

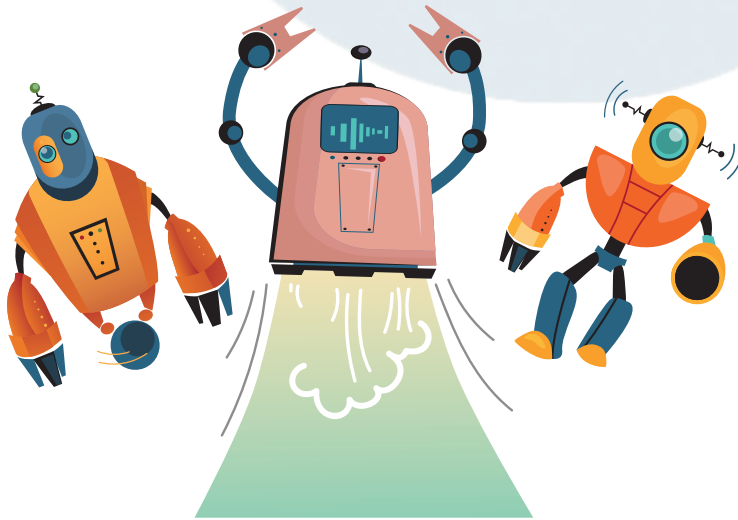
PONY

ICT

Monthly Revision of  
February and March

By

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Second Term

## Lesson 1 Artificial Intelligence and Ethics of Its Use

### » Artificial Intelligence (AI):

It is a technology that enables machines to use **human-like traits**, such as logic, to solve problems.

» Artificial Intelligence depends on **algorithms**, which are a set of detailed steps that tells the computer what to do, like **recipes** that help machines learn and solve problems.

### » Some Artificial Intelligence Tools:

- 1 **Facial Recognition**: used to verify identity and unlock phone. Ex; **Smartphones**.
- 2 **Voice Assistants**: Digital robots which respond to voice commands and answer questions. Ex; **Siri or Alexa**.
- 3 **Email Filters**: prevent dangerous or unwanted or malicious mail from reaching your inbox. Ex; **Email inbox**.
- 4 **Language Processing Tools**: help users formulate writings write and send emails and messages. Ex: **Search tools and electronic writing tools**.
- 5 **Chat Windows**: automatically respond to you using chatbots. Ex; Customer service on websites.

### » Using Artificial Intelligence Responsibly and Ethically:

- 1 **Inclusiveness**: AI tools must benefit and include all users not only a specific group.
- 2 **Unbiased**: AI decisions must be based on facts, not opinions or personal views.
- 3 **Protectiveness (Privacy)**: The privacy and security of users' data must be considered.

- 4 **Benefit:** AI tools should be used to help society and make it better, not to achieve harmful personal gains or cheating others.
- 5 **Responsibility:** Designers should admit and correct mistakes made by AI tools.
- 6 **Transparency:** AI designers clearly explain how AI tools work.

## Lesson 2 Online Shopping and Investment: How Do We Choose the Best?

### » E-commerce:

It is the process of buying and selling products and services online.

### » Research Tools:

#### 1 Smart Search Engines:

When searching for a specific product online, search engines use **artificial intelligence** to analyze your previous data, to provide: Suggestions that **match** your preferences and results of the **most suitable** products or the **fastest** delivery.

#### 2 Comparison Websites:

Help you when buying products by: Comparing many products in one place, and Evaluating **quality**, **price**, and **features**.

#### 3 Online Reviews:

Reviews help you evaluate the quality of the product and service before purchasing.

### » Consumer reviews:

- opinions of users, friends, or family online.

### » Stocks and Bonds:

- **Stocks (Shares):** Equal parts into which the ownership of a company is divided.
- When you buy **stocks** in a company, you become a **partner** owning a small part of that company.
- When you buy **bonds**, you **lend** the company a sum of money.

- » We invest in stocks and bonds, To support companies that offer something good, or To make profit (Investors earn money from the profits or interest).
- » It is important to invest in companies that follow ethical principles.
- » To ensure this, we should review the official companies websites and reviews from reliable sources.

## Lesson 3 Digital Communication

### » 1 Educational Service Providers (ESPs):

- They are organizations that provide educational services for students and teachers,
- They can provide: Books and Online training materials.

**Examples:** Online libraries such as: Alexandrina library & EKB

### » 2 Customer Support Services: سلسلة كتب الـ

- They are the services provided by companies to help you solve problems or answer your inquiries.

### » Contacting Services Providers:

#### 1 Email:

- **Email:** is a **formal** and **professional** way of communication
- It is the best choice when your problem needs a detailed explanation or when you need an official document

### » Important Tips for Writing a Good Email:

1 **Clear Subject:** Write a **clear** and **short** subject

2 **Respect:** Start with a formal and respectful **greeting** and finish it with your **signature**.

3 **Stating the Purpose:** Clearly state why you are contacting and information you need.

#### 2 Chatbot Windows (Chatbots):

- **Chatbots:** they are AI computer programs; designed to respond to questions online.

### » Advantages of chatbots:

- 1 **Speed:**
  - They give quick responses.
  - The service provider replies within 24 hours, if a real person is needed.
- 2 **Accuracy:**
  - You should write your question clearly and accurately.
  - If your questions are not clear, you will not receive accurate answers.

### » Other Ways of Communication:

- 1 **Telephone:** Speak directly with a support employee.
- 2 **Visiting support offices:** Go to the organization's office to submit your request.

## Lesson 4 Video Conferences

### » Video conferences:

- They are tools that allow people in different places to communicate with each other using audio and video in real time, via the Internet, using **cloud computing**.

### » Video Conferencing Tools:

- 1 Microsoft Teams
- 2 Google Meet
- 3 Zoom

### » Steps for Using Video Conferences:

- 1 **To create a Meet:**
  - Click on **New Meeting**.
  - **Then click on the option:** Start a meeting instantly, or to create a meeting for **later**.
  - Once you have created your meeting, **copy** the meeting link that Google provides.
  - **Share** it with the meeting participants.
- 2 **To join a Meet,** there are two ways you can join a meeting:
  - Click **the link** that was sent to you. **Or**
  - Copy the meeting **code** or **link** , paste it in the right place, then click the **"Join"** button.

## » Rules of video conference:

### 1 Before the Conference:

- **Check the Technology:** Make sure the **Internet**, **camera**, and **microphone** are working properly, to avoid technical problems during the meeting.

### 2 During the Conference:

- **Manage Audio and Video:**

- 1 Click the **microphone** icon to mute or unmute.
- 2 Click the **camera** icon to turn the video on or off.

- **Be calm and respectful:**

- 1 Make sure that your **behavior** is appropriate for the meeting.
- 2 Monitor your notes on the screen.

### 3 After the Conference:

- You can send a follow-up email.
- Attach the recording to your email, if the meeting was recorded.

## Lesson 5 Programming Languages and Digital Problems Solving

» Computers don't understand human language, so we use special languages to communicate with them (**programming languages**).

### » Programming languages:

They are a set of rules and symbols that we use to give clear instructions to computer programs.

### » The Most Popular Languages on the Web

#### 1 Hyper Text Markup Language (HTML):

- HTML is used to build the **structure** of web pages
- It give the web page its shape.



#### 2 JavaScript:

- JavaScript is used to create **interactive** and **dynamic** web pages, such as moving buttons or pop-up windows.
- It adds "life" to the page.



## Common Digital Problems and solution

The Problem	Suggested Solutions (Steps)
1 Corrupted File	<ol style="list-style-type: none"> <li>1 Make sure the file represents what you expect.</li> <li>2 Try opening it using a different program.</li> <li>3 If you are sure the file is corrupted, delete it.</li> </ol>
2 The Device Does Not Charge	<ol style="list-style-type: none"> <li>1 Make sure the charging cable is working properly.</li> <li>2 Make sure that the power socket or power adapter is working.</li> <li>3 If the battery is the problem; you may need to replace it.</li> </ol>
3 Forgetting the Password	<ol style="list-style-type: none"> <li>1 Click on the "Forgot Password" link.</li> <li>2 Follow the steps to create a strong password.</li> </ol>
4 Ways to Save Files	<ul style="list-style-type: none"> <li>• Make a backup of your files on :             <ol style="list-style-type: none"> <li>1 external drive</li> <li>2 a cloud storage like Google Drive or OneDrive.</li> </ol> </li> </ul>
5 Undeletable file	<ul style="list-style-type: none"> <li>• Check if the file name contains <b>special symbols</b> that prevent it from being deleted.</li> </ul>

## Lesson 6 Image Editing

### » Image editing:

- It is the **changing** and **modifying** images to make them look better or more attractive.



- » It may be to fix mistake in an image or to make it look professional for presentation.

### » Image Editing Programs:

- such as **GIMP** which is abbreviation for GNU Image Manipulation Program.

## »» Features of GIMP

- It is **powerful** program.
- It is a **free** program.
- It is **open-source** program that anyone can use and modify its tools.
- You can download it directly from the Internet.

## »» Image editing allows us to:

### 1 Correct flaws:

- Restore original colors of an image or remove excessive camera light.

### 2 Change Colors:

- Change the background color of an image or a video.
- EX; Make the color of a video frame smoother.

### 3 Merge Images (blending):

- Combine two different images to become one image (useful in creating presentations).

### 4 Special Effects (Filters):

- Use filters to make the image **look old** or to add special effects such as **د**.

## »» Modern image editing programs like GIMP use artificial intelligence.

- **Color Adjustment:** AI learns how to adjust the colors of an image so that only the colors you need appear.

# February and March Model Exams

## Model Exam

1

### 1 Choose the correct answer:

- 1 What part of the email should you specify the purpose of your message from the beginning?
  - a. Signature of the letter
  - b. Greeting
  - c. Content of the message
  - d. Subject of the message
- 2 GIMP is an abbreviation for ..... Image Manipulation Program.
  - a. General
  - b. GNU
  - c. Global
  - d. Google
- 3 Email is a ..... way of communication.
  - a. Informal
  - b. Random
  - c. Formal / professional
  - d. Personal only
- 4 Which artificial intelligence tool is used to protect your email from malicious messages?
  - a. Voice assistants
  - b. Smart home devices
  - c. Smart navigation systems
  - d. Email filters
- 5 When joining an online meeting, but you don't have the link, which of the following do you need?
  - a. Your email address
  - b. Meeting code
  - c. Username
  - d. Phone number
- 6 Through image editing, you can restore ..... of an image.
  - a. original colors
  - b. the name
  - c. the date
  - d. the location
- 7 When you buy a company's share, you become ..... in that company.
  - a. A lender
  - b. A consumer
  - c. An employee
  - d. A partner





- 4 What is the necessary procedure that must be done before joining the conference to avoid technical problems?
  - a. Eat breakfast
  - b. Write a long letter.
  - c. Check your internet connection and ensure your camera and microphone are working
  - d. Update your operating system
- 5 What is the process of buying and selling goods and services online?
  - a. E-commerce
  - b. Digital investment
  - c. Traditional marketing
  - d. Cloud comparison
- 6 Mention one advantage of chat windows compared to email.
  - a. more formal
  - b. Instant response
  - c. Suitable for explaining long problems
  - d. Difficult to use
- 7 After the meeting, you can send a ..... to the participants.
  - a. meeting code
  - b. follow-up email
  - c. new link
  - d. camera icon

## 2 Put (✓) or (X):

- 1 Smart search engines are among the most important artificial intelligence tools that help users on the internet. ( )
- 2 Instant chat is the process that enables you to obtain a copy of the meeting after it has ended. ( )
- 3 The best way to communicate if you need a detailed and professional explanation of a problem is via email. ( )
- 4 Microsoft Word is the popular program used as an alternative of GIMP. ( )
- 5 Image editing makes images look professional for presentations. ( )

- 6 The best way to protect files from permanent loss is to save them to cloud storage. ( )
- 7 Stocks that give you an ownership stake in a company are called bonds. ( )
- 8 Artificial intelligence is the technology that enables machines to use human attributes in problem-solving. ( )

## Model Exam

3

### 1 Choose the correct answer:

- 1 Mention one type of digital tool used in video conferencing?
  - a. Word
  - b. Google Meet
  - c. Excel
  - d. Paint
- 2 What is the importance of reviewing the official websites of companies before investing in them?
  - a. To verify the company logo color
  - b. To keep track of new products
  - c. To determine the number of company employees
  - d. To verify the company's ethical standards
- 3 Enhancing photos means corrects ..... and restoring original colors
  - a. Background
  - b. Lighting
  - c. flaws
  - d. Size
- 4 The thing that artificial intelligence relies on to learn and solve problems is called .....
  - a. Records
  - b. Algorithms
  - c. Clouds
  - d. Metadata
- 5 Why should your questions be accurate and clear when using a chat window?
  - a. To reduce Internet usage
  - b. To speed up the device
  - c. To get accurate answers
  - d. To stop your request completely



## Model Exam

4

### 1 Choose the correct answer:

- 1 What do smart search engines use to rank the results that suit you?
  - a. Store names
  - b. Product colors
  - c. Advertisement images
  - d. Your browsing preferences and past behavior
- 2 In your opinion, why should passwords be strong and unique?
  - a. To protect the account from hacking
  - b. To make it easy to remember
  - c. To keep it short
  - d. To make it easier to share with others
- 3 If you want to make your image look old or have motion blur, what can you use?
 

a. Text editing	b. Color organization
c. Special effects (Filters)	d. Background correction
- 4 If artificial intelligence collects your personal information, it must apply the principle of .....
 

a. Inclusiveness	b. Transparency
c. Accuracy	d. Privacy
- 5 A person who buys goods and services is called .....
 

a. Designer	b. Programmer
c. Consumer	d. none of them
- 6 Which programming language is used to create the basic structure of web pages?
 

a. JavaScript	b. Paint
c. HTML	d. None of them
- 7 Modern image editing programs use ..... to help users.
 

a. Artificial Intelligence	b. manual tools only
c. Wi-Fi	d. IoT



## 2 Put (✓) or (X):

- 1 The principle of transparency requires that the tool's designer be prepared to explain how it works. ( )
- 2 Online consumer reviews are a helpful tool for evaluating product quality before purchase. ( )
- 3 The function of online comparison sites is to remove unwanted products. ( )
- 4 The email sent after the conference is called a follow-up email. ( )
- 5 JavaScript language is used to create static web pages only. ( )
- 6 Inappropriate behavior during a video conference is unacceptable and should be avoided. ( )
- 7 Two images can be merged into one through photo editing. ( )
- 8 You have to pay money to use GIMP. ( )

## Model Exam

### 5

## 1 Choose the correct answer:

- 1 What is AI-powered chat programs on websites called?
  - a. Voice assistants
  - b. Navigation applications
  - c. Email
  - d. Chatbots
- 2 Which of the following is a flaw in an image and can be fixed by editing?
  - a. excessive camera light
  - b. Slow Internet
  - c. Video volume is low
  - d. Difficulty in typing
- 3 What is the best option to protect files from permanent loss?
  - a. Save the file to the Recycle Bin
  - b. Save it to your desktop.
  - c. Save it to a USB drive
  - d. Save it to cloud storage
- 4 What are the steps or recipes that artificial intelligence relies on to learn and solve problems called?
  - a. Hypotheses
  - b. Algorithms
  - c. Records
  - d. Statistical models

- 5 What gives you a part of ownership in a company?
  - a. Bonds
  - b. Sukuk
  - c. Shares
  - d. Coupons
- 6 What is the name of the process that makes two different images appear as one image in a presentation?
  - a. Color correction
  - b. Changing the background
  - c. merging images
  - d. Cropping the image
- 7 What is a file called when it does not work properly?
  - a. Normal file
  - b. Corrupted file
  - c. Saved file
  - d. Temporary file

## 2 Put (✓) or (X):

- 1 What an investor should consider when choosing companies to support the environment is that the company is environmentally friendly and follows ethical standards. ( )
- 2 Email is a random means of communication. ( )
- 3 Video conferencing allows for direct written communication. ( )
- 4 If the message "File is corrupt" appears, this means that the keyboard is not working. ( )
- 5 To make an image look like it is moving or has motion blur, we use special effects (filters). ( )
- 6 It is ethical to deliberately omit data from a specific group of people when training artificial intelligence tools. ( )
- 7 When attempting to delete a file that cannot be deleted, check if it contains any special characters. ( )
- 8 Artificial intelligence is the technology that enables machines to use human traits in problem-solving. ( )

# Answers

## MODEL (1)

1 1 d 2 b 3 c 4 d 5 b  
6 a 7 d

2 1 ✓ 2 X 3 ✓ 4 ✓ 5 ✓  
6 X 7 ✓ 8 X

## MODEL (2)

1 1 d 2 b 3 c 4 c 5 a  
6 b 7 b

2 1 ✓ 2 X 3 ✓ 4 X 5 ✓  
6 ✓ 7 X 8 ✓

## MODEL (3)

1 1 b 2 d 3 c 4 b 5 c  
6 a 7 b

2 1 X 2 ✓ 3 X 4 ✓ 5 X  
6 ✓ 7 X 8 ✓

## MODEL (4)

1 1 d 2 a 3 c 4 d 5 c  
6 c 7 a

2 1 ✓ 2 ✓ 3 X 4 ✓ 5 X  
6 ✓ 7 ✓ 8 X

## MODEL (5)

1 1 d 2 a 3 d 4 b 5 c  
6 c 7 b

2 1 ✓ 2 X 3 ✓ 4 X 5 ✓  
6 X 7 ✓ 8 ✓

تطبيق



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وتقدر ف أي وقت تحمّل ال نفسك فيه ببلاش

هيغنيك عن البحث والجروبات والقنوات الكثيرة

