

PONY

ICT

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Lesson 2

- » 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**.
- » 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

- » **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

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

- » Use one or two colors, or bold a text to emphasize specific information.
- » Use WordArt to make the 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

- » **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

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.





- 3  When you download a file for a specific program, this file appears to you in the Downloads folder. ()
- 4 You can't attach a document to your email. ()
- 5 Excel is used to collect numerical data. ()
- 6 Microsoft Word is one of the useful programs for the implementation of a project. ()
- 7 Determining the final product of your project is the last step to start your project. ()



Model Exam

2



1 Choose the correct answer:

- 1  Use the search engine to search for information.
 a. Google b. Home c. Paint d. PowerPoint
- 2 Your group can edit the same Word document from anywhere by setting up
 a. online shopping b. online editing
 c. online search d. online lessons
- 3 is a chart that shows a specific content sequence in the form of a chart.
 a. Storyboard b. Playlist c. Playback tool d. Menu Bar
- 4  To edit a document in a Word file, you must
 a. paste the document b. select the document
 c. copy the document d. delete the document
- 5 In Excel program, the formula (= A3 / B5) is used in
 a. addition b. multiplication
 c. comparison d. division
- 6 If you download a software program, you can find the program in the folder.
 a. Installed b. Favorites c. Pictures d. Downloads



- 4  helps you to send your work to your teacher and colleagues within the group.
 - a. Email
 - b. YouTube
 - c. Paint
 - d. Word
- 5 You can put important text in font to make key information stand out.
 - a. bold
 - b. save
 - c. hold
 - d. file
- 6 is the hypertext markup language.
 - a. Java
 - b. HTML
 - c. SQL
 - d. Python
- 7  program is used to make a film from a selection of still images.
 - a. Word
 - b. Paint
 - c. Excel
 - d. Movie Maker
- 8 Paint program is used to images.
 - a. create
 - b. edit
 - c. delete
 - d. a and b



2 Put (✓) or (X):

- 1  Computers do not understand numbers in binary systems. ()
- 2 You can use email to save the images you create and insert them into your document. ()
- 3 Hypertext markup language (HTML) helps you to design a web page. ()
- 4 Emails help you send your work to your teacher and group colleagues. ()
- 5  The software on the computers must be constantly updated to work efficiently. ()
- 6 A screen freeze is one of the common problems when using a PC only. ()
- 7 It is better to add audio content to enhance the text and image in the presentation. ()


Model Exam

4


1 Choose the correct answer:

- 1  In PowerPoint, you can add to a slide.
 a. sounds b. shapes c. videos d. all of them
- 2 To solve the problem of the screen freezing on Android devices, hold down the power button for 30
 a. hours b. minutes c. seconds d. a and b
- 3 Most software programs, like, are downloaded from the internet.
 a. MS Office b. EKB c. a and b d. none of them
- 4  program is used to create tables and graphs.
 a. MS Word b. MS Excel c. MS PowerPoint d. WhatsApp
- 5 Before opening any email attachment, you should make sure that it is
 a. a virus b. safe c. dangerous d. spam
- 6 To add numbers you, must first
 a. select all cells that contain numbers
 b. select the first cell containing numbers
 c. select the last cell containing numbers
 d. none of them
- 7 It's recommended to download software from sources.
 a. unreliable b. untrusted c. reliable d. unknown
- 8 You can create your web page using
 a. WordPress b. MS Word c. HTML d. all of them

2 Put (✓) or (X):

- 1  It is not available to edit a Word document online. ()
- 2 The storyboard helps you to organize your ideas in the right sequence within your presentation. ()




- 3 The Paint program helps you classify and process information. ()
- 4  The binary system uses 0 and 1 to express numbers on computers. ()
- 5 PowerPoint allows adding effects to the slides. ()
- 6 The presentation should contain a huge amount of information. ()
- 7 Before you start a project, assign roles to your team. ()

Model Exam


5

1 Choose the correct answer:

- 1  To add titles or labels to a graph, you can choose from the toolbar.
a. Add Chart Element b. Format
c. Change Chart Type d. Formula
- 2 You can insert to make the text have even more impact.
a. Save b. WordArt c. PaintArt d. Art
- 3 To install a software in Android devices, go to
a. Google Chrome b. Google Play Store
c. Windows d. none of them
- 4 program is used to write documents.
a. Paint b. Word c. Mouse d. None of them
- 5 In the computer binary system, the value 1 means
a. on b. off c. stop d. skip
- 6 are tools you may need for a group project.
a. Microsoft Word b. Microsoft Paint
c. Email d. All the previous
- 7 The font used in a PowerPoint presentation should be no smaller than point size.
a. 10 b. 20 c. 30 d. 40

- 8 When sending an email, you can include in your message.
- | | |
|--------------|-----------------|
| a. documents | b. images |
| c. a and b | d. none of them |

2 Put (✓) or (X):

- 1 Microsoft Word is one of the Microsoft Office 365 programs. ()
- 2 Before starting your project, discuss the tools you need. ()
- 3 You can use "Task Manager" to shut down non-responding programs. ()
- 4 The number of slides in a presentation should be more than 10 slides. ()
- 5  Microsoft Word allows multiple users around the world to edit the same document online. ()
- 6 AutoSum is used to divide cell values automatically in Excel. ()
- 7 Graphs and charts are good ways to share data. ()

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Answers

Model Exam

1

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

Model Exam

2

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

Model Exam

3

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

Model Exam

4

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

Model Exam

5

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