



Study guide line for grade 5th

- The exam has two sections, written and practical.

- **Written exam** (10 marks):

Kind of questions: **True or false** or **multiple choice** or **fill the blank from box**, it will cover these topics:

1. **Internet Safety:** Safety precautions online.

2. **Advanced computer operations:**

- A. Using the cut, copy, paste in several programs.
- B. Moving files and folders from one place to another.
- C. Storage devices.
- D. Using of several programs at the same time.

- **Practical exam** (10 marks):

1. Cut, copy, paste in several programs (text in Microsoft word, files and folders).
2. Inserting picture to Microsoft word.
3. Inserting page color and page border.

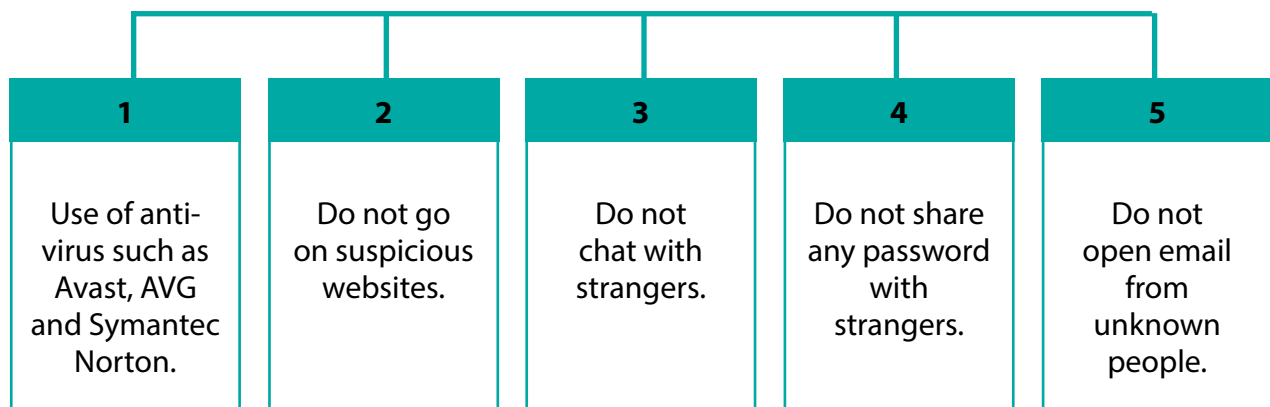


INTERNET SAFETY



- The Internet is a means to learn, shop, play games, and talk to your friends.
- There are also dangers while surfing the internet like hacking and cyber bullying.

Safety precautions online





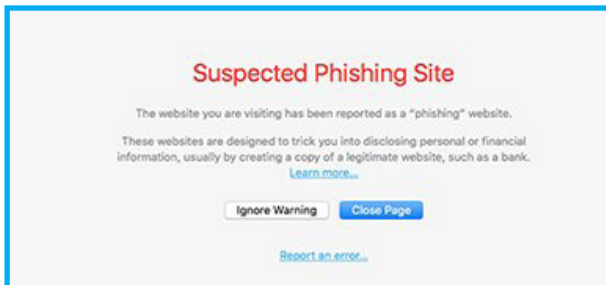
Unit 1



SAFETY PRECAUTIONS ONLINE



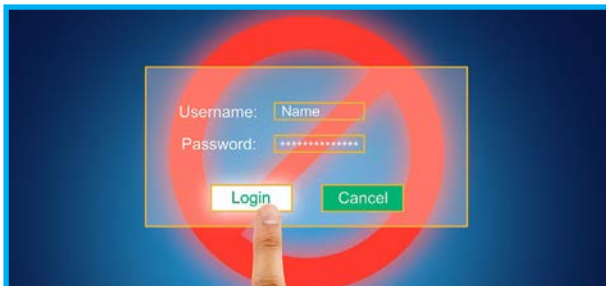
Use of antivirus such as Avast, AVG and Symantec Norton.



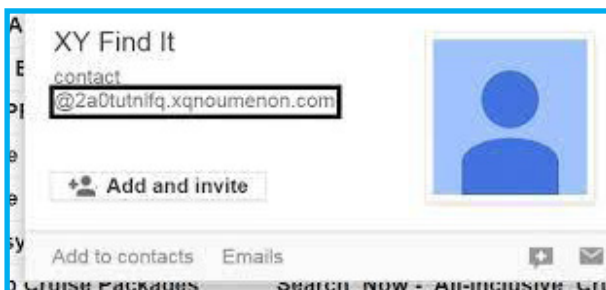
Do not go on suspicious websites.



Do not chat with strangers.



Do not share any password with strangers.



Do not open email from unknown people



- Computer ethics are proper ways of using computers.
- Online contents can be downloaded which are free to use such as Google Chrome .



- Other content need to be purchased such as Microsoft Windows 10 .






Unit 1

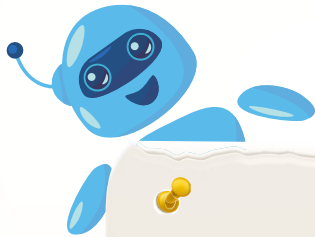


COMPUTER ETHICS



ACTIVITY 1

- Using Word 2019,  create a simple poster to highlight the health problems that may arise when using ICT equipment.
- You can use the following tools in your poster:
 - Insert Pictures
 - Insert Table
 - Formatting options: Text (bold, underline and italics), text Size, text Colour
 - Use of Bullets



NOTE TO TEACHERS:

Do insert some pictures or photos in the pictures folder.



UNIT 2

Performing Advanced Computer Operations

AIM:

- To perform some advanced computer operations.

LEARNING OBJECTIVES:

By the end of this unit, the pupils will be able to:

- Use the cut, copy and paste options in several programs.
- Move file and folder from one place to another.
- Use several storage devices.
- Work on several programs at a time.

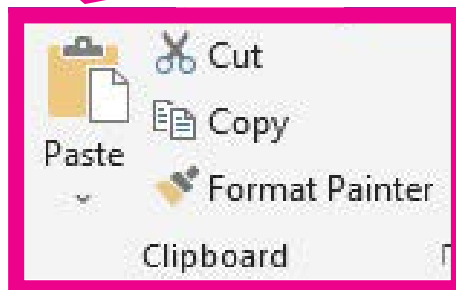
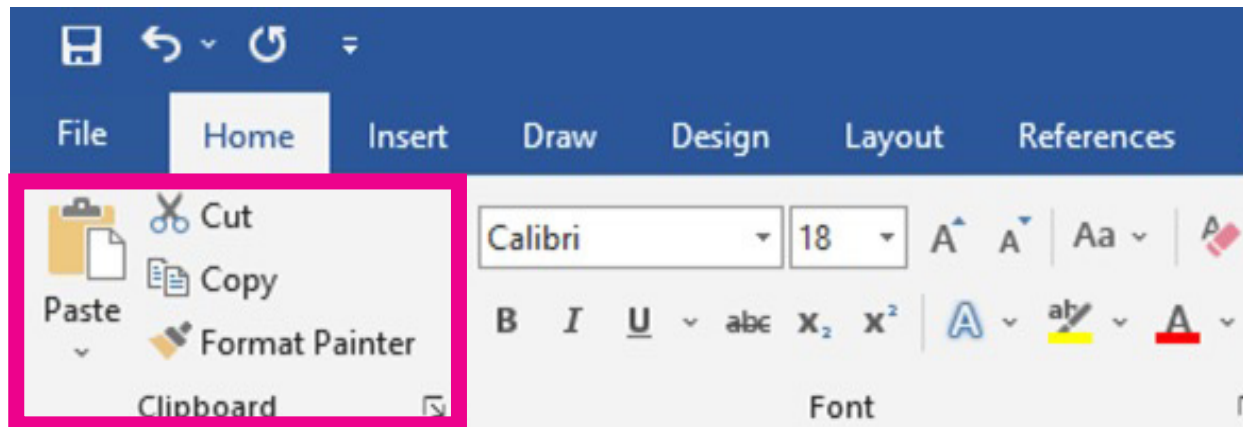


Unit 2



CUT, COPY AND PASTE

Icon of Cut, Copy and Paste in Word 2019.



Cut

Used to cut selected text in any application



Copy

Used to copy selected text in any application



Paste

Used to paste a cut or copied text in any application

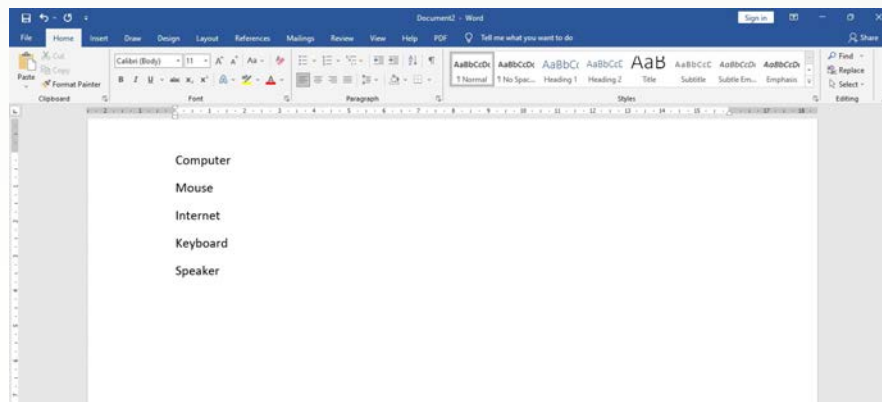


ACTIVITY 1

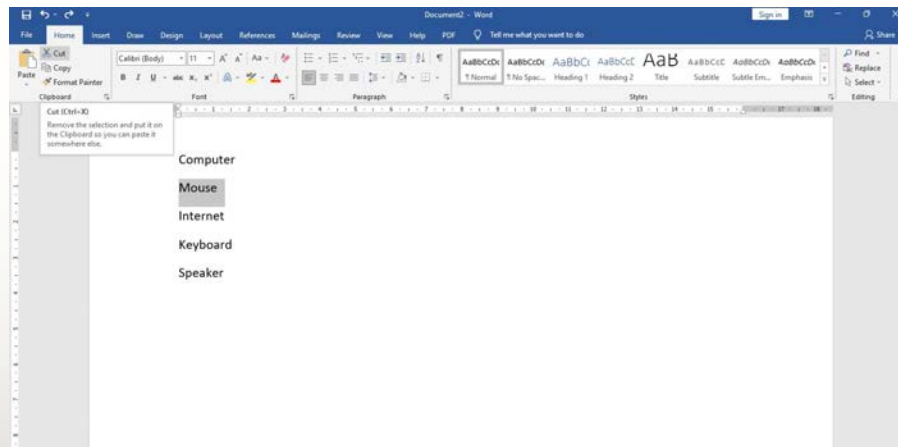
Activity 1: Cut and Paste

Open Word 2019 to perform the following tasks:

- Step 1: Type the words below:



- Step 2: Select the word "Mouse" and click on Cut





Unit 2

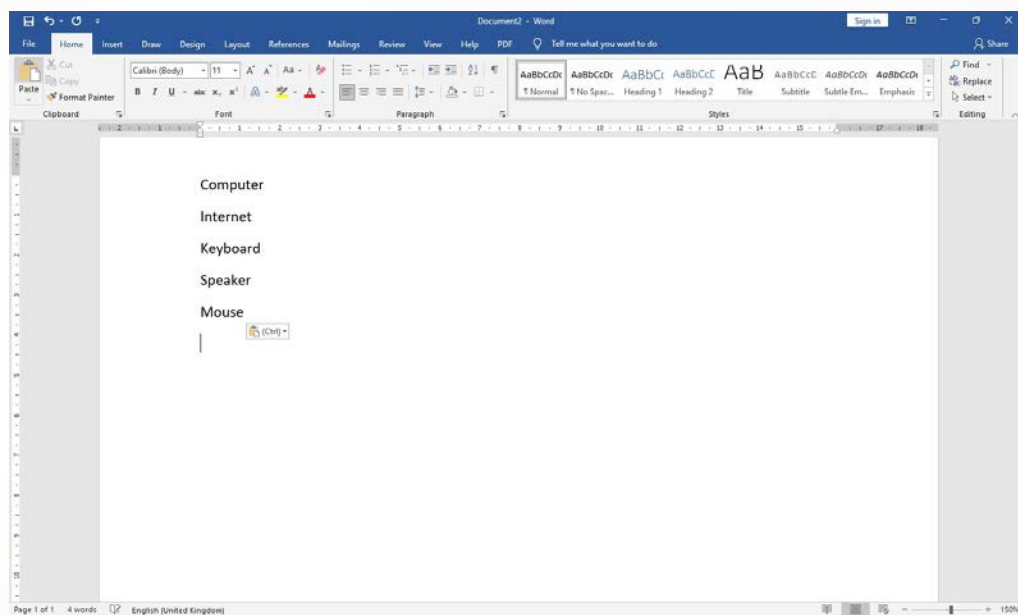


CUT AND PASTE



ACTIVITY 1

- Step 3: Click after the word “Speaker”.
- Step 4: Press Enter key to change line.
- Step 5: Click on Paste.
- Step 6: Save your work as “Cut and Paste”.



- **Observation:**

The word “Mouse” appears now in the last line.



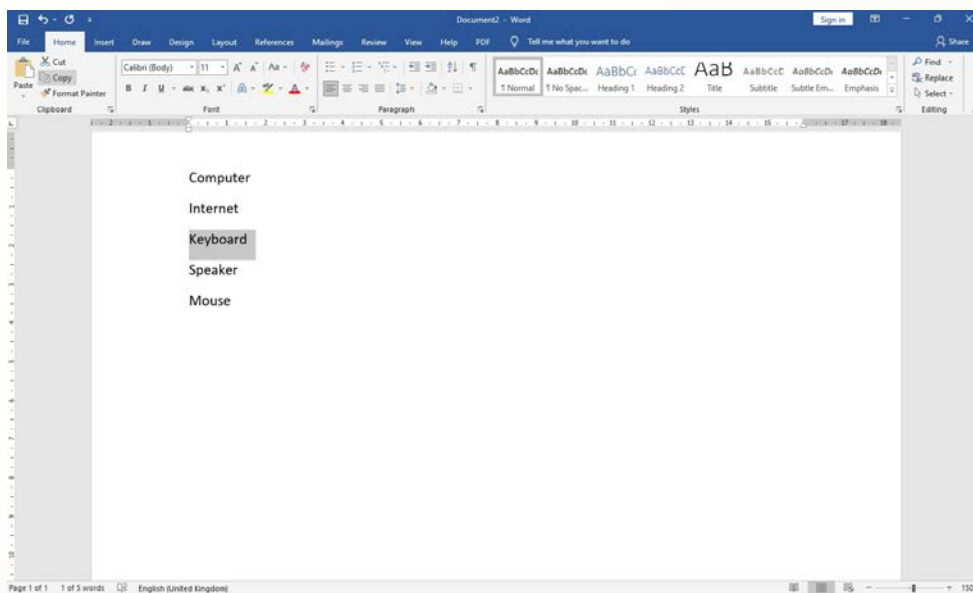
COPY AND PASTE



ACTIVITY 2

Activity 2: Copy and Paste

- Step 1. Open the Cut and Paste file.
- Step 2. Select the word "Keyboard", go to the Home Tab and click on Copy.



- Step 3: Click after the word "Mouse" and change line.
- Step 4: Click on Paste.





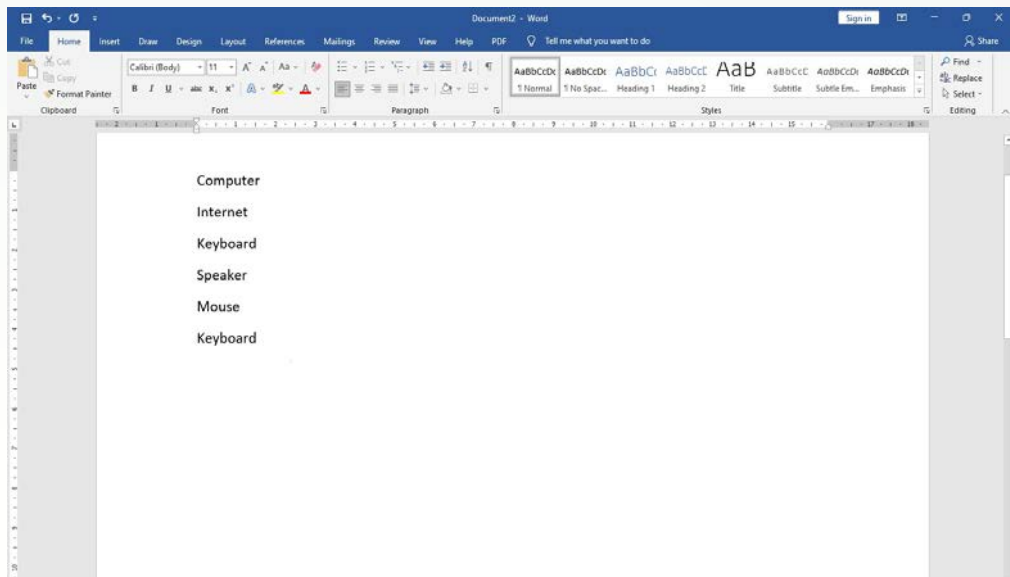
Unit 2



CUT AND PASTE



ACTIVITY 2



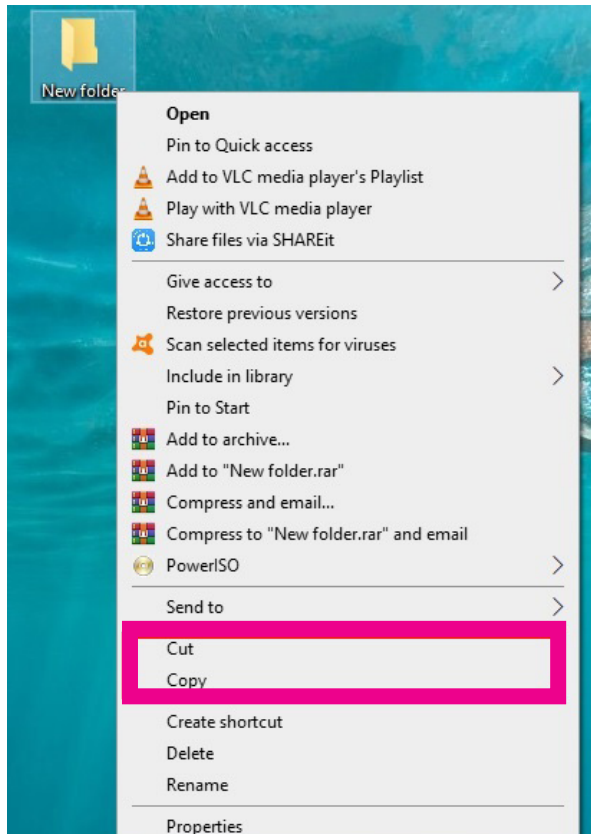
- **Observation:**

Observe that the word “Keyboard” appears two times.

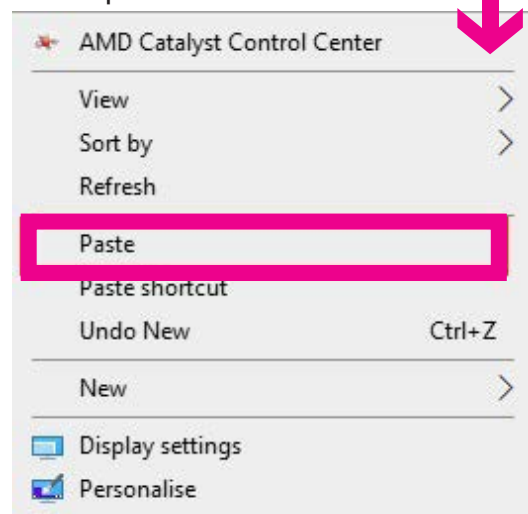


MOVING FILES AND FOLDERS

Files and folders can also be moved using the **Cut**, **Copy** and **Paste** options.



If you right-click on any file or folder, you will get the option to copy or cut the file or folder as in the picture.



Then if you right-click in another area of the desktop or window, you will get the paste option to move your file or folder.



NOTE TO TEACHERS:

The above explanation can be done through an activity.



Unit 2



STORAGE DEVICES

Storage devices are used to save data.

Some examples of storage devices are:



Hard Disk



CD



DVD



Pen drive

Data can also be saved on the internet through the following:



Google Drive



OneDrive



iCloud

Google Drive

One Drive

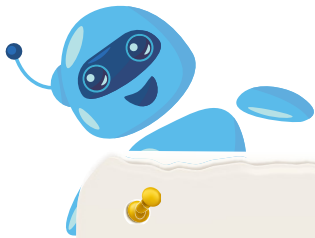
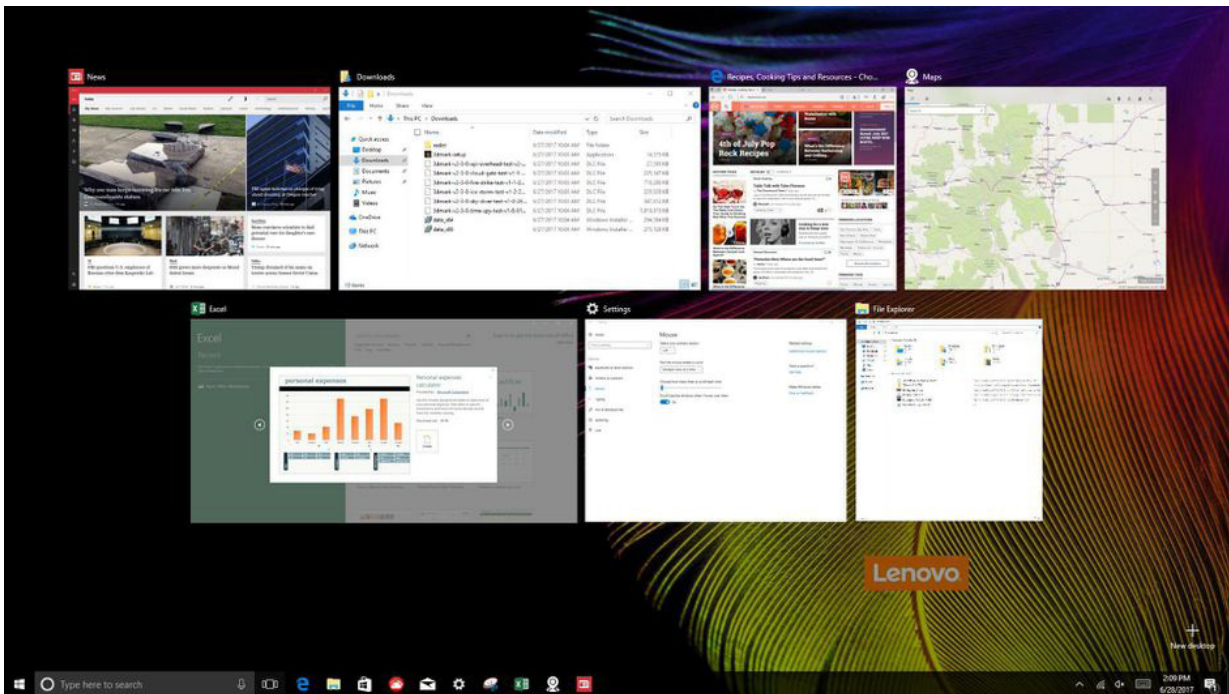
iCloud

Unit 2



USE OF SEVERAL PROGRAMS

In Windows, we can use several programs at the same time.



NOTE TO TEACHERS:

To demonstrate to pupils that all opened programs are shown on the taskbar as buttons.



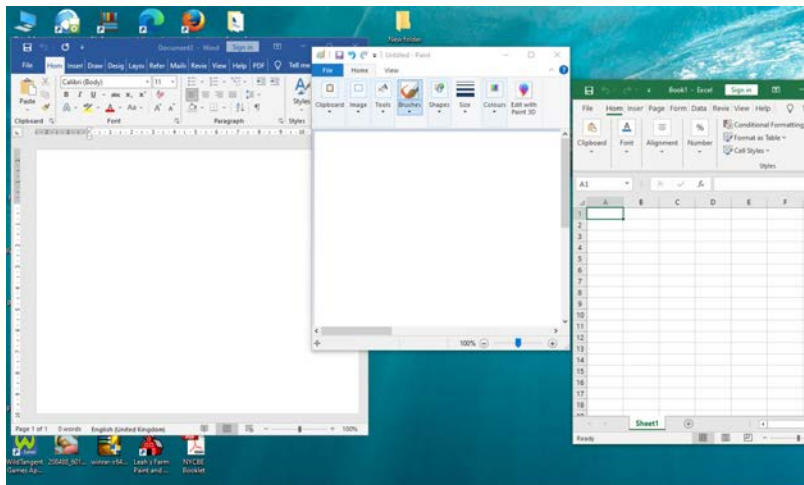
USE OF SEVERAL PROGRAMS



ACTIVITY 3

Activity 3 – Opening Several programs

- Step 1: On your desktop, try to open the following programs and resize them:
 - (i) Word 2019
 - (ii) Paint
 - (iii) Excel 2019



Taskbar buttons:



• Observation:

You should be getting the 3 windows of the 3 different programs on your desktop.



UNIT 3

Word Processing: Working with Objects

AIM:

- To develop advanced word processing skills.

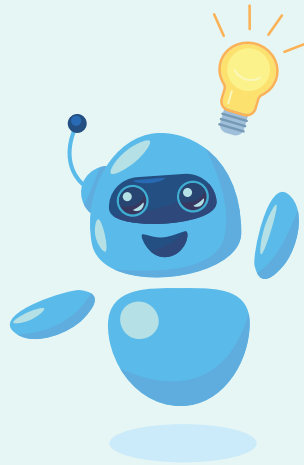
LEARNING OBJECTIVES:

By the end of this unit, the pupils will be able to:

- Design and format a colourful word document.
- Insert and manipulate a picture.
- Insert a table in a word document.
- Insert and manipulate shapes.
- Use Word Art.

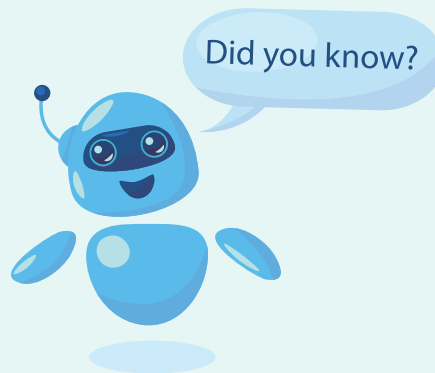


Unit 3



Snap Recap

You have already been introduced to using word processing and its features in the previous grades. Word 2019 offers additional formatting tips like picture effects, picture border, picture colour, page colour and watermark.



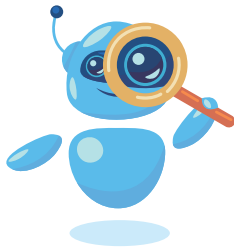
Did you know ?

Microsoft Word is the most popular word processing program around the world.

It is estimated that there are around 1.2 billion of people who use Microsoft Word to edit their documents.



INSERTING PAGE COLOUR



A Page colour enhances the appearance of a word document.



ACTIVITY 1

Activity 1: Inserting Page Colour

- Step 1: Create a new word document using Word 2019.
- Step 2: Click on the **Design** tab on the Ribbon.



- Step 3: Click on **Page Color** button.



- Step 4: Click on **Light blue** color.



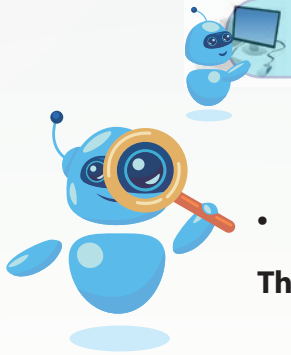


Unit 3



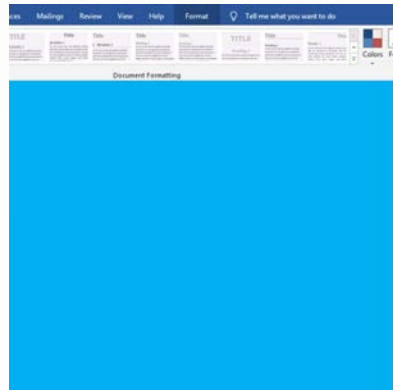
INSERTING PAGE COLOUR

ACTIVITY 1

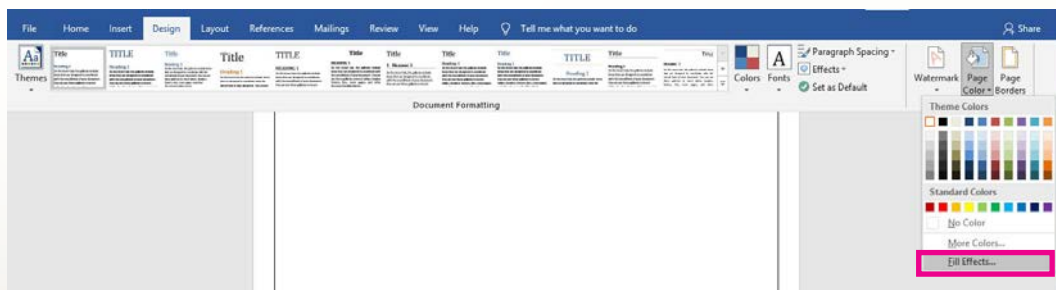


- **Observation:**

The page changes colour from white to light blue.



- Step 5: Now click again on **Page Color** and click on **Fill Effects**.



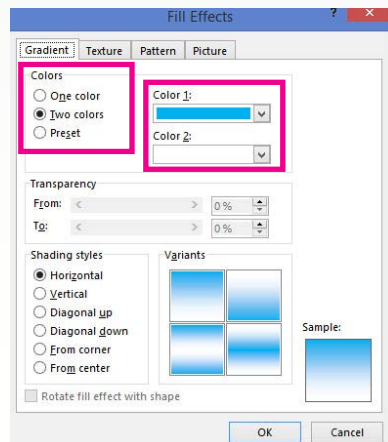


INSERTING PAGE COLOUR



ACTIVITY 1

- Step 6: Click on **two colours** and click on **light blue** and **white colour** as shown below and then click Ok .



- Observation:**

The Page changes colour from light blue to two colours namely white and blue together.



- Step 7: Save your work as **myposter** on Desktop.



Unit 3



INSERTING PAGE COLOUR



EXTRA CHALLENGE



- I try by myself to create a new word document and I insert two different colours of my choice.
- I try to explore fill effects panels again.
- I insert a different page colour by using Texture.



INSERTING A PAGE BORDER



A Page border is a frame that also enhances the appearance of a document.



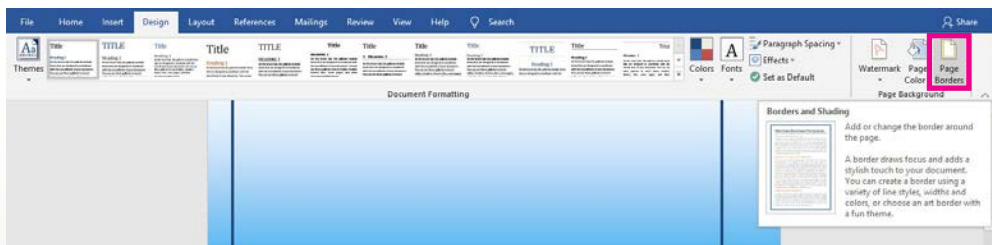
ACTIVITY 2

Activity 2: Inserting a page border

- Step 1: Open **myposter** file on the Desktop.
- Step 2: Click on the **Design** tab on the Ribbon.



- Step 3: Click on **Page Border**.





Unit 3

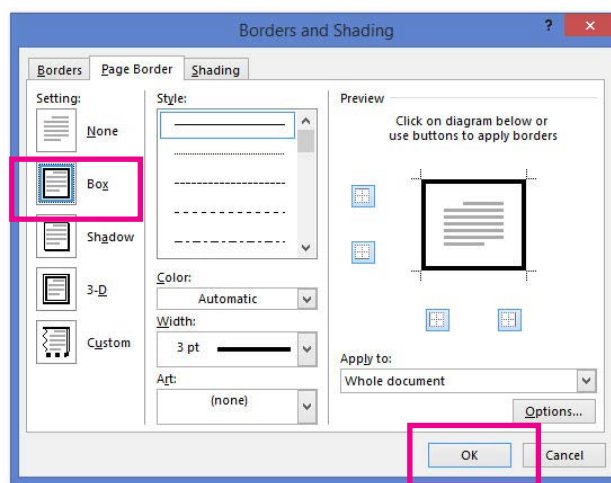


INSERTING A PAGE BORDER



ACTIVITY 2

- Step 4: Click on **box** and click **Ok**.



- Observation:**

A Black thick box appears as page color .



- Step 5: Save your work again and close it.



INSERTING PAGE COLOUR



EXTRA CHALLENGE



- I try to put a new border style to a new word document.
- I insert another page border using Art.