

PONY

ICT



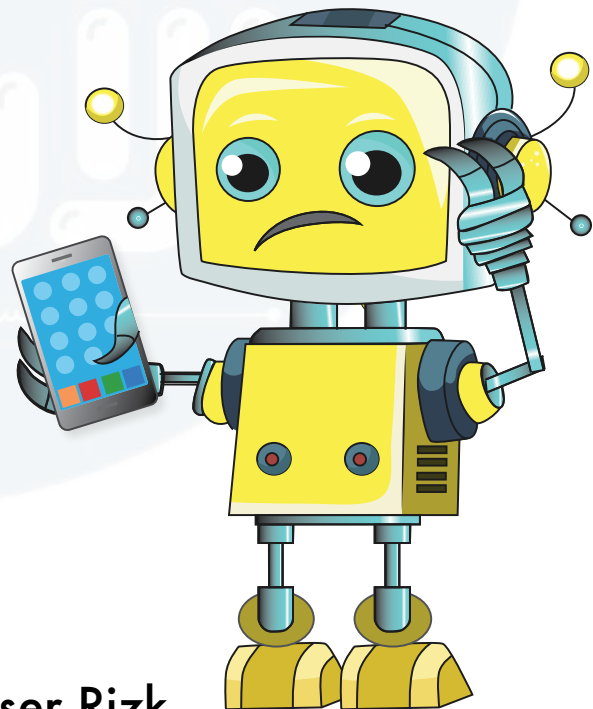
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### Lesson 2

» There are common steps that you can take to solve problems:

#### ① Construct a hypothesis:

- A hypothesis is an educated guess about how things work.
- **Constructing a hypothesis** is an attempt to answer your question with an explanation that can be tested.

#### ② Test your hypothesis:

- Do not conduct any tests that are not safe!

#### ③ Check if your test is successful or not:

- Break down the complex problem into small sections, then solve it step-by-step.
- If you have a group of people solving a problem, assign each person a section.

### Lesson 3

**Microsoft 365 includes different options, such as**

PowerPoint



Word



Publisher®



#### ① A margin:

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

## 2 Font size:

- If you choose a **small** font size, your audience will strain to read the information.
- If you choose a **too-large** font size, you'll have to limit the amount of information.

## 3 Font type:

- Sometimes, simple fonts are better.
- A complicated or decorative font is distracting and hard to read.

## 4 Colors:

- Choose no more than three colors, when designing a poster.
- Use bold colors for information you want to emphasize.

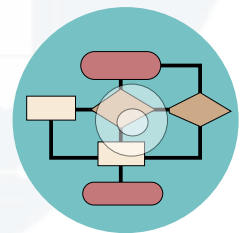
## 5 Images:

- Use clear, good-quality, and appropriate images to the content you are sharing.

# Lesson 5

» **Algorithm:** It's a series of steps that explain how to do a task.

- When you make a meal, you follow a recipe, that is a type of algorithm!
- When you type keywords, the search engine uses algorithms to provide results.
- Computers and applications use algorithms to perform specific tasks.



## Lesson 6

- » **Coding:** It's the writing of multiple algorithms to make a complete program.
  - Online animations, movies, and online games are created using **coding**!
  - Computers, like people, speak different languages.
  - There are many websites, like [Code.org](https://code.org), that can help you learn to code.
  - You can create mazes on [Code.org](https://code.org).



## Lesson 7

- » **Microsoft Paint:** It is a popular graphics editor that will help you create your own drawings or edit images on computers.
- » **To open Microsoft Paint,** click on the **Start-up** Menu, then **Accessories**, then click on **MS Paint**.
- » The top of the screen is like Word and Excel.
- » **Menu Bar:** It includes options for opening, saving, and editing features.
- » **Toolbox:** It includes tools that you need to make your drawing.
- » You can cut a part of an image using the **cropping tool**.
- » You can change the size or direction of the photo in MS paint.
- » You can fill colors using the color options.
- » **Microsoft Word** also offers graphic tools to create a graphic design.
- » Click on the "Insert" menu bar to see the different options, such as: Shape, Icons, 3D Models and Smart Art.









## Lesson 8

- » You can use Microsoft PowerPoint to create presentations that include:
    - 1 Text
    - 2 Images
    - 3 Animations
    - 4 Special effects
- 
- » At the top of the PowerPoint screen, you will see a Menu Bar.
  - » Use this first slide to name the title and subtitle of your presentation.
  - » In the subtitle box, you can also include your name.
  - » A slide is a presentation page that contains text and images.
  - » On the left side of the screen, you will see a thumbnail or preview image of each slide you're creating.
  - » To choose the layout of each slide, click the "Layout" icon on the "Home" menu.
    - » Design: It includes background colors.
    - » Draw: It includes drawing tools.
    - » Transitions: It includes visual effects to use between each slide.
    - » Animations: It includes animated effects for each slide.
    - » Slide Show: It makes you decide how you'd like to present and time each slide.
  - » You can view the presentation by clicking the "View Show" icon or the F5 key on the keyboard.
  - » Avoid wordy paragraphs or sentences.
  - » Be sure to use a font size and style that are readable.
  - » Use relevant images instead of text whenever possible.

### Model Exam

1

#### 1 Choose the correct answer:

- The first step in problem solving is .....  
a. hypothesis testing                      b. asking your teacher  
c. hypothesis building                      d. none of the previous answers
- To view the image in a larger size in Point program, use .....  
a.                       b.                       c.                       d. 
- Microsoft 365 package contains .....  
a. MS Word                                      b. Paint  
c. Google Chrome                              d. Facebook
- You can learn coding and create mazes using many websites, such as .....  
a. Code.org                                      b. Vlaby  
c. Mapmaker Interactive                      d. Facebook
- A/An ..... is a series of steps that explains how to do a task.  
a. algorithm                      b. email                      c. problem                      d. file
- Use ..... for the information you want to emphasize.  
a. small font size                      b. bold colors                      c. tiny font                      d. a & c
- Use ..... images to the content you are sharing in the poster.  
a. clear                      b. low-quality                      c. inappropriate                      d. irrelevant

#### 2 Put (✓) or (X):

- To solve a big problem you can solve the small parts of it step by step. ( )
- Microsoft Point allows you to change the size or direction of the photo. ( )



- 3 When making a poster or billboard, you must be sure that the audience will be able to easily see your information. ( )
- 4 PowerPoint is used to design presentations with text only. ( )
- 5 When making a guess to solve a problem, this guess is called the hypothesis. ( )
- 6 More decorative fonts in your poster are not preferable when making it. ( )
- 7 The slide is a presentation page that contains text and images. ( )
- 8 If your wording is not specific, the search engine's algorithm may not be accurate. ( )

## Model Exam

### 2

#### 1 Choose the correct answer:

- 1 When creating a poster or billboard, be sure to .....
  - a. choose a small font size
  - b. choose complicated font type
  - c. choose too big font size
  - d. choose suitable font size and type
- 2 A/An ..... is an educated guess about how things work.
  - a. algorithm
  - b. maze
  - c. hypothesis
  - d. test
- 3 An algorithm is a/an ..... to do a task.
  - a. series of steps
  - b. software
  - c. application
  - d. hardware
- 4 ..... program is used to create presentations that include text and special effects.
  - a. PowerPoint
  - b. Word
  - c. Facebook
  - d. Twitter

5 The amount of empty space between the edges of a poster is called the .....

- a. font                      b. margin              c. image options      d. border

6 ..... is writing multiple algorithms to create a complete program.

- a. Windows              b. MS Word              c. Coding              d. Paint

7 Which of the following is considered an algorithm?

- a. Seeing a movie                      b. Solving a math problem  
c. Eating breakfast                      d. All of the previous answers

**2 Put (✓) or (X):**

1 A hypothesis is an attempt to answer your question with an explanation that can be tested. ( )

2 Choosing a complicated font size in the poster makes it easy to read. ( )

3 Coding is the writing of multiple algorithms to make a complete program. ( )

4 The toolbox in Paint includes all the tools you will need to make your drawing. ( )

5 Make sure to choose a font size that is easy to read. ( )

6 Computers, like humans, use different languages. ( )

7 When you solve a problem in math class, this is considered a type of algorithm. ( )

8 Paint program is one of the famous programs used in editing images. ( )

**Model Exam**

**3**

**1 Choose the correct answer:**

1 To use images in the billboard, they must be .....

- a. appropriate images and sizes      b. not clear images  
c. very small images                      d. bad-quality images



- 2 ..... program can recognize if the words are typed correctly or not.
- a. Word
  - b. Photoshop
  - c. Excel
  - d. Flash
- 3 To insert pictures into your presentation, click ..... then pictures.
- a. Slide Show
  - b. Transitions
  - c. Insert
  - d. Animation
- 4 To facilitate solving a big problem, .....
- a. break down the problem into smaller sections
  - b. don't solve it
  - c. don't assign the roles to a team group
  - d. find one solution
- 5 If 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
  - d. reporting
- 6 ..... program is one of the most famous programs in editing images.
- a. Paint
  - b. Word
  - c. Facebook
  - d. Twitter
- 7 ....., like people, speak different languages.
- a. Cars
  - b. Animals
  - c. Rocks
  - d. Computers

## 2 Put (✓) or (X):

- 1 A hypothesis is an educated guess about how things work. ( )
- 2 A margin is the space left around the edges of your poster or billboard. ( )
- 3 Computers and applications need algorithms to work. ( )
- 4 MS Word offers graphic tools to create a graphic design. ( )
- 5 The first step in problem solving is hypothesis testing. ( )
- 6 Having a 25-mm margin helps you create a well-designed poster. ( )

- 7 Mazes are examples of things you create using coding. ( )
- 8 Microsoft PowerPoint is used to create presentations that include text and special effects. ( )

## Model Exam

### 4

#### 1 Choose the correct answer:

- 1 You can run your PowerPoint presentation through the ..... key from the keyboard.
- a. F3                      b. F4                      c. F5                      d. F6
- 2 If you and your team face a problem, to solve it you should .....
- a. assign each person a section of it  
b. assign the problem to one of them  
c. solve the problem alone                      d. keep the problem without solving
- 3 To provide the proposed solutions to solve the problem of the computer speakers not working, you must first .....
- a. test the hypothesis                      b. prepare the hypothesis  
c. verify the success of the test                      d. ask your teacher
- 4 If you use a ..... font size, you will have to limit the amount of information in the poster.
- a. small                      b. too big                      c. suitable                      d. tiny
- 5 You can create animations, movies, and games using .....
- a. Excel                      b. coding                      c. Word                      d. Google
- 6 When you prepare a meal, you follow a recipe; this is considered a/an .....
- a. augmented reality                      b. algorithm  
c. digital blogging                      d. order
- 7 You can type ..... into the search engine to search for information online.
- a. keyboards                      b. algorithms                      c. keywords                      d. symbols



## 2 Put (✓) or (X):

- 1 You cannot insert images you created in Paint into your PowerPoint presentation. ( )
- 2 You must be sure that your computer is updated to download Microsoft Office 365 bundle. ( )
- 3 You must assign to each person in the group a section of the problem to solve it. ( )
- 4 One of the things to consider when preparing a presentation is to avoid writing long paragraphs. ( )
- 5 When testing your hypothesis, it is necessary not to do any test that puts you at risk. ( )
- 6 It is important to crowd the edges of your billboard. ( )
- 7 Coding is the writing of multiple algorithms to make a complete program. ( )
- 8 Microsoft Paint allows you to design images and save them. ( )

## Model Exam

### 5

## 1 Choose the correct answer:

- 1 You can type multiple algorithms to create a complete program by .....  
a. programming    b. a screen    c. a keyboard    d. a mouse
- 2 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                              d. reporting
- 3 When designing a poster, sometimes ..... fonts are better.  
a. decorative                                      b. simple  
c. complicated                                    d. a & c

- 4 You can ..... at Code.org.
- |                  |                 |
|------------------|-----------------|
| a. learn coding  | b. create mazes |
| c. eat breakfast | d. a and b      |
- 5 If you add content very close to the edges, the poster or billboard will be .....
- |                  |                             |
|------------------|-----------------------------|
| a. cramped       | b. overwhelming             |
| c. not appealing | d. all the previous answers |
- 6 To add a new slide in the presentation, press the Home tab, then .....
- |               |              |
|---------------|--------------|
| a. Insert     | b. New Slide |
| c. Slide Show | d. Edit      |
- 7 To design a digital poster or billboard, you will need .....
- |               |             |
|---------------|-------------|
| a. a computer | b. GPS      |
| c. TV         | d. a router |

**2 Put (✓) or (X):**

- 1 The brush tool is used in Paint to enlarge parts of the image. ( )
- 2 Be sure to choose a font size that is easy to read for your poster or billboard. ( )
- 3 Images should be suitable in terms of the content you are sharing. ( )
- 4 Microsoft PowerPoint allows you to insert a new slide to your presentation. ( )
- 5 To access Microsoft 365's bundle, you will need to have an updated digital device. ( )
- 6 You can choose the background colors for each slide under the Design options. ( )
- 7 Considering the background color is not important when choosing the font color. ( )
- 8 If you add content very close to the edges, your poster or billboard will look visually appealing. ( )

# Answers

## Model Exam

### 1

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

## Model Exam

### 2

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

## Model Exam

### 3

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

## Model Exam

### 4

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

## Model Exam

### 5

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