your notes to credit it ✓
- 21 The digital search can include sources like audio, video, and image ✓
- 22 Reliable sources are articles or information written and verified by experts. ✓
- 23 The information used in digital researches must be reliable ✓
- 24 You must be careful when taken information through social media platforms ✓
- 25 A hypothesis is an educated guess about how things work ✓



- 26 You must break down the problem into small section to solve them in steps ✓
- 27 Hypothesis is an attempt to answer your question with an explanation that can be tested. ✓
- 28 To solve a big problem, you can solve the small parts of it step by step. ✓
- 29 You mustn't conduct any test which is not safe when test the hypothesis ✓
- 30 You must assign to each person in the group a section of the problem to solve it ✓
- 31 You must be sure that your computer is updated to download Microsoft office 365 bundle ✓
- 32 Be sure to choose a font size to your poster or billboard that is easy to read. ✓
- 33 A margin is the space left around the edges of your poster or billboard. ✓
- 34 Choice a complicated font size in the poster makes it easy to read ✗
- 35 When making a poster or billboard you must be sure that the audience will be able to easily see your information ✓
- 36 Images should be suitable in sense terms of the content you are sharing ✓
- 37 Computers and applications need algorithms to work ✓
- 38 Coding is used in animation, movies and online games you have played. ✓
- 39 Word processing program verifies that the words you type is correct ✓
- 40 Coding is the writing of multiple algorithms to make a complete program ✓
- 41 Code.org can help you learn to code using different coding languages ✓
- 42 Paint program is one of the famous programs used in editing images ✓
- 43 Microsoft PowerPoint used to create presentations that include text and special effects. ✓
- 44 Microsoft paint allows design image and save it ✓
- 45 The slide is a presentation page that contains text and images ✓
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- 47 Microsoft PowerPoint allows you to insert new slide to your presentation ✓
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- 59 To create a poster, you should think about.....
- a margins      b font size      c **a, b**
- 60 The amount of empty space between the edges of poster is called.....
- a font      b **margin**      c border
- 61 If you choose a ..... font size, your audience will have to strain to read the information
- a bold      b big      c **small**
- 62 A complicated or decorative font is ..... and hard to read
- a easy      b **distracting**      c simple
- 63 The small number of colors used inside the poster makes it .....
- a distracting      b **striking**      c overwhelming
- 64 ..... should be used in a poster or billboard not more
- a **3 colors**      b 5 colors      c 4 colors
- 65 If you use ..... font size, you will have to limit the amount of information
- a small      b **too big**      c suitable
- 66 ..... includes different options to choose from, such as PowerPoint, Word, and Publisher.
- a **Microsoft 365**      b Google      c Facebook



- 67 A search engine decides which results are more relevant to a user .....
- a randomly selecting results      b using directions      c using an algorithm
- 68 When you clean your room, the first step in the algorithm is .....
- a organize your room      b clean the dust      c clean the floor
- 69 An example of using an algorithm in school is .....
- a to solve a math problem      b follow a recipe      c reading a book
- 70 A recipe is .....
- a instructions used to make a meal      b a map of a place      c a search engine
- 71 ..... is a series of steps that explain how to do a task.
- a algorithm      b introduction      c conclusion
- 72 ..... is writing multiple algorithms to create a complete program.
- a Windows      b Coding      c Paint
- 73 You can create..... using code.
- a only movies      b Animations, movies, games      c only games
- 74 When creating a maze..... to solve it.
- a sites      b instructions      c application
- 75 You can create mazes through .....
- a Code.org      b Movies      c Google play
- 76 You can create animations, movies and games using .....
- a Excel      b coding      c Word
- 78 A website that helps you learn to code using different coding languages .....
- a Code.org      b games.com      c film.net
- 80 By using ..... you can fill colors in paint.
- a the color options      b shape option      c text formatting



- 81) ..... to add another slide to your presentation
- a) Click Slide Show      b) Click New Slide      c) Click on Translation
- 82) A ..... is a presentation page that contains your text and images
- a) slide      b) sheet      c) cell
- 83) To add images in the presentation, press the ..... tab.
- a) Design      b) Insert      c) Slide Show
- 84) You can run your PowerPoint presentation through the from the keyboard.  
.....key.
- a) F3      b) F4      c) F5

## Question 02

put " true " or " false "



- 1) William Tyner is a cultural anthropologist, technology expert and filmmaker. ✓
- 2) Travelling becomes more convenient by booking tickets online ✓
- 3) Paying bills has become hard by using digital tools and apps ✗
- 4) You don't have the right to engage with others online ✗
- 5) You must respect the law, while using the internet. ✓
- 6) You can copy content without the permission of the owner ✗
- 7) Skype is a synchronous communication medium ✓
- 8) Tools needed for emails are internet browser or an email application. ✓
- 9) You can use the internet to communicate synchronously only ✗
- 10) Sending an email is considered synchronous communication ✗
- 11) The person, who initiated the call, can make you "let in" in the call. ✓
- 12) Email should contain grammar mistakes before you send it. ✗
- 13) Anyone can enter the video chat without needing permission ✗
- 14) Instant messaging is a fun, casual way to communicate. ✓



- 15 You can turn the microphone and camera on or off during video chat . ✓
- 16 Edmodo platform enables teachers to deliver lessons online. ✓
- 17 Planning before conducting any digital research is not important ✗
- 18 Facebook, Wiki and blogs are non-reliable sources ✓
- 19 Choosing your topic is the last step of conducting a digital search. ✗
- 20 In your daily life, you don't face any problems when using ICT tools ✗
- 21 The first step in problem solving is hypothesis testing. ✗
- 22 Conducting unsafe tests is okay in problem-solving ✗
- 23 Failing a test can be a learning opportunity. ✓
- 24 When organizing a class trip, you do not need to decide on a destination ✗
- 25 Microsoft 365's bundle includes PowerPoint, Zoom, WhatsApp ✗
- 26 More decorative fonts in your poster are not preferable when making it. ✓
- 27 When choosing colors for a poster, it is better to use more than 5 colors. ✗
- 28 While creating a poster, it is preferable to choose a too large font. ✗
- 29 It's necessary to have good-quality images on posters or billboards ✓
- 30 Recipes are a type of algorithm ✓
- 31 Search engines use algorithms to provide results ✓
- 32 Search engines do not help users gather information online. ✗
- 33 An algorithm is a series of steps that explain how to do a task ✓
- 34 You can't create mazes on Code.org. ✗
- 35 You can use coding to identify the paths needed to get out of a maze. ✓
- 36 Mazes are an example of things you create using coding. ✓
- 37 Computers, like humans, use different languages. ✓
- 38 The video games that you play online were made by coding. ✓
- 39 In Paint, you can only edit photos by changing their color. ✗
- 40 Microsoft Paint allows you to change the size or direction of the photo. ✓
- 41 MS Paint is considered a popular graphics editor ✓



- 42 The brush tool is used in Paint to enlarge parts of the image. ❌
- 43 Smart Art is not a graphic tool available in Word. ❌
- 44 In Paint, you can add text to an image. ✔️
- 45 The menu bar in paint includes option for opening, but not saving files. ❌
- 46 The top of the screen in Paint is similar to Word and Excel. ✔️
- 47 PowerPoint is used to design presentations with texts only. ❌
- 48 Animations can be added to only one slide in PowerPoint. ❌
- 49 You can choose the font style and size before typing your text. ✔️
- 50 You cannot insert images you created by Paint into your PowerPoint presentation. ❌

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

جميع أسئلة الشيت أسئلة رسميه (أسئلة التقييمات و أسئلة من امتحانات المحافظات للسنوات السابقة و أسئلة كتاب المدرسة )  
يمكنكم متابعه الشرح و حل الأسئلة علي قناه اليوتيوب كارتون ساينس ميس اميره

مذكراتي  
Mozart

	choose	True - false
Week 1	1-2	1-6
Week 2	3-4	7-12
Week 3	5-6	13-18
Week 4/ week 5	7-8	19-24
Week 6	9-10	25-30
Week 7	11-12	31-36
Week 8	13-14	37-41
Week 9/10	15-16	42-50

