



مراجعات النخبة

بنك الاسئلة ICT

مراجعة أبريل - الفصل الدراسي الثاني 2025

ICT



Primary



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Trust Academy Online

مراجعات النخبة
من
تراست أكاديمي اونلاين
2025

أكاديمية تراست
اونلاين
ابتدائي-إعدادي-ثانوي

لغات - تجريبي - عربي - أزهرى

ناشيونال - انترناشيونال

(مناهج امريكي - كامبردج - مناهج خليجية)



- متاح حجز مجموعات الشرح الشهرية
- مع فريق اساتذة اعداد مراجعات النخبة
- أنظمة مجموعات شهرية تناسب الجميع
- مجموعات تأسيس لجميع المواد والاعمار
- قسم خاص للغات الاجنبية



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Lesson 2

• How Digital Devices Work

- Most software programs are downloaded from the internet, such as Microsoft Office and Google Chrome.
- **To install a program on Windows PC:** Download the program online, click file in **Downloads** folder, then follow the instructions to complete installation.
- **To install an app on Android:** Find the app on (**Google Play Store**), then click Install.
- Updates help programs to run more efficiently.
- Many programs install the necessary updates **automatically**.

note

- Some major updates require a restart.

➤ Update in Windows:



Start button → Settings → Update and Security → Windows Update

➤ Update in Android: System → System Update



Binary Numbers System


☑ To solve screen freezes problem:

- **In Windows:** Press Ctrl + Alt + Del
- **In Android:** Press the power button for **30** seconds and restart.
- Computers use binary for efficient data storage.
- Binary numbers are a language understood by computers.
- The binary system uses 1 and 0 (1 is on, 0 is off).

Lesson 4

• Determining the Needs for a Digital Project

Before starting your project, discuss it in groups:

- ① The final product
 - ② The tools needed
 - ③ Assigning roles
- Microsoft Word is an efficient program to use when working on projects.
 - You can set up a Word document to be edited by numerous users in different locations.
 - Microsoft Paint can be used to save the images you create and insert them into your document. 
 - Use emails to send your work to other group members or to your teacher.

Lesson 5

• Gathering Data and Presenting Information

To add	To subtract	To multiply	To divide
+	-	*	/

① **Add up numbers:**

Home Tab → AutoSum → **Enter**

② **Add titles to a graph/chart**

Toolbar → Chart Design → Add Chart Element

③ **Choose the color of a graph/chart:**

Toolbar → Chart Design → Format

④ **Choose the type of a graph/chart: Toolbar**

Toolbar → Chart Design → Change Chart Type

⑤ **Choose the layout of a graph/chart:**

Toolbar → Chart Design → Quick Layout

Digital information-handling skills			
Research information	Collect information	Classify information	Process information

- To research, first, define a research question. Then, use the internet or offline sources.
- You can collect data using Word or Excel (for numeric data), and pen and paper.
- Excel graphs are one example of how you can classify and provide a visual representation of data.
- Once you have researched, collected, and classified your information, you want to process it to get results.

Lesson 6

- Presenting Information in an Appealing Way.

- **In word**
- Use one or two colors, or bold a text to emphasize specific information.
- Use WordArt to make text have more impact
- **In PowerPoint**, you can use different background colors.
- Also you can insert photographs, shapes, charts, audio, and video
- You can use Movie Maker to make a film from a selection of still images.

Lesson 7

- Producing an Effective Presentation

- **Storyboard:** It is a chart that shows a sequence of content that forms a plan or outline of your presentation

Storyboard helps you to:

- ① organize and plan your ideas
 - ② pre-visualize the results of a presentation
- To see an overview of your presentation, go to

View → Slide Sorter

The 10-20-30 Rule of Microsoft PowerPoint

- **10:** Number of slides up to ten
- **20:** The time of presentation no longer than 20 minutes
- **30:** The font size no smaller than 30

Lesson 8

- Web Design Principles

Creating a Web Page

- You can create your story through:

① Website-building program



② Microsoft Word



- In MS Word, to save a file as a web page:

File → Save As → Web Page

- **HTML (Hypertext Markup Language):** It is the language that will be displayed on a web browser.
- **Headings:** should have a larger font size than the rest of the text.
- **Subheadings:** break up the information, they have a smaller font size than headings.
- **Text size:** should be suitable and smaller than subheadings.
- Use simple fonts so your message is not hard to read.
- PowerPoint and web pages can include audio and video.

Choose the correct answer from a, b, c or d.

- 1- To set up a Word document to be edited by numerous users, you need a/an
- a. internet connection b. printer
c. interview d. camera
- 2- To send your work to other group members or to your teachers, use
- a. Microsoft Word b. Paint c. email d. Excel
- 3- When creating new email, you can attach
- a. text file b. image file c. video file d. all of them
- 4- When sending an attachment via email, you should.....
- a. tell the recipients b. attach virus
c. send it without message d. a and b
- 5- Microsoft Word program is one of apps.
- a. Microsoft Office 365 b. Microsoft Windows
c. programming languages d. gaming platforms
- 6- Before opening any email attachment, you should make sure that it is
- a. virus b. safe c. danger d. none of them

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7- You can use the sign to add the values of cells in Excel.

- a. + b. - c. = d. *

8- To add up numbers in Excel, select the cells you want to add together, then click from the Home Tab.

- a. Chart Design b. Quick Layout
c. Format d. AutoSum

9- To create a formula, you can write

- a. + b. - c. = d. *

10- To add numbers, you must first

- a. select the first cell b. select the last cell
c. select all cells that contain numbers
d. none of them

11- The color of the graph can be chosen from the command

- a. Add Chart Element b. Format
c. AutoSum d. Quick Layout

12- You can use the program to collect numeric information.

- a. Word b. Excel c. Paint d. PowerPoint

13- To add titles or labels of a graph, you can choose from Toolbar.

- a. Add Chart Element
- b. Format
- c. Change Chart Type
- d. Formula

14- program is used to make slideshows.

- a. MS Word
- b. MS Excel
- c. MS PowerPoint
- d. Paint

15- For collecting data, you can use

- a. Word
- b. pen and paper
- c. Paint
- d. a and b

16- program is used to create tables and graphs.

- a. MS Word
- b. MS Excel
- c. MS PowerPoint
- d. WhatsApp

17- tab in Excel contains the AutoSum function.

- a. Layout
- b. Design
- c. Home
- d. Formula

18- You should download software from sources.

- a. reliable
- b. untrusted
- c. unreliable
- d. none of them

19- help(s) programs to run more efficiently.

- a. Updates
- b. Removes
- c. Shut down
- d. Restarts

20- To solve the problem of the screen freezing in Windows, you can press

- a. Enter key
- b. Alt+Del
- c. Ctrl+Alt+Del
- d. none of them

21- To solve the problem of screen freezes on Android devices, press

- a. Ctrl+Alt
- b. power button for 30 seconds
- c. Del+Alt+Ctrl
- d. none of them

22- To turn your device off, hold down the button.

- a. power
- b. Esc
- c. enter
- d. space

23- Computers use to store data more efficiently.

- a. binary system
- b. the internet
- c. box
- d. the keyboard

24- The binary system uses the value(s) to express the binary numbers system.

- a. 0
- b. 1
- c. a and b
- d. none of them

25- In the computer binary system, the number(0) means.....

- a. on
- b. off
- c. one
- d. none of them

26- Many programs install necessary updates

- a. manually
- b. automatically
- c. directions
- d. none of them

27- You can use Ctrl+Alt+Del to solve the problem of screen freezes in

- a. Windows PC
- b. iPhone
- c. Android
- d. a smart watch

28- To install a software in Android devices, go to

- a. Google Chrome b. Google Play Store
c. Windows d. none of them

29- Information can be collected using

- a. Photoshop b. Excel c. Paint d. none of them

30- An effective presentation is just like a

- a. TV show b. story c. movie d. all of them

31- You can use PowerPoint to present your ideas in a/an

- a. normal b. boring c. appealing d. bad

32- In PowerPoint, you can add to a slide.

- a. sounds b. shapes c. videos d. all of them

33- are considered good ways to share data, especially numbers.

- a. Graphs b. Charts c. Texts d. a and b

34- You can use program to make a film from a group of still images.

- a. Movie Maker b. Excel c. Word d. Google

35- You add to enhance text, provided that it is related to the displayed data and is not distracting.

- a. graphics b. audio c. paragraphs d. text

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36- In, you can use different slide background colors.

- a. web browsers b. PowerPoint c. Excel d. Facebook

37- You can put important text in font to make key information stand out.

- a. bold b. save c. hold d. file

38- You can insert to make the text have even more impact.

- a. Save b. WordArt c. PaintArt d. Art

39- allow(s) you to plan your ideas and pre-visualize the results of a presentation.

- a. WordArt b. Storyboards
c. Storytelling d. b and c

40- allow(s) you to tell the story in a simple way.

- a. Word b. Storyboard
c. Online libraries d. None of them

41- To make storyboards to help you produce an effective presentation, you can use

- a. PowerPoint b. Excel c. WordPress d. Facebook

42- The 10 – 20 - 30 rule is used in the program

- a. Word b. Excel c. PowerPoint d. Paint

43- A presentation should not contain more than slides.

- a. 10 b. 20 c. 30 d. 40

44- Storyboards allow you to

- a. plan your ideas b. make videos
c. collect data d. make audio

45- To see an overview of your presentaion, click View, then

- a. Slide Sorter b. Design Tab
c. Home Tab d. Slide Show

46- The font used in a PowerPoint presentation should be no smaller than point size.

- a. 10 b. 20 c. 30 d. 40

47- It is better not to exceed the duration of presentation for minutes.

- a. 10 b. 20 c. 30 d. 40

48- You can use the Tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.

- a. Design b. View c. Insert d. Home

49- You can use Microsoft Word to create

- a. reports b. web pages c. graphs d. a and b

50- is the language that will be displayed on a web browser.

- a. MHLT b. HTML c. HLMT d. HMLT

51- To save your document as a web page, select Save As from menu.

- a. View b. File c. Design d. Home

52- A web page's breaks up the information and allows your audience to see what a particular section of your story is about.

- a. heading b. subheading c. main text d. link

53- Subheadings have a font size the size of the main headings.

- a. bigger than b. smaller than
c. the same as d. none of them

=====

Put (✓) or (X):

- 1- It's important to plan your work before starting. ()
- 2- It is not available to edit a Word document online. ()
- 3- One of the tools you may need for a group project is email. ()
- 4- You can't attach a document to your email. ()

- 5- Assigning roles is based on the interests of each group member. ()
- 6- Be sure to answer any questions the group members may have. ()
- 7- Before starting work on any project, a list of the tools needed for each part of the project must be determined. ()
- 8- You can use email to send your homework to your teacher. ()
- 9- All software updates require a restart. ()
- 10- "Screen freezes" is one of the common problems when using a PC. ()
- 11- The binary system uses the values 1 and 2. ()
- 12- Users can face various problems when using computers. ()
- 13- You can use "Task Manager" to shut down non-responding programs. ()
- 14- To solve the problem of the screen stopping responding on Android, devices, press the power button for 30 seconds. ()
- 15- Binary numbers is a language that the computer understands. ()

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- 16- We should download software from unreliable sources. ()
- 17- Computers use binary system to store data more efficiently. ()
- 18- To automatically add up numbers in cells, select them and choose AutoSum. ()
- 19- Graphs and charts are good tools to share data. ()
- 20- To add the values of the cells, use the "+" sign. ()
- 21- Processing information comes after data collection. ()
- 22- You can use digital tools to collect data. ()
- 23- You could use PowerPoint to create presentations. ()
- 24- You can't use Excel in gathering data and information. ()
- 25- Information can be collected using Photoshop. ()
- 26- AutoSum is used to divide cell values automatically in Excel. ()
- 27- We use AutoSum to automatically subtract numbers in Excel. ()
- 28- You can use a pen and paper to collect data. ()
- 29- You can't add shapes to slides in PowerPoint. ()
- 30- You can color important text to emphasize specific information. ()

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- 31- You cannot insert an image into a Word document.()
- 32- You can insert audio to enhance the text in your slideshow. ()
- 33- Photographs should reflect the topic of your message. ()
- 34- You can add videos in your presentation. ()
- 35- WordArt is an amazing feature in Paint. ()
- 36- Graphs and charts are good tools to share data, especially numbers. ()
- 37- We use Movie Maker to make a film from a selection of still images. ()
- 38- Respect others' intellectual property when using their material. ()
- 39- Excel is used to create presentations. ()
- 40- A storyboard helps you organize your ideas in sequence. ()
- 41- The 10 – 20 - 30 rule is used in Microsoft PowerPoint. ()
- 42- Be sure the font size is easy to read in your presentation. ()

- 43- A PowerPoint presentation should present too much information. ()
- 44- HTML is the language that will be displayed on a web browser. ()
- 45- Use simple fonts so your message is hard to read. ()
- 46- Web pages can't include audio and video. ()
- 47- You can save a Word file as a web page. ()
- 48- You can save a document as a web page from the Edit menu. ()
- 49- Web pages just include large images.

=====

Complete the missing parts using the words between the brackets:

(30 seconds - binary numbers - Google Play Store - power - Ctrl+Alt+Del)

- 1- used to solve the problem of screen freezes in Windows.
- 2- To turn your cell phone off, press the button for
- 3- The language understood by computer devices is called.....
- 4- used to install software to Android device.

(Add Chart Element - "=" – Processing - MS PowerPoint - Excel)

- 1- is the program used to make presentations.
- 2- is used for numeric data drawn in the form of a graph.
- 3- data is crucial to get results and share them with others.
- 4- To create an equation in MS Excel, you should use the sign.
- 5- To add titles to a graph, from Toolbar/Chart Design.

(WordArt - audio clips - Excel - PowerPoint - Movie Maker)

- 1- program is used to make slideshows.
- 2- program is used to create a graph.
- 3- A program used to make a film from a selection of still images is

4- You can add to the presentation.

5- You can also insert to make the text have even more impact.






Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1- Storyboard	a. is a digital tool used to make a presentation.
2- View/Slide Sorter	b. shouldn't be smaller than 30-point size in a presentation.
3- Font size	c. allows you to see an overview of your presentation.
4- Design tab	d. offers alternatives to the normal black-and-white design of your presentation.
5- Microsoft PowerPoint	e. helps you organize your ideas in a presentation.

(1) (2)(3)(4)(5)

Play with PONY

Who am I?

-  I am a chart that shows a sequence of content.
-  I help you plan and organize your idea.
-  I tell the story you want in a simple way.
-  I help you give understandable presentations.
-  I allow you to pre-visualize the results of a presentation.



I am

.....

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Test

Put (✓) mark in front of the correct statement and (X) mark in front of the wrong statement:

1. Paint program is used when working on various projects. ()
2. Microsoft Word allows multiple users around the world to edit the same document online. ()
3. Paint program is used to edit and save images. ()
4. Microsoft Word is one of the useful programs for the implementation of a project. ()
5. Before starting a project, it is not necessary for group members to understand their roles in the project. ()
6. Email helps you send your work to your teacher and group colleagues. ()
7. The Internet enables you to download programs and applications from official application stores. ()
8. Computers use binary systems to store data. ()
9. When you download a file for a specific program, this file appears to you in the Download folder. ()
10. Computers do not understand Numbers in binary systems. ()

11. The software on the computers must be constantly updated to work efficiently. ()
12. The binary system uses 0,1 to express numbers on computers. ()
13. Using Excel, you can add up a group of cells. ()
14. Graphs and charts are a good way to share data.()
15. Using Excel, you can perform a calculation on a group of cells. ()
16. Power Point presentation program allows adding effects to slides. ()
17. The Paint program helps you classify and process information. ()
18. It is better to add audio content to enhance the text and image on the presentation. ()
19. The presentation should contain a huge amount of information. ()
20. Hypertext markup language (HTML) helps you to design a web page. ()
21. The font size within the presentation should be appropriate and easy to read. ()
22. HTML is an abbreviation for Hyper Text Markup Language. ()

Choose the correct answer from a, b, c or d.

1. To edit a document on a Word file, you must

- A. Paste document. B. Select document.
C. Copy document. D. Delete document.

2- To solve the problem of the screen freezing, click

- A. F5+Enter.
B. Del+F1.
C. Del+Alt+F7.
D. Ctrl+Alt+Del.

3- Use search engine on search.

- A. Google B. Home
C. Paint. D. Power Point.

4- is a chart that shows a specific content sequence in the form of a chart.

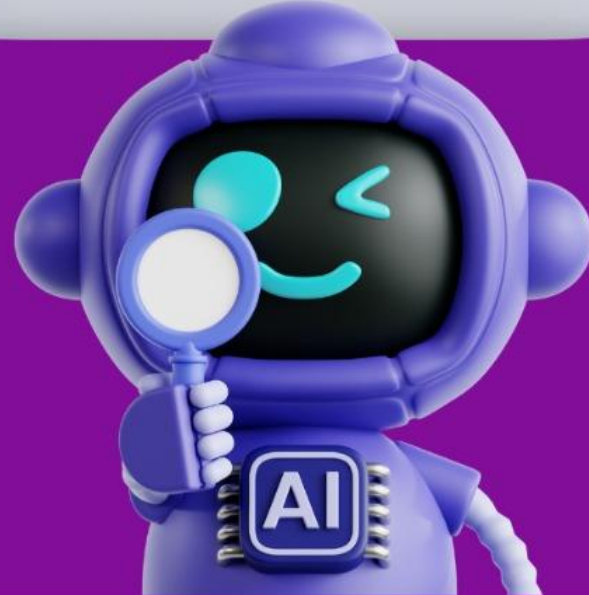
- A. Storyboard.
B. Playlists.
C. Playback Tools.
D. Menu Bar.



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Model Answer



5th
Primary

Prepared by:
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لغات - تجريبي - عربي - أزهرى

ناشيونال - انترناشيونال

(مناهج امريكي - كامبردج - مناهج خليجية)



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- قسم خاص للغات الاجنبية



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Choose the correct answer from a, b, c or d.

- 1- To set up a Word document to be edited by numerous users, you need a/an
- a. internet connection b. printer
c. interview d. camera
- 2- To send your work to other group members or to your teachers, use
- a. Microsoft Word b. Paint c. email d. Excel
- 3- When creating new email, you can attach
- a. text file b. image file c. video file d. all of them
- 4- When sending an attachment via email, you should.....
- a. tell the recipients b. attach virus
c. send it without message d. a and b
- 5- Microsoft Word program is one of apps.
- a. Microsoft Office 365 b. Microsoft Windows
c. programming languages d. gaming platforms
- 6- Before opening any email attachment, you should make sure that it is
- a. virus b. safe c. danger d. none of them
- 7- You can use the sign to add the values of cells in Excel.
- a. + b. - c. = d. *
- 8- To add up numbers in Excel, select the cells you want to add together, then click from the Home Tab.
- a. Chart Design b. Quick Layout
c. Format d. AutoSum

ICT

9- To create a formula, you can write

- a. + b. - c. = d. *

10-To add numbers, you must first

- a. select the first cell b. select the last cell
c. select all cells that contain numbers d. none of them

11-The color of the graph can be chosen from the command

- a. Add Chart Element b. **Format**
 c. AutoSum d. Quick Layout

12-You can use the program to collect numeric information.

- a. Word b. **Excel** c. Paint d. PowerPoint

13-To add titles or labels of a graph, you can choose from Toolbar.

- a. **Add Chart Element** b. Format
 c. Change Chart Type d. Formula

14-..... program is used to make slideshows.

- a. MS Word b. MS Excel
 c. **MS PowerPoint** d. Paint

15-For collecting data, you can use

- a. Word b. pen and paper
 c. Paint d. **a and b**

16-..... program is used to create tables and graphs.

- a. MS Word
- b. MS Excel
- c. MS PowerPoint
- d. WhatsApp

17-..... tab in Excel contains the AutoSum function.

- a. Layout
- b. Design
- c. Home
- d. Formula

18- You should download software from sources.

- a. reliable
- b. untrusted
- c. unreliable
- d. none of them

19-..... help(s) programs to run more efficiently.

- a. Updates
- b. Removes
- c. Shut down
- d. Restarts

20- To solve the problem of the screen freezing in Windows, you can press

- a. Enter key
- b. Alt+Del
- c. Ctrl+Alt+Del
- d. none of them

21- To solve the problem of screen freezes on Android devices, press

- a. Ctrl+Alt
- b. power button for 30 seconds
- c. Del+Alt+Ctrl
- d. none of them

22- To turn your device off, hold down the button.

- a. power
- b. Esc
- c. enter
- d. space

23- Computers use to store data more efficiently.

- a. binary system
- b. the internet
- c. box
- d. the keyboard

24- The binary system uses the value(s) to express the binary numbers system.

- a. 0
- b. 1
- c. a and b
- d. none of them

25- In the computer binary system, the number(0) means.....

- a. on b. off c. one d. none of them

26- Many programs install necessary updates

- a. manually b. automatically
c. directions d. none of them

27- You can use Ctrl+Alt+Del to solve the problem of screen freezes in

- a. Windows PC b. iPhone
c. Android d. a smart watch

28- To install a software in Android devices, go to

- a. Google Chrome b. Google Play Store
c. Windows d. none of them

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- a. Photoshop b. Excel c. Paint d. none of them

30- An effective presentation is just like a

- a. TV show b. story c. movie d. all of them

31- You can use PowerPoint to present your ideas in a/an way.

- a. normal b. boring c. appealing d. bad

32- In PowerPoint, you can add to a slide.

- a. sounds b. shapes c. videos d. all of them

33- are considered good ways to share data, especially numbers.

- a. Graphs b. Charts c. Texts d. a and b

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34- You can use program to make a film from a group of still images.

- a. Movie Maker b. Excel c. Word d. Google

35- You add to enhance text, provided that it is related to the displayed data and is not distracting.

- a. graphics b. audio c. paragraphs d. text

36- In, you can use different slide background colors.

- a. web browsers b. PowerPoint c. Excel d. Facebook

37- You can put important text in font to make key information stand out.

- a. bold b. save c. hold d. file

38- You can insert to make the text have even more impact.

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39- allow(s) you to plan your ideas and pre-visualize the results of a presentation.

- a. WordArt b. Storyboards
c. Storytelling d. b and c

40- allow(s) you to tell the story in a simple way.

- a. Word b. Storyboard
c. Online libraries d. None of them

41- To make storyboards to help you produce an effective presentation, you can use

- a. PowerPoint b. Excel c. WordPress d. Facebook

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42- The 10 – 20 - 30 rule is used in the program

- a. Word b. Excel c. PowerPoint d. Paint

43- A presentation should not contain more than slides.

- a. 10 b. 20 c. 30 d. 40

44- Storyboards allow you to

- a. plan your ideas b. make videos
c. collect data d. make audio

45- To see an overview of your presentation, click View, then

- a. Slide Sorter b. Design Tab
c. Home Tab d. Slide Show

46- The font used in a PowerPoint presentation should be no smaller than point size.

- a. 10 b. 20 c. 30 d. 40

47- It is better not to exceed the duration of presentation for minutes.

- a. 10 b. 20 c. 30 d. 40

48- You can use the Tab in PowerPoint to offer alternatives to the normal black-and-white design of your presentation.

- a. Design b. View c. Insert d. Home

49- You can use Microsoft Word to create

- a. reports b. web pages c. graphs d. a and b

50- is the language that will be displayed on a web browser.

- a. MHLT b. HTML c. HLMT d. HMLT

ICT

51- To save your document as a web page, select Save As from menu.

- a. View b. **File** c. Design d. Home

52- A web page's breaks up the information and allows your audience to see what a particular section of your story is about.

- a. heading b. **subheading** c. main text d. link

53- Subheadings have a font size the size of the main headings.

- a. bigger than b. **smaller than**
c. the same as d. none of them

=====

Put (✓) or (X):

- 1- It's important to plan your work before starting. (✓)
- 2- It is not available to edit a Word document online. (X)
- 3- One of the tools you may need for a group project is email. (✓)
- 4- You can't attach a document to your email. (X)
- 5- Assigning roles is based on the interests of each group member. (✓)
- 6- Be sure to answer any questions the group members may have. (✓)
- 7- Before starting work on any project, a list of the tools needed for each part of the project must be determined. (✓)

8- You can use email to send your homework to your teacher.

(✓)

9- All software updates require a restart.

(✗)

10- "Screen freezes" is one of the common problems when using a PC.

(✓)

11- The binary system uses the values 1 and 2.

(✗)

12- Users can face various problems when using computers.

(✓)

13- You can use "Task Manager" to shut down non-responding programs.

(✓)

14- To solve the problem of the screen stopping responding on Android, devices, press the power button for 30 seconds.

(✓)

15- Binary numbers is a language that the computer understands.

(✓)

16- We should download software from unreliable sources.

(✗)

17- Computers use binary system to store data more efficiently.

(✓)

18- To automatically add up numbers in cells, select them and choose AutoSum.

(✓)

19- Graphs and charts are good tools to share data.(✓)

20- To add the values of the cells, use the "+" sign. (✓)

ICT

- 21- Processing information comes after data collection.(✓)
- 22- You can use digital tools to collect data. (✓)
- 23- You could use PowerPoint to create presentations.(✓)
- 24- You can't use Excel in gathering data and information. (✗)
- 25- Information can be collected using Photoshop. (✗)
- 26- AutoSum is used to divide cell values automatically in Excel. (✗)
- 27- We use AutoSum to automatically subtract numbers in Excel. (✗)
- 28- You can use a pen and paper to collect data. (✓)
- 29- You can't add shapes to slides in PowerPoint. (✗)
- 30- You can color important text to emphasize specific information. (✓)
- 31- You cannot insert an image into a Word document.(✗)
- 32- You can insert audio to enhance the text in your slideshow. (✓)
- 33- Photographs should reflect the topic of your message. (✓)
- 34- You can add videos in your presentation. (✓)
- 35- WordArt is an amazing feature in Paint. (✗)
- 36- Graphs and charts are good tools to share data, especially numbers. (✓)

ICT

- 37- We use Movie Maker to make a film from a selection of still images. (✓)
- 38- Respect others' intellectual property when using their material. (✓)
- 39- Excel is used to create presentations. (✗)
- 40- A storyboard helps you organize your ideas in sequence. (✓)
- 41- The 10 – 20 - 30 rule is used in Microsoft PowerPoint. (✓)
- 42- Be sure the font size is easy to read in your presentation. (✓)
- 43- A PowerPoint presentation should present too much information. (✗)
- 44- HTML is the language that will be displayed on a web browser. (✓)
- 45- Use simple fonts so your message is hard to read. (✗)
- 46- Web pages can't include audio and video. (✗)
- 47- You can save a Word file as a web page. (✓)
- 48- Web pages just include large images. (✗)

=====

Complete the missing parts using the words between the brackets:

(30 seconds - binary numbers - Google Play Store - power -

Ctrl+Alt+Del)

- 1- **Ctrl+Alt+Del** used to solve the problem of screen freezes in Windows.
- 2- To turn your cell phone off, press **the power** button for **30 seconds**
- 3- The language understood by computer devices is called **binary numbers**
- 4- **Google Play Store** used to install software to Android device.

(Add Chart Element - "=" – Processing - MS PowerPoint - Excel)

- 1- **MS PowerPoint** is the program used to make presentations.
- 2- **Excel** is used for numeric data drawn in the form of a graph.
- 3- **Processing** data is crucial to get results and share them with others.
- 4- To create an equation in MS Excel, you should use the "=" sign.
- 5- To add titles to a graph, **Add Chart Element** from Toolbar/Chart Design.

(WordArt - audio clips - Excel - PowerPoint - Movie Maker)

- 1- **PowerPoint** program is used to make slideshows.

- 2- **Excel** program is used to create a graph.
- 3- A program used to make a film from a selection of still images is **Movie Maker**
- 4- You can add **audio clips** to the presentation.
- 5- You can also insert **WordArt** to make the text have even more impact.






Choose from column (A) what suits it in column (B):

Column (A)	Column (B)
1- Storyboard	a. is a digital tool used to make a presentation.
2- View/Slide Sorter	b. shouldn't be smaller than 30-point size in a presentation.
3- Font size	c. allows you to see an overview of your presentation.
4- Design tab	d. offers alternatives to the normal black-and-white design of your presentation.
5- Microsoft PowerPoint	e. helps you organize your ideas in a presentation.

(1) e (2) c (3) b (4) d (5) a

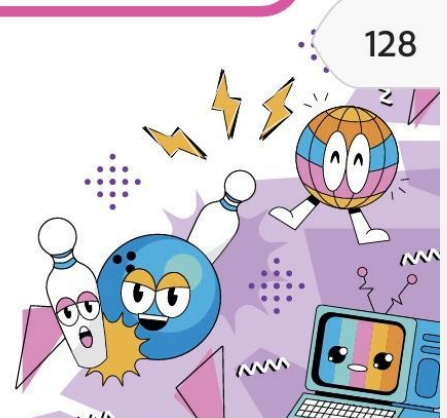
Play with PONY

Who am I?

-  I am a chart that shows a sequence of content.
-  I help you plan and organize your idea.
-  I tell the story you want in a simple way.
-  I help you give understandable presentations.
-  I allow you to pre-visualize the results of a presentation.



I am
Story board
.....



Test

Put (✓) mark in front of the correct statement and (X) mark in front of the wrong statement:

1. Paint program is used when working on various projects. (X)
2. Microsoft Word allows multiple users around the world to edit the same document online. (✓)
3. Paint program is used to edit and save images. (✓)
4. Microsoft Word is one of the useful programs for the implementation of a project. (✓)
5. Before starting a project, it is not necessary for group members to understand their roles in the project. (X)
6. Email helps you send your work to your teacher and group colleagues. (✓)
7. The Internet enables you to download programs and applications from official application stores. (✓)
8. Computers use binary systems to store data. (✓)
9. When you download a file for a specific program, this file appears to you in the Download folder. (✓)
10. Computers do not understand Numbers in binary systems. (X)

ICT

11. The software on the computers must be constantly updated to work efficiently. (✓)
12. The binary system uses 0,1 to express numbers on computers. (✓)
13. Using Excel, you can add up a group of cells. (✓)
14. Graphs and charts are a good way to share data.(✓)
15. Using Excel, you can perform a calculation on a group of cells. (✓)
16. Power Point presentation program allows adding effects to slides. (✓)
17. The Paint program helps you classify and process information. (X)
18. It is better to add audio content to enhance the text and image on the presentation. (✓)
19. The presentation should contain a huge amount of information. (X)
20. Hypertext markup language (HTML) helps you to design a web page. (✓)
21. The font size within the presentation should be appropriate and easy to read. (X)
22. HTML is an abbreviation for Hyper Text Markup Language. (✓)

Choose the correct answer from a, b, c or d.

1. To edit a document on a Word file, you must

- A. Paste document. B. **Select document.**
 C. Copy document. D. Delete document.

2- To solve the problem of the screen freezing, click

- A. F5+Enter.
 B. Del+F1.
 C. Del+Alt+F7.
 D. **Crtl+Alt+Del.**

3- Use search engine on search.

- A. **Google** B. Home
 C. Paint. D. Power Point.

4- is a chart that shows a specific content sequence in the form of a chart.

- A. **Storyboard.**
 B. Playlists.
 C. Playback Tools.
 D. Menu Bar.

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تراست أكاديمي اونلاين
2025

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