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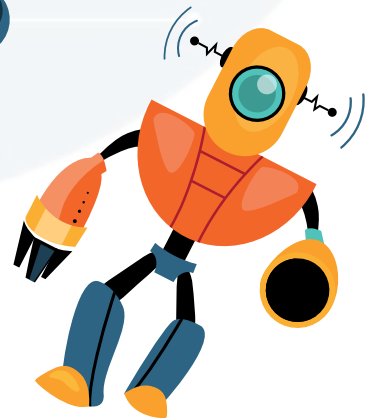
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### Lesson 1

- » Ms. Sonika Manandhar is a fintech entrepreneur and National Geographic Explorer from the Republic of Nepal.
- » She co-founded the fintech company **Aloi** in 2019.
- » She studied engineering, robotics, and artificial intelligence at **Singularity University at NASA**.
- » Aloi helps women minibus drivers in Nepal get **low-interest** loans to buy and upgrade electric minibuses with long-lasting **lithium-ion batteries**.
- » **The loans** are received and repaid through **Aloi's platform**, which is simpler and faster than most current bank loan procedures.
- » All financial transactions are sent as **SMS (text)** without the need for internet.
- » Passengers can schedule rides on the company's website and pay with **digital tokens** or through **mobile wallets**.
- » As part of its **green economy** strategy, Egypt launched its first locally manufactured **electric car** in February 2023.
- » The car is designed to accommodate **five** people, has a maximum speed of **60 km/hr**, and uses a **lithium-ion** battery.
- » A **mobile wallet** is an app for storing money that can be used to send and receive funds, pay bills, book travel tickets, and subscribe to services provided by companies.





## Lesson 2

- » An Operating System (OS) is the most important software on a computer. It manages the computer's functions, runs the software and hardware, and allows a user to communicate with the computer.
- » The OS coordinates the communication between your hardware and software.
- » Most laptops and computers have **Microsoft Windows** pre-loaded.
- » Macintosh computers use **macOS**.
- » Smartphones and tablets use different operating systems, such as **Android** and **iOS**.
- » You can change the settings of an OS by using the **system settings control**. In Windows, it is called **Control Panel**; iOS has **Control Center**; and macOS has **System Preferences**.
- » The changes you make in the Control Panel are automatically applied to other software on your computer.
- » Some software installs automatically. For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately.
- » It is also simple to remove computer programs from your computer.
- » To uninstall programs, select **Programs and Features** from the **Control Panel**.
- » **Linux** is a family of **open-source** operating systems, such as Fedora, Linux Mint, and Debian. Open-source means that anyone can run Linux for any reason.
- » Linux often **runs faster** and **more efficiently** than other operating systems, such as Windows.



## Lesson 3



- » **Microsoft Word** is a reliable tool for writing reports and sharing information. It offers various tools for formatting, editing, and previewing documents.
- » To customize your report, you can choose different designs by clicking on the **Layout** and **Insert** tabs.
- » You can select the **font** from the drop-down menu and start typing.
- » The **Insert** tab allows you to add pictures to your document.
- » Microsoft Word provides **formatting tools** to add **bold**, italicize words, set up headings, create tables, and insert images, hyperlinks, and footnotes.
- » It also offers **editing tools** to check reports for spelling, grammar, and conciseness.
- » It also offers **preview tools** to view a document before saving or printing.
- » **Messaging services** like **WhatsApp** can be used for collaboration on group projects or to seek feedback.
- » **Messaging services** allow you to send text, images, voice messages, and videos.
- » You can include **one** person in a chat, or **many** people.
- » **Messaging services** have advantages over standard text messaging. They use the internet, so messages are almost **free**. There are **no special prices** for messaging someone from across the world. Messages sent are **encrypted**; they are **compatible** on any device and with both **Android** and **Apple** products. There are **no restrictions**.





## Lesson 4

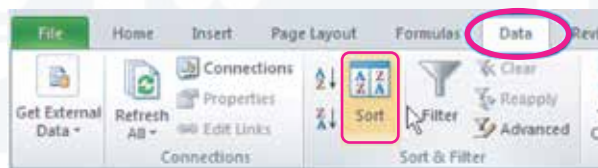
- » Office Suite can be used to create presentations to express **opinions** and **ideas**.
- » MS PowerPoint includes **drawing** and **writing** tools to create **text** and **animation** options to add movement to sentences and words on your slides.
- » Design tab >> **Slide Size**: It allows you to choose the **size** of your slide. You can choose **Standard** or **Widescreen**, or **customized**.
- » Save As >> **PDF option**: It allows you to save your presentation as a **PDF** file before printing to keep its formatting.
- » Edit in **Review** mode: It allows you to **review** your presentation and make changes if there are any text errors or issues with the layout.
- » Design tab >> **Themes and Variants**: It helps you choose a **style** for your presentation.
- » File tab >> **Print**: It allows you to see a **final preview** of your flyer and print it.
- » Insert tab >> **Pictures**: It allows you to **add pictures** to your presentation.
- » Insert tab >> **Text Box**: It allows you to **write** your message.
- » Remember the **10-20-30 rule**: a presentation shouldn't be more than 10 slides, longer than 20 minutes, and with fonts smaller than 30 points in size.



- » You can also use **SmartArt**, but make sure it's easy to read.

## Lesson 5

- » Databases store a large amount of information in a **computer system**.
- » Databases can be used to **collect information** about people, places, or things. For example, a teacher may have a secure database that includes student information.
- » **Microsoft Excel** can be used to create **databases**.
- » All data must be managed in compliance with Egypt's **Data Protection Laws**.
- » To add additional information columns to a database, **right-click** the top of the column and then select **Insert Column**. Then add your column **heading**.
- » When you type in numbers, such as a date, Excel will **automatically format** them.
- » **Common Excel tools** include sorting, adding, subtracting, multiplying, and dividing.
- » **To sort:** Go to the **toolbar** >> **Data** >> **Sort**.



- » Excel lets you manipulate numbers in your database by adding **formulas**.
- » You can also add text, such as names, to cells, with or without using a formula.
- » **To create a formula**, you first must type **"="** in the cell. This lets Excel know you are creating a formula.



## Lesson 6

- » **PowerPoint** is a presentation tool that allows you to **share information** via text, images, videos, animations, and graphics.
- » **Visuals** in a presentation help understand the material better than just plain text.



- » A **flowchart** is a tool that can be included in a PowerPoint presentation. It illustrates a **series of steps** and can be used for visualizing, planning, presenting, and tracking the progress of a task or project.
- » To create a flowchart in PowerPoint: Go to the **Insert tab** >> **SmartArt** >> **SmartArt Graphic** >> Select the **flowchart** you want to use >> Click **OK**.
- » To change the flowchart colors: Click on **SmartArt Design** >> **Change Colors** or choose an option using **SmartArt Styles**.
- » When giving a presentation, speak **clearly**, **slowly**, and **confidently**.
- » Introduce the **purpose** of your PowerPoint presentation to your audience.
- » **Practice** your presentation in advance.
- » Point to the **flowchart sections** as you present the information about them.

### Model Exam

### 1

#### 1 Choose the correct answer:

- 1 ..... is/are used to store a large amount of information in a computer system.  
a. Search engines  
b. Databases  
c. Social media  
d. Stock exchange
- 2 Messaging services, such as ....., are used for communication worldwide.  
a. SMS  
b. WhatsApp  
c. Scratch  
d. None of the previous
- 3 ..... is the software that manages a computer's functions and runs the software and hardware  
a. An operating system  
b. CPU  
c. AI  
d. None of the previous
- 4 The first locally manufactured electric car works with .....  
a. gas  
b. a lithium-ion battery  
c. fuel  
d. water
- 5 The recommended rule to follow in a PowerPoint presentation is .....  
a. 5-10-15  
b. 10-20-30  
c. 15-20-30  
d. 20-30-40
- 6 The system settings control is called the ..... in Windows.  
a. Control Center  
b. System Preferences  
c. Control Panel  
d. none of the previous
- 7 Microsoft Word is primarily used for .....  
a. creating presentations  
b. writing reports  
c. web browsing  
d. photo editing



## 2 Put (✓) or (X):

- 1 Saving your presentation as a PDF file keeps its formatting. ( )
- 2 Ms. Manandhar used technology to improve her local environment. ( )
- 3 The changes you make in the Control Panel aren't automatically applied to other software in your computer. ( )
- 4 Microsoft Word includes editing tools that allow you to check if your reports are concise and free of spelling and grammatical errors. ( )
- 5 A flowchart in a PowerPoint presentation illustrates a series of steps. ( )
- 6 Smartphones and tablets use the same operating systems as computers. ( )
- 7 Using small electric buses could reduce the emissions rate. ( )
- 8 Macintosh computers use the macOS operating system. ( )

## Model Exam

### 2

## 1 Choose the correct answer:

- 1 Most computer devices and portable computers use the operating system .....  
a. macOS  
b. Microsoft Windows  
c. Android  
d. iOS
- 2 Aloj is a/an ..... company that helps people use financial services.  
a. fintech  
b. healthcare  
c. transportation  
d. education
- 3 To add a new wireless printer in Windows, you can select ....., then Add a Device.  
a. Programs and Features  
b. System and Security  
c. Hardware and Sound  
d. Network and Internet

- 4 ..... tools help you choose a style for your presentation in PowerPoint.
- |               |                        |
|---------------|------------------------|
| a. Slide Size | b. Save As             |
| c. Print      | d. Themes and Variants |
- 5 You can use ..... to create databases.
- |                  |             |
|------------------|-------------|
| a. MS PowerPoint | b. MS Teams |
| c. MS Excel      | d. MS Word  |
- 6 Which option is found in PowerPoint and NOT in Word?
- |                      |                                    |
|----------------------|------------------------------------|
| a. Inserting images  | b. Changing the font size and type |
| c. Adding animations | d. Checking for text errors        |
- 7 As part of its strategy to adopt a green economy, Egypt launched its first .....
- |                                      |
|--------------------------------------|
| a. fast train                        |
| b. satellite channel                 |
| c. locally manufactured electric car |
| d. digital educational platform      |

**2 Put (✓) or (X):**

- 1 Microsoft PowerPoint can be used to create presentations that express your opinions and ideas. ( )
- 2 Windows is generally more expensive than other operating systems. ( )
- 3 When you plug a new printer into a PC, Windows downloads the correct software automatically. ( )
- 4 A presentation can be created containing images, videos, and animations. ( )
- 5 You can customize the slide size in PowerPoint using the Insert tab. ( )
- 6 The first locally manufactured electric car worked with fuel. ( )
- 7 Microsoft Excel cannot be used to create databases. ( )
- 8 WhatsApp™ services are compatible with Android and Apple devices with no restrictions. ( )

## Model Exam

### 3

#### 1 Choose the correct answer:

- 1 Fonts smaller than ..... points should not be used.
  - a. 10
  - b. 20
  - c. 30
  - d. 40
- 2 Messaging services are compatible with the ..... operating system(s).
  - a. Android
  - b. iOS
  - c. both a and b
  - d. none of the previous answers
- 3 Mobile wallet is an app that can be used to .....
  - a. send and receive money
  - b. pay bills
  - c. book travel tickets
  - d. all the previous answers
- 4 To add additional information columns to a database, ..... the top of the column.
  - a. right click
  - b. left click
  - c. double click
  - d. all of them
- 5 You can easily remove a program in Windows by selecting ..... in Control Panel, then Uninstall.
  - a. Programs and Features
  - b. System and Security
  - c. Hardware and Sound
  - d. Network and Internet
- 6 ..... is used to display a series of steps in a PowerPoint presentation.
  - a. Color
  - b. A flowchart
  - c. Text
  - d. Note
- 7 As part of its strategy to adopt a green economy, Egypt launched its first .....
  - a. fast train
  - b. satellite channel
  - c. locally manufactured electric car
  - d. digital educational platform

**2 Put (✓) or (X):**

- 1 From the disadvantages of using WhatsApp™ is that messages sent are encrypted. ( )
- 2 The PowerPoint presentation should exceed 20 minutes. ( )
- 3 The layout and graphical interface of the Control Panel aren't different in every version of Windows. ( )
- 4 Sending a photo using messaging services requires internet access. ( )
- 5 A word processing program is used to write reports and share information. ( )
- 6 Databases may be used by a business to track employees' information. ( )
- 7 PowerPoint has animation options that allow you to add movement to sentences and words on slides. ( )
- 8 WhatsApp™ application allows you to send and receive messages for free. ( )

**Model Exam**

**4**

**1 Choose the correct answer:**

- 1 The ..... tab allows you to choose the size of your slides in PowerPoint.
  - a. Design
  - b. Save As
  - c. Edit
  - d. Insert
- 2 You can add a SmartArt in PowerPoint program via the..... .
  - a. Insert tab
  - b. Home tab
  - c. Review tab
  - d. View tab
- 3 Apple Macintosh computers use the ..... operating system.
  - a. macOS
  - b. iOS
  - c. Android
  - d. Linux
- 4 Smartphones and tablets use ..... operating system(s).
  - a. Android
  - b. iOS
  - c. macOS
  - d. both a and b



- 5 When you plug a new printer into a PC, the Windows will .....
  - a. download the correct software to use it
  - b. uninstall it
  - c. change its settings
  - d. prevent its specification
- 6 Which of the following is NOT a feature of messaging services?
  - a. They are free to send messages.
  - b. Messages are encrypted.
  - c. There are restrictions with some devices.
  - d. They are compatible with Android and iOS.
- 7 Egypt is launching its first electric car to adopt .....
  - a. economic development
  - b. green economy
  - c. sustainable transportation
  - d. environmental protection

**2 Put (✓) or (X):**

- 1 The operating system is considered the most important program in your computer. ( )
- 2 If there are any text errors or layout issues, you can make changes in the Review mode in PowerPoint. ( )
- 3 When you write numbers, such as a date, Microsoft Excel automatically formats them. ( )
- 4 Databases store a small amount of information in a computer system. ( )
- 5 Excel does not allow adding text to cells, while it only allows adding numbers. ( )
- 6 Aloj assists women minibus drivers in Nepal to obtain high-interest loans. ( )
- 7 Messaging services allow communication through text messages only. ( )
- 8 You can modify the device and programs settings through the Control Panel. ( )

**Model Exam****5****1 Choose the correct answer:**

- 1 Sending and receiving free messages all over the world is one of the advantages of .....
- a. Paint  
b. Microsoft Windows  
c. electronic games  
d. messaging services
- 2 What does the business owner receive when the funder approves the loan?
- a. A physical token  
b. A digital token  
c. A bank transfer  
d. Cash
- 3 To create a flowchart, first click on ..... from the Insert tab.
- a. Database  
b. SmartArt  
c. WordArt  
d. none of them
- 4 To install a new font, drag and drop the downloaded font into the ..... in Windows Control Panel.
- a. Programs  
b. Fonts Library  
c. System  
d. Networks
- 5 You can add pictures to your presentation in PowerPoint using the ..... tab.
- a. Design  
b. Insert  
c. Animations  
d. Review
- 6 All the following are specifications of Egypt's first electric car, except that it .....
- a. accommodates 5 people  
b. has a maximum speed of 120 km/hr  
c. uses a lithium-ion battery  
d. has affordable prices
- 7 The advantages of messaging services over standard text messaging include that .....
- a. they are almost free to send  
b. they are compatible on any device  
c. sent messages are encrypted  
d. all the previous answers



8 ..... program allows you to add movement to the sentences and words on your slides.

a. GIMP

b. HTML

c. Microsoft PowerPoint

d. Microsoft Word

**2 Put (✓) or (X):**

- 1 The first locally manufactured electric car's maximum speed is 60 km/hr. ( )
- 2 Without an OS, your computer will become useless. ( )
- 3 Aloj handles the loans process through traditional banks. ( )
- 4 You can use messaging services to collaborate on a group project. ( )
- 5 You don't need to practice your presentation in advance. ( )
- 6 A PowerPoint presentation must exceed 10 slides. ( )
- 7 The current electric vehicles can be upgraded with long-lasting lithium-ion batteries. ( )

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# Answers

## Model Exam 1

- 1 1 b 2 b 3 a 4 b  
5 b 6 c 7 b
- 
- 2 1 ✓ 2 ✓ 3 ✗ 4 ✓  
5 ✓ 6 ✗ 7 ✓ 8 ✓

## Model Exam 2

- 1 1 b 2 a 3 c 4 d  
5 c 6 c 7 c
- 
- 2 1 ✓ 2 ✗ 3 ✓ 4 ✓  
5 ✗ 6 ✗ 7 ✗ 8 ✓

## Model Exam 3

- 1 1 c 2 c 3 d 4 a  
5 a 6 b 7 c
- 
- 2 1 ✗ 2 ✗ 3 ✗ 4 ✓  
5 ✓ 6 ✓ 7 ✓ 8 ✓

## Model Exam 4

- 1 1 a 2 a 3 a 4 d  
5 a 6 c 7 b
- 
- 2 1 ✓ 2 ✓ 3 ✓ 4 ✗  
5 ✗ 6 ✗ 7 ✗ 8 ✓

## Model Exam 5

- 1 1 d 2 b 3 b 4 b  
5 b 6 b 7 d 8 c
- 
- 2 1 ✓ 2 ✓ 3 ✗ 4 ✓  
5 ✗ 6 ✗ 7 ✓