

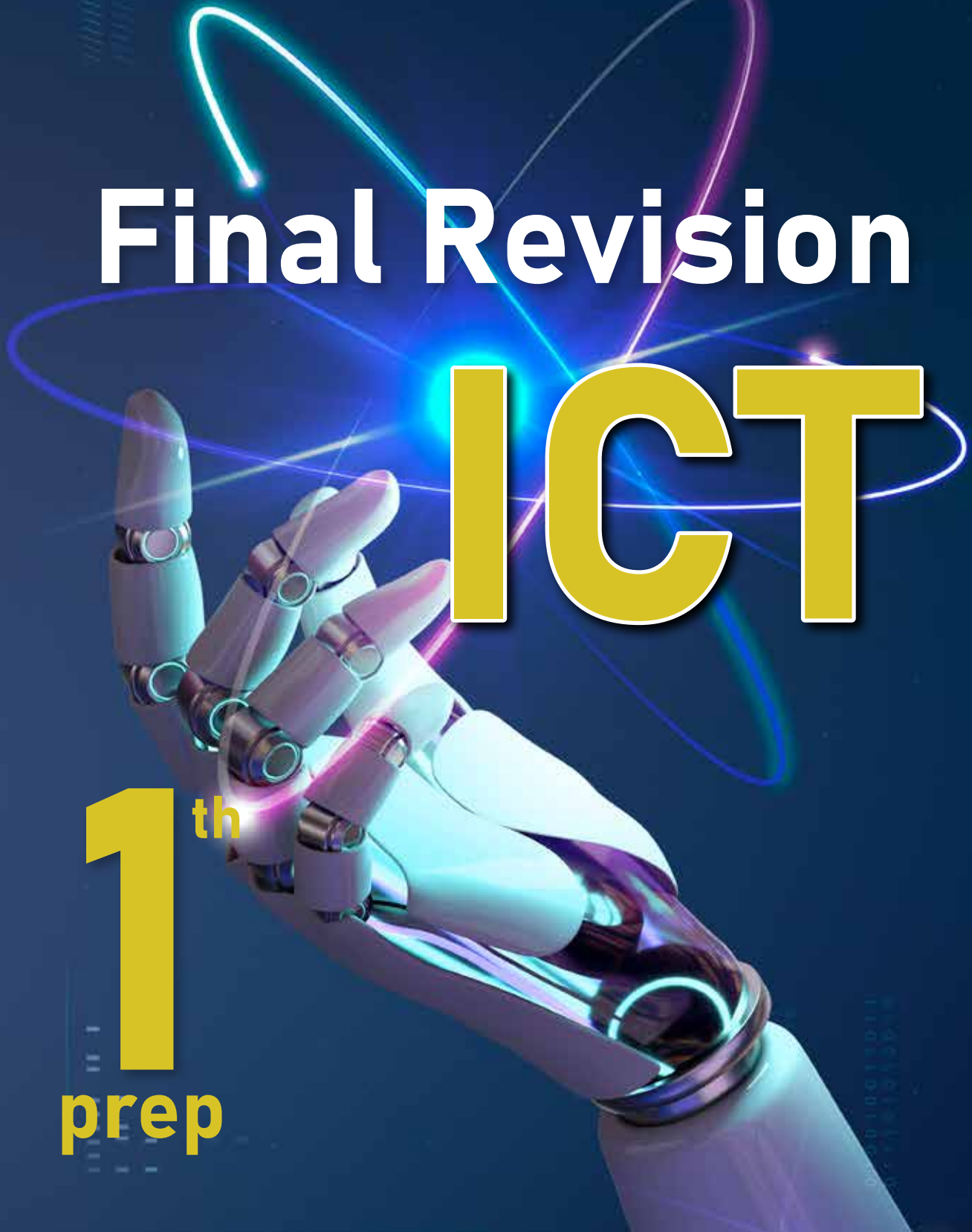
PONY

سلسلة كتب الأستاذ

Final Revision

ICT

1<sup>th</sup>  
prep



# Summary 1

# Final Revision

## Lesson 1 Green Technology

### Definitions:

- » **Green Technology:** Also known as **sustainable technology** or **clean technology**
- It is based on technological tools that protect the environment and optimize the use of its resources.



### Key Points:

#### » Electric Vehicles in Egypt:

- **Aim:** Reduce harmful emissions and fuel consumption.
- **Operation:** Use batteries and charging stations.



#### » Fields of Green Technology:

##### 1 Renewable Energy:

- **Solar Energy:** generate electricity from sunlight via solar panels.
- **Wind Power:** generate electricity from wind via turbines.
- **Hydropower:** generate electricity from water movement via dams.
- **Geothermal Energy:** generate electricity from Earth's internal heat.
- **Bioenergy:** generate energy from organic materials like soybeans and corn.

##### 2 Energy Consumption Rationalization:

- **Green Building:** uses eco-friendly, energy-efficient materials, improved ventilation, and insulation.
- **Energy-efficient Appliances:** high-efficiency computers and devices
- **Smart Transportation:** using electric vehicles to enhance energy efficiency.

### 3 Waste Recycling:

- Material Recycling: paper, plastic, and metals into new products
- Transforming Organic Waste: into compost to enhance soil fertility
- Waste Reduction: by reusing and repairing products

### 4 Water Treatment:

- Purification: making contaminated to be reused or drunk
- Efficient Irrigation: smart systems like drip irrigation
- Water-saving Devices: repairing water leaks

## » Benefits of Green Technology:

### 1 Environmental Preservation:

- Reduces carbon dioxide emissions and global warming.
- Promotes alternatives like electric cars to lower pollution.

### 2 Resource Conservation:

- Water and Electricity Optimization:
  - **Body Sensors:** control water flow and optimize electricity usage.
  - **Solar Energy:** photovoltaic panels convert solar energy to electricity.

#### Sensor Usages

Temperature Regulation

Lighting Control

Fire Smoke Detection



## Lesson 2 Digital Transformation and Its Importance in Our Daily Lives

### Definitions:

- » **Digital Transformation:** the combination of digital technology into all business aspects to enhance work-flow efficiency, lower costs, and innovate products and services.

## Key Points:

## » Importance of Digital Transformation:

- 1 Enhancing efficiency and productivity
- 2 Quality enhancement
- 3 Enhancing sales and revenue
- 4 Enhancing innovation and creativity
- 5 Sustaining competitiveness
- 6 Enhancing decision-making
- 7 Minimizing energy and resource consumption
- 8 Creating new employment opportunities-

» **Digital transformation:** is a national project that links all government agencies through an information environment, and citizens can obtain all their services through the internet.

## » Tools Used in Digital Transformation:

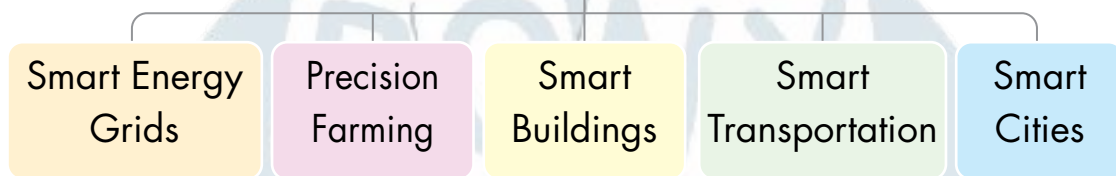
- **Work-flow Management Tools:** enhance efficiency of repetitive tasks (e.g., "Digital Egypt" platform).
- **Electronic Payment Methods:** convenient, fast, and secure payment options (e.g., electronic payment cards, INSTAPAY application)
- **Collaboration and Communication Tools:** enables face-to-face communication with others (e.g., video conferencing apps like Zoom & Google Meet).
- E-learning resources
- AI and machine learning
- Cloud computing
- Cybersecurity solutions
- **Note:** an email address is required to access any digital services or products.



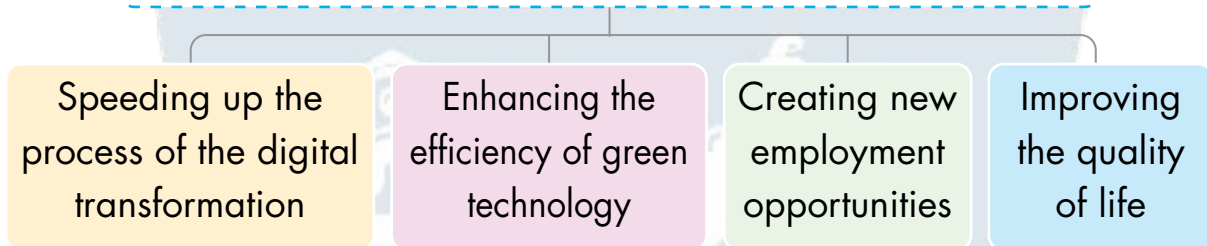
» Green technology and digital transformation are closely related and contribute to achieving common goals, such as:

- 1 Enhancing resource utilization efficiency
- 2 Reducing harmful emissions
- 3 Supporting sustainability

Examples of integration between green technology and digital transformation applications:



Benefits of Integration between green technology and digital transformation applications:



## Lesson 3 Operating Systems

Definitions:

» **Operating System (OS):** an interface between the user, hardware, and software. It manages hardware components, runs software, and helps users accomplish tasks smoothly.

Key Points:

- 1 **Personal Computers (PCs):**
  - **Operating Systems:** Microsoft Windows, macOS, Linux distributions



## 2 Mobile Devices:

- **Operating Systems:** Apple's iOS, Google's Android, alternative mobile OS



## 3 Servers:

- **Operating Systems:** Linux distributions, Microsoft Windows Server, specialized server OS

## 4 Gaming Consoles:

- **Operating Systems:** Exclusive OS for Play-station, Xbox, Nintendo Switch

## 5 Smart TVs:

- **Operating Systems:** Android TV, Tizen, webOS, others

## 6 Wearable Devices:

- **Operating Systems:** Tailored OS for smart-watches, fitness trackers



## 7 Network Devices:

- **Operating Systems:** Used in routers, switches for network management and security

## 8 Automotive Systems:

- **Operating Systems:** Used in modern cars and vehicles to control various functions such as infotainment, navigation.



## 9 Embedded Systems:

- **Operating Systems:** Used in Automated Teller Machine (ATM) and Point of Sale Terminal.



## 10 Industrial Control Systems (ICS):

- **Functions:** Control and monitor industrial processes, increase productivity, improve product quality, and ensure health and operational safety.
- **Applications:** Used in sectors like energy, transportation, food production, petrochemicals, electronics, and medical industries.

## » OS Startup Screen (Desktop):

- **Icons:** Symbols representing software and system settings, arranged over a background image or color.
- **Bars:** Contain icons for installed software and system settings (e.g., date, time, sound, network).
- **Note:** The startup screen varies for different operating systems and versions.

## Lesson 4 Installation and Removal of Software and Digital Peripherals

### 1 From a CD or DVD:

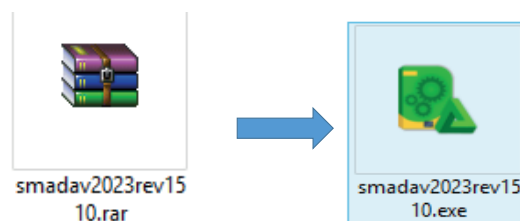
- Insert the disc into the drive.
- Click Run SETUP.EXE.
- AutoPlay dialog box appears.
- Follow instructions.

### 2 From an Internet-Downloaded File:

- Access the downloaded file via “This PC” icon.
- Double-click the file to start the installer.
- If compressed, unzip before accessing SETUP.EXE.

### 3 From a Compressed File:

- Extract the compressed files.
- Double-click the installation file.
- Follow the software’s installation instructions.



## » Removing or Uninstalling Software:

- **Uninstalling program:** Delete all program files from your device.
- Removing unused programs saves disk space and improves device performance.

1. Program has its own Uninstallation Command.

2. Using Control Panel:

- (A) Access Control Panel.                      (B) Click "Uninstall a program".  
 (C) Select the program and click Uninstall.

» **Setting Up and Configuring Hardware:**

– Plug and Play Device Installation

- ① OS Includes the Driver: OS Installs the driver automatically.
- ② OS Does Not Include a Driver: OS runs a wizard program to find the driver.

» **Installing a Printer:**

① **Local Printer (Plug and Play):** installed automatically.

② **Non-Plug and Play Printer:**

Control Panel → Hardware and Sound → Devices and Printers. → Click "Add a printer".

→ Select "Add a local printer or network printer.

→ Choose the correct port (**LPT1** for older, **USB** for modern printers).

- If you don't find the driver you need: Click Have Disk.
- Click Windows Update to update the list of printers.
- Give a name to the printer.
- Print a test page to ensure proper installation.

## Lesson 5 Electronic Mail (Email)

### Definitions:

» **Email:** a digital communication system used to send and receive messages over the Internet. It is an indirect communication tool, a cloud computing tool used to share texts, files, images, and other information.



### Key Points:

#### » Components of an Email Address:

- 1 User name
- 2 @ Symbol
- 3 Domain name

#### » Advantages of Using Email:

- Speed
- Ease
- Free cost in most cases.
- Diversity
- Reliability
- Digital services



#### » Drawbacks of Using Email:

- Hacking
- Spam
- Fraud
- Viruses
- Privacy

#### » Providers of Email Services:

- Gmail
- Yahoo email
- Hotmail/Outlook

#### » Creating an Email on Google:

- You need Google Account to access Gmail and other Google services such as: Google Meet, Google Docs, Google Drive, YouTube.

#### » Sign Out of Gmail:

- Click and choose 'Sign out'

## Lesson 6 Cloud Computing

### Definitions:

#### » Cloud Computing: a model for providing digital services over the Internet, such as:

- **Cloud Storage:** storing files and folders online
- **Software Service:** making applications available online
- **Resource Sharing:** sharing and exchanging files over the internet



### Key Points:

#### » Benefits of Cloud Computing:

- 1 **Ease of Access:** services available without high-spec hardware.
- 2 **Service Availability:** access data, files, and applications from anywhere with the internet.

- 3 **Reducing material costs:** no need for software licenses, no need for high-spec hardware

## » Areas of Using Cloud Computing in Daily Life:

### 1 Communication:

- Email: Gmail, Outlook, Yahoo Mail
- Social Networking: Facebook, Twitter, Instagram
- Messaging Services: WhatsApp, Telegram

### 2 Computer Storage:

- File Storage: Google Drive, OneDrive
- Data Backup: Cloud backup services

### 3 Producing Projects:

- Word Processing: Google Docs, Microsoft Word Online
- Spreadsheets: Google Sheets, Microsoft Excel Online

### 4 Education:

- E-learning Platforms: Ministry of Education platform
- Collaboration Tools: Google Classroom, Microsoft Teams

### 5 Entertainment:

- Video Streaming: YouTube
- Video Games: Online cloud platforms
- Music Services: Cloud music services

### 6 Other Areas:

- Online Shopping: E-commerce sites
- Online Banking: used for money transfer, bill payments
- Healthcare Services: Storing medical records

## » Data Processing and Storage in Cloud Computing:

- |                   |  |
|-------------------|--|
| 1 Data Collection | 2 Data Transfer: To cloud data centers |
| 3 Data Processing | 4 Data Storage                         |
| 5 Data Management | 6 Data Access                          |

## » Requirements to Obtain Cloud Computing Services:

- 1 Computer or Mobile Phone
- 2 Internet Browser or Application
- 3 Internet Connection
- 4 Account with a Cloud Service Provider

### Famous Cloud Computing Service Providers

Amazon Web Services  
aws

Microsoft Azure

Google Cloud Platform

## Lesson 7 Google Meet and Project Management

### Definitions:

- » **Google Meet:** a video conferencing service developed by Google that enables users to conduct group video calls, share screens, chat, collaborate in real time, and work together on joint projects.

### Key Points:

#### » You can access Google Meet:

- **From PC:** via the link <https://meet.google.com>
- **From mobile:** Download the "Google Meet" app from the Google Play Store.

#### » Creating a Meeting:

- **Instant Meeting:** Click "New meeting" > "Start an instant meeting".
- **Scheduled Meeting:** Click "Create a meeting for a later time".
- **Joining a Meeting:** Click the meeting link and wait for the organizer's approval.
- **During a Meeting:**
  - Turn off the microphone when not speaking.
  - Raise your hand when you want to speak.
  - Use the "In call messages" icon to send messages to participants.



– Click the “Share Screen” icon to share your screen with participants.



– **To Stop Sharing:** Click “Stop Sharing” in the Google Meet window.

## Lesson 8 Database Design

### Definitions:

- » **Databases:** a collection of data and information organized and linked to each other, similar to a library but for data. Used to store and retrieve information easily and efficiently.
- » **Big Data:** very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.
- » **Spreadsheet Concept:** the basic element in building databases and is the only source of data within the database, it consists of rows (records) and columns (fields).
- » **Microsoft Access** it is one of the applications used to create databases. It builds a real database, where you can build a complex structure for data and manage it more efficiently.
- » **Primary Key:** a field in a database used to uniquely identify each record in a table.



### Key Points:

- » **Importance of Databases:**
  - 1 **Schools:** Saving students' information
  - 2 **Hospitals:** Saving medical records
  - 3 **Stores:** Tracking inventory
- » **Advantages of Using Databases:**

1 Organization	2 Efficiency	3 Accuracy
4 Security	5 Sharing	

## » Uses of Databases:

- 1 Websites
- 2 Data Analysis
- 3 Scientific Research
- 4 Business Applications

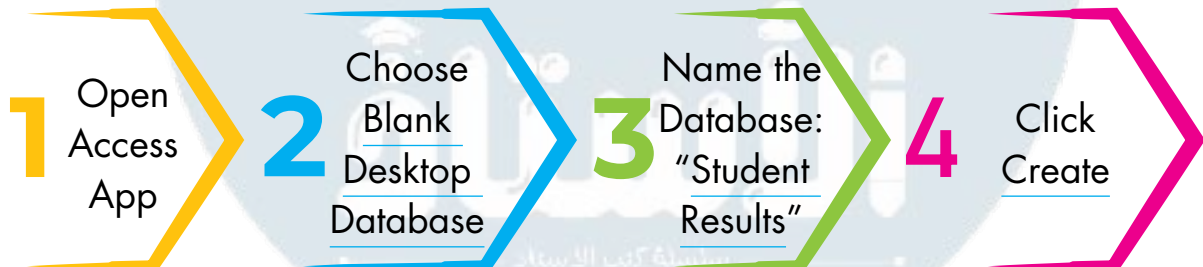
» Programs like Word and Excel can create spreadsheets, but for complex data, use dedicated database applications like Microsoft Access.



### When do we use Microsoft Access?

- Large Amount of Complex Data
- Creating Relations Between Data
- Custom Applications for Data Management
- Higher Data Security

## » Steps to Create a Database in Access:



» **Note:** the primary key value is never repeated within the same table, for example: "id" field in the "Student Grades" table.

## Lesson 9 Forms and Queries

### Definitions:

» **Form:** a graphical interface designed to interact with data stored in a database. It displays specific information from the database and allows users to enter, modify, or delete information in an organized and convenient way.

» **Query:** a tool used to obtain data from a database based on specific criteria or conditions.

## Key Points:

## »» Creating a Form:

- 1 **Select Table:** click on "Student Grades" in the Navigation Pane.
- 2 **Create Tab:** choose "Create" > "Form".
- 3 **Layout View:** displays data for each student record individually.
- 4 **Navigation:** use icons to move between records.
- 5 **Data Entry:** forms can be used to enter and modify data in the table.

## »» Creating a Query:

- 1 **Query Design:** choose "Create" > "Query Design".
- 2 **Select Table:** add "Student Grades" as the data source.
- 3 **Design Grid:** drag and drop fields to the design grid.
- 4 **Execute Query:** click "Run" to display the query result.
- 5 **Modify Query:** delete unnecessary fields to refine the query.
- 6 **Save Query:** name it, e.g., "Student Arabic Grades".

## »» Hiding Fields in Query Results:

- 1 **Design View:** open the query in Design View.
- 2 **Uncheck Show:** uncheck the checkbox in the "Show" row for fields you want to hide.
- 3 **Run Query:** click "Run" to see the updated results without the hidden fields.

## »» Adding Criteria to a Query:

- 1 **Design View:** open the query in Design View.
- 2 **Enter Criteria:** type the criteria in the Criteria row for the relevant field.
  - **Example:** To show only the record for student "Yasmin", type ="Yasmin" in the "Student Name" column.
- 3 **Execute Query:** click "Run" to display records that meet the criteria.

# Questions 2

# Final Revision

1

محافظة القاهرة - إدارة المطرية التعليمية 2025

## 1 Put a sign (✓) or a sign (X) in front of each of the following statements:

- 1 One of the advantages of email is the speed of sending and receiving messages. ( )
- 2 Databases are difficult to use for data analysis. ( )
- 3 Routers are network devices that require an operating system to function. ( )
- 4 When downloading a program from the Internet, you should raise your hand when speaking. ( )
- 5 During a Google Meet, you should mute the mic when not speaking. ( )
- 6 Cloud computing is a model for delivering digital services. ( )
- 7 Green technology and digital transformation help reduce environmental pollution. ( )
- 8 Electric cars are a form of green technology. ( )

## 2 Choose the correct answer:

- 1 ..... is a feature of cloud storage to protect data from loss in case of device damage.  
a. File sharing    b. Live streaming    c. Backup    d. Installing
- 2 ..... unused programs frees up disk space.  
a. Downloading    b. Removing  
c. Both a and b    d. None of them
- 3 Email service providers include .....  
a. Gmail    b. Yahoo  
c. Google Chrome    d. both a and b

- 4 The primary key is a field in a database table that uniquely identifies each .....  
 a. Field                      b. Data                      c. Record                      d. Cell
- 5 When the mark ..... is removed, it means hiding the field in the query result.  
 a. ✓                      b. ↑                      c. X                      d. /
- 6 Data can be entered into a database using a table or .....  
 a. Student grades    b. Data                      c. Form                      d. Query
- 7 The operating system runs all software with .....  
 a. Difficulty              b. Ease                      c. Slowness              d. Ranomness
- 8 To install a printer that does not support plug-and-play, we open .....  
 a. Settings              b. Control Panel              c. Documents              d. Youtube

**3 Complete the following statements using guiding words:**

(Instapay - Smart TVs - @ - Icons - Create - Cloud computing - Access - Sensors)

- 1 The ..... program is used when you have large amounts of complex data.
- 2 The startup screen of the operating system includes a set of symbols called .....
- 3 Click on ..... to create a table in the database.
- 4 ..... is one of the electronic payment tools.
- 5 Android TV operating systems are used with ..... devices.
- 6 Internet is one of the requirements for .....
- 7 The ..... symbol separates the username and domain name in email addresses.
- 8 ..... devices are used to conserve water and electricity.

2

محافظة القاهرة - إدارة المرح التعليمية 2025

**1 Put a (✓) or (X) next to the following statements:**

- 1 Programs cannot be installed using a DVD. ( )
- 2 Servers use operating systems such as Linux. ( )
- 3 A database is a collection of organized and linked data. ( )
- 4 Cloud computing is a model for providing digital services via computers. ( )

**2 Choose the correct answer from the options provided:**

- 1 ..... consists of rows and columns.  
a. Table      b. Record      c. Field      d. Cell
- 2 The Android operating system was developed by.....  
a. Apple      b. Google      c. Amazon      d. Microsoft
- 3 To log out, you click .....  
a. Save      b. Sign In      c. Sign Out      d. Sign up
- 4 ..... Is used to make calls and video conferences.  
a. Google Meet      b. Excel      c. Word      d. None of them

**3 Complete the following with the appropriate words from the brackets:**

(Email – Digital Transformation – Green Technology – Operating System)

- 1 ..... Is called clean and sustainable technology.
- 2 ..... is sending and receiving messages over the internet.
- 3 ..... is responsible for managing the hardware components.
- 4 ..... refers to the combination of digital technology into all aspects of work.

3

محافظة القليوبية 2025

## 1 Correct the underlined word:

- 1 You must have a Yahoo account in order to use the Google Meet service.
- 2 We can use cloud spreadsheets like Google Docs.
- 3 Android is from email service providers.
- 4 The file you downloaded may be compressed, therefore, to work with it, you must first remove it.

## 2 Write the scientific term:

- 1 It is the operating systems used in ATMs and POS Terminals. (.....)
- 2 It is a mobile application used in electronic payment. (.....)
- 3 It is the only source of data in the database and a basic element in database. (.....)
- 4 When to stop speaking in a Google meeting, you should turn off this device. (.....)

## 3 Put (✓) Or (X):

- 1 Sharing information is one of the disadvantages of using email. ( )
- 2 Each column represents a specific field of data in the data table. ( )
- 3 Mobile devices cannot access "Digital Egypt" platform. ( )
- 4 Installing any program requires the operating system's permission. ( )

4

محافظة الدقهلية نموذج (A) 2025

## 1 Put a tick (✓) before the right phrases and (X) before the wrong ones:

- 1 The operating system helps you uninstall the program. ( )
- 2 Green technology does not help accelerate the digital transformation process. ( )
- 3 Smart TVs run on operating systems such as Android TV and Tizen. ( )
- 4 Removing unused programs slows down your computer. ( )



## 2 Choose the correct answer, which between parentheses:

- 1 In data table each ..... represents a single record of data.
  - a. row
  - b. column
  - c. cell
  - d. file
- 2 We specify the data type of the grade fields to ..... to perform calculations on them.
  - a. Date
  - b. Text
  - c. Word
  - d. Number
- 3 To design graphical interface to interact with data stored in database we use .....
  - a. Forms
  - b. Queries
  - c. Tables
  - d. Reports
- 4 You should use the program ..... if you have a large amount of complex data.
  - a. Excel
  - b. Access
  - c. Word
  - d. Paint

## 3 Complete by using words between brackets:

(E-mail - Solar energy - Google Meet - Points of sale)

- 1 ..... is a video conferencing service.
- 2 Communication is one of the fields of use of cloud computing in daily life, and is done through .....
- 3 ..... terminals are electronic device that enable customers to pay for products they purchased.
- 4 Examples of renewable sources is .....

5

## محافظة البحيرة - إدارة إيتاي البارود التعليمية 2025

### 1 Put a sign (✓) or (X) in front of the following phrases:

- 1 The concept of green buildings is attributed to institutions that optimize their resource consumption. ( )
- 2 Digital transformation decreases the effectiveness of business transactions. ( )
- 3 Desktop computers utilize operating systems like Microsoft Windows. ( )
- 4 Removing unused programs increases the storage space on the disk. ( )
- 5 The symbol @ separates the user name from the domain name. ( )
- 6 To access Google meet, you must have Microsoft account. ( )
- 7 A spreadsheet is the only source of data within a database. ( )
- 8 The Query design view window is divided into three parts. ( )

### 2 Choose the correct answer as follows:

- 1 ..... is a graphical interface designed specifically to interact with stored in the database.
  - a. folder
  - b. form
  - c. graph
  - d. presentation
- 2 "Google meet" is primarily used for ..... .
  - a. gaming
  - b. video conferencing
  - c. shopping
  - d. music streaming
- 3 A database is a collection of ..... .
  - a. book
  - b. data & information
  - c. image
  - d. applications
- 4 To invite others to a Google meet meeting, you must send them ..... .
  - a. the meeting address
  - b. the meeting link
  - c. the meeting image
  - d. your home address

- 5 We use cloud collaboration tools such as ..... .
  - a. Google Docs
  - b. Google sheets
  - c. Google classroom
  - d. Google cloud platform
- 6 To get one of the Gmail services, you must create ..... .
  - a. text file
  - b. Google account
  - c. Google meet
  - d. presentation file
- 7 To install a new peripheral device, it is required to provide ..... .
  - a. information & data
  - b. drivers
  - c. folder
  - d. image
- 8 ..... is an electronic device through which the customer can pay for the products he has purchased.
  - a. POS Terminal
  - b. ATM
  - c. industrial control system
  - d. smart watch

**3 Complete the following Sentence from the list:**

(Uninstalling a program – database – digital transformation – green building – operating system – Query design – primary key – in call message – cloud backup services – cloud music)

- 1 The design and construction of buildings using con-friendly, energy efficient material is called .....
- 2 ..... involves integrating digital technology to enhance workflow, lower costs, and innovate products.
- 3 ..... is an interface between the use, hardware and software.
- 4 ..... deletes all the files of the program from your computer uninstalling a program.
- 5 We use ..... to protect our data from loss in case any damage happening to our devices.
- 6 You can communicate with attendees by clicking the .....
- 7 The value of the ..... in database is never repeated with in the same table.
- 8 ..... in access provides greater control over query details.

6

محافظة الدقهلية - إدارة دكرنس التعليمية 2025

**1 Complete the following sentences:**

- 1 To access google meet application you must have .....
- 2 ..... is the basic element in building database.
- 3 We use cloud computing in the field of education through ..... app.
- 4 ..... is unique and distinctive name in email that is not reserved by anyone else.
- 5 Creating a form in MS Access from ..... tab choose form.
- 6 Electric cars used ..... instead of fuel.

**2 Put a tick(✓) before the right phrases and (X) before the wrong ones:**

- 1 The idea of sensor in water taps depends only on stopping the water automatically. ( )
- 2 User name is the email server that hosts the email account where your email are stored. ( )
- 3 The digital Egypt platform helps to access government service easily. ( )
- 4 The value of primary key in database never repeated within the same table. ( )
- 5 Solar panels uses dams To generate electricity. ( )
- 6 Urban and webOS are examples for smart cell phone. ( )

**3 Choose the correct answer between brackets:**

- 1 ..... is an electronic device through which the customer can pay for the product he has purchased.  
a. POS                      b. ICS                      c. ATM                      d. instapay

- 2 Removing a program means that you are ..... the computer.
  - a. Copying all the program files to
  - b. Deleting all the program files from
  - c. Saving all the program files from
  - d. Installing new files to
  
- 3 To enter and view the table data in MS Access from ..... .
 

a. Data sheet view	b. Design view
c. Table design	d. None of them
  
- 4 In the printer installation process select the correct ..... .
 

a. Port	b. Color
c. Paper size	d. Brightness
  
- 5 MS ..... used to create a simple table.
 

a. Excel	b. Access
c. Word	d. Paint
  
- 6 Signing out of the Gmail is done by clicking on ..... icon.
 

a. Profile	b. Inbox
c. Setting	d. Compose

**3 Write the scientific term:**

- 1 It is the tool used to obtain data from the data base according to specific criteria or condition. ( )
  
- 2 It is an electronic payment system application licensed by the Central Bank of Egypt. ( )
  
- 3 It is a model for providing digital services on the Internet like storage and software services. ( )

7

دمياط الجديدة 2025

## 1 Put a tick(✓) before the right phrases and (X) before the wrong ones:

- 1 To uninstall the program, use the Control Panel. ( )
- 2 We use the form to enter, modify or delete this information in an organized and convenient way. ( )
- 3 Examples of green technology and digital transformation applications together are smart cities. ( )
- 4 Green technology tools contribute to the escalation of environmental pollution due to their utilization. ( )
- 5 Smart TVs operate on platforms like Android TV and Tizen. ( )
- 6 A data table is the only source of data within a database. ( )

## 2 Complete the following sentences:

- 1 To log out of your Gmail account, click on the ..... icon.
- 2 ..... is one of the renewable energy sources.
- 3 ..... is a digital communication system used to send and receive messages between users over the Internet.
- 4 ..... a collection of data and information organized and linked to each other is used to store and retrieve information easily and efficiently.
- 5 ..... is responsible for managing the hardware components, running all software and helping the user accomplish their various tasks on the computer easily and smoothly.
- 6 ..... is a graphical interface designed to interact with data stored in the database.

**3 Choose the correct answers:**

- 1 In the data table, each ..... represents one record of data.
- a. row  
b. column  
c. cell  
d. file
- 2 From email service providers .....
- a. Gmail  
b. Paint  
c. Google Docs  
d. YouTube
- 3 When you download software from the Internet, the software is in the form of a/an ..... which is used to install the software.
- a. digital fingerprint  
b. file  
c. image  
d. worksheet
- 4 Electronic payment applications can be used within the app .....
- a. INSTAPAY  
b. Google Meet  
c. WhatsApp  
d. Email
- 5 The "Google Meet" application is considered one of the ways of ..... communication.
- a. Indirect  
b. Direct  
c. Slow  
d. Difficult
- 6 Servers use operating systems like .....
- a. Android  
b. Tizen  
c. Linux  
d. macOS

8

محافظة البحيرة - إدارة بندر دمنهور التعليمية 2025

## 1 Put a tick (✓) before the right phrases and (X) before the wrong ones:

- 1 We use the form to enter, modify or delete table data in an organized and convenient way. ( )
- 2 From electronic payment applications (E-MAIL) ( )
- 3 The query design window is divided into two parts, the lower part contains the data source table. ( )
- 4 The data table is a non-basic element in building databases. ( )
- 5 A concept of green buildings is given to institutions that can rationalize the consumption of their resources. ( )
- 6 The physical components of the computer are managed through a word processing program. ( )
- 7 The "Google Meet" application is one of the methods of direct communication. ( )
- 8 The operating system does not help you uninstall the program. ( )

## 2 Choose the correct answer from the brackets:

- 1 The most important uses of email ..... .
  - a. scanning papers
  - b. sharing information
  - c. cyberbullying
  - d. deleting files on your device
- 2 Servers use operating systems such as ..... .
  - a. macOS
  - b. Linux
  - c. Tizen
  - d. Android.
- 3 Through ..... you can make group calls, video, share screens, and chat.
  - a. Google Drive
  - b. Google Meet
  - c. Google Account
  - d. Google Docs

- 4 We specify the type of statement of grade fields of type ..... to perform a calculation on them.
  - a. Word
  - b. Number
  - c. Text
  - d. Date
- 5 In the Data Table, each ..... represents one record of data.
  - a. Row
  - b. Column
  - c. Cell
  - b. File
- 6 You must use the program ..... if you have a large amount of complex data.
  - a. Access
  - b. Paint
  - c. Word
  - d. Excel
- 7 To sign out of your Gmail account we click on ..... .
  - a. Create
  - b. Sign in
  - c. Sign out
  - d. Sign up
- 8 Devices ..... are network equipment that need an operating system to operate.
  - a. Smart TV
  - b. Printing
  - c. Smart Watches
  - d. Routing

**3 Complete the following sentences with the appropriate word from the following:**

(Create a meeting for a later - Google Cloud Platform - Interviews - Google Sheets - Cloud storage - Reducing damage to the surrounding environment - Databases - Forms)

- 1 Green technology and digital transformation tools work to .....
- 2 ..... A graphical interface designed to interact with data stored in a database.
- 3 ..... A reliable source to refer to for information gathering.
- 4 One of the most famous cloud computing service providers .....
- 5 File storage, sharing and access services anytime, anywhere, called ....
- 6 To create a meeting next week through "Google Meet", choose .....
- 7 ..... it is a set of data and information that are organized and linked together.
- 8 We use cloud spreadsheets like ..... s.

## 1 Choose the correct answer for each of the following statements:

- 1 ..... is a video conference application through the internet.
  - a. Zoom
  - b. VLC Media Player
  - c. Audacity
  - d. Solid Works
- 2 Smartphones and tablets rely on operating systems such as: .....
  - a. Linux
  - b. DOS
  - c. Android
  - d. Windows Server
- 3 It is a unique and distinctive part found at the beginning of an email address. ....
  - a. Username
  - b. Server name
  - c. Domain name
  - d. The "@" symbol
- 4 Google provide free email service through .....
  - a. YouTube
  - b. Gmail
  - c. Drive
  - d. Windows
- 5 The operating system installs a special program called ..... for the connected device to communicate with and understand it.
  - a. Data
  - b. Driver
  - c. folders
  - d. Photo
- 6 ..... is a service allows users to make group video calls.
  - a. Google Maps
  - b. Google Docs
  - c. Google Meet
  - d. Google Sheets
- 7 ..... is a field in a database table that uniquely identifies each record in that table and does not repeat.
  - a. Form
  - b. Query
  - c. Primary Key
  - d. Report
- 8 ..... are tools used to obtain data from the database according to specific criteria.
  - a. Forms
  - b. Records
  - c. Fields
  - d. Queries

## 2 Put a (✓) next to the correct statement and an (X) next to the incorrect one:

- 1 Online banking services are used to transfer money and pay bills. ( )
- 2 Removing unused programs decreases disk storage space. ( )
- 3 Databases are a collection of data and information unlinked to each other. ( )
- 4 The Google Meet app can be downloaded for Android devices from the Google Play Store. ( )

## 3 Complete the following statements with suitable words from the given below:

(Instant Messaging – Desktop – Data Transfer – INSTAPAY – Email – Smart Transportation)

- 1 ..... is the opening screen of the operating system and includes a set of symbols called icons.
- 2 The use of electric vehicles to improve energy efficiency in the transportation sector is called .....
- 3 ..... is one of the indirect communication methods and the most commonly used around the world.
- 4 ..... is a licensed electronic payment application approved by the Central Bank of Egypt.

**10** محافظة سوهاج - إدارة جرجا التعليمية 2025

**1 Put a (✓) next to the correct statement and an (X) next to the incorrect one:**

- 1 Email can be hacked by hackers. ( )
- 2 The Digital Egypt platform does not help in accessing government services easily. ( )
- 3 Computer security and protection are among the functions of the operating system. ( )
- 4 Cloud computing is a model for providing digital services online. ( )
- 5 The primary key field is used to uniquely identify each record in the table. ( )

**2 Choose the correct answer from the following:**

- 1 Green technology is also called ..... technology.  
 a. harm                      b. Traditional      c. Sustainable      d. Parallel
- 2 One of the advantages of email is .....  
 a. Sending and receiving messages                      b. Viruses  
 c. Scanning documents                                      d. Fraud
- 3 To ask to speak in a Google Meet meeting, click on the icon.  
 a. Share screen      b. Raise hand      c. Microphone      d. Camera
- 4 ..... is a graphical interface designed to interact with data stored in a database.  
 a. Table                      b. Form                      c. Big Data                      d. Word
- 5 If you download a compressed file, you must first ..... the file to be able to use it.  
 a. unzip                      b. Install                      c. Download                      d. Save

### 3 Put the correct word in its proper place from the options below:

(Bibliotheca Alexandrina – Control – Digital Egypt Platform – Database – Desktop)

- 1 ..... is a collection of data and information organized and linked to each other.
- 2 ..... is the opening screen of the operating system.
- 3 The ..... panel is used to uninstall programs.
- 4 ..... is a governmental digital platform offering various electronic services to citizens.

# Answers

## 1 محافظة القاهرة - إدارة المطرية التعليمية

- 1 1 ✓ 2 ✗ 3 ✓ 4 ✗  
5 ✓ 6 ✓ 7 ✓ 8 ✓

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

- 3 1 Access 2 Icons  
3 Create 4 INSTAPAY  
5 Smart TVs 6 Cloud computing  
7 @ 8 Sensors

## 2 محافظة القاهرة - إدارة المرح التعليمية

- 1 1 ✗ 2 ✓ 3 ✓ 4 ✗

- 2 1 a 2 b 3 c 4 a

- 3 1 Green Technology 2 Email  
3 Operating System  
4 Digital Transformation

## 3 محافظة القليوبية

- 1 1 Google 2 Sheets  
3 Gmail 4 Extract (unzip)

- 2 1 Embedded systems  
2 INSTAPAY 3 data table  
4 microphone

- 3 1 ✗ 2 ✓ 3 ✗ 4 ✓

## 4 محافظة الدقهلية - نموذج A

- 1 1 ✓ 2 ✗ 3 ✓ 4 ✗

- 2 1 a 2 d 3 a 4 b

- 3 1 Google Meet  
2 E-mail 3 Points of sale  
4 Solar energy

## 5 محافظة البحيرة - إدارة إيتاي البارود التعليمية

- 1 1 ✓ 2 ✗ 3 ✓ 4 ✓  
5 ✓ 6 ✗ 7 ✓ 8 ✗

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

- 3 1 green building  
2 digital transformation  
3 operating system  
4 Uninstalling a program  
5 cloud backup services  
6 in call message  
7 primary key 8 Query design

## 6 محافظة الدقهلية - إدارة دكرنس التعليمية

- 1 1 Google Account  
2 Data table  
3 E-learning platforms  
4 Username 5 create  
6 batteries

- 2 1 ✗ 2 ✗ 3 ✓  
4 ✓ 5 ✗ 6 ✗

- 3 1 a 2 b 3 a  
4 a 5 c 6 a



- 4 1 Query 2 INSTAPAY  
3 Cloud computing

### 7 دمياط الجديدة

- 1 1 ✓ 2 ✓ 3 ✓  
4 ✗ 5 ✓ 6 ✓

- 2 1 profile picture  
2 solar energy  
3 Email 4 A database  
5 The operating system  
6 A form

- 3 1 a 2 a 3 b  
4 a 5 b 6 c

- 2 1 b 2 b 3 a  
4 c 5 a 6 b

- 3 1 Green Technology or Renewable energy  
2 Sunlight 3 IOS 4 Sensors

### 8 محافظة البحيرة - إدارة بندر دمنهور التعليمية

- 1 1 ✓ 2 ✗ 3 ✗ 4 ✗  
5 ✓ 6 ✗ 7 ✓ 8 ✗

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

- 3 1 Reducing damage to the surrounding environment  
2 Forms 3 Interviews  
4 Google Cloud Platform  
5 Cloud storage  
6 Create a meeting for a later  
7 Databases 8 Google Sheets

### 9 الأزهر الشريف

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

- 2 1 ✓ 2 ✗ 3 ✗ 4 ✓

- 3 1 Desktop  
2 Smart Transportation  
3 Email 4 Instapay

### 10 محافظة سوهاج - إدارة جرجا التعليمية

- 1 1 ✓ 2 ✗ 3 ✓ 4 ✓ 5 ✓

- 2 1 c 2 a 3 b 4 b 5 a

- 3 1 Database 2 Desktop  
3 Control  
4 Digital Egypt Platform

تطبيق



مذكرات جاهزة للطباعة

لتحميل الملفات التعليمية مجاناً للمعلم والطالب

مذكرات وملازم / مراجعات وملخصات / امتحانات / كتب الوزارة /  
أدلة المعلم / دفاتر التحضير / سجلات مدرسية / أوراق تأسيس

امسح الكود بموبايلك علشان تقدر تثبت التطبيق

وتقدر ف أي وقت تحمّل ال نفسك فيه ببلاش

هيغنك عن البحث والجروبات والقنوات الكثيرة

