



Study guide line for grade 6th

- 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 keywords:

1. Hardware and Software.
2. Application software.
3. Operating Systems.
4. General questions about Microsoft Word program.

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

1. Inserting picture to Microsoft word.
2. Inserting header and footer.
3. Spelling and Grammar.
4. Find and replace tool.

Unit 1

Computer Fundamentals



Aim

To recognise software on computing devices

Learning Objectives

At the end of this unit, the pupil will be able to:

- Recall what is hardware and software
- List the Operating Systems used on computing devices

Unit 1

Computer Fundamentals



Hardware and Software

The computer consists of hardware and software.

Hardware is any part of your computer that we can touch such as the keyboard or mouse.

Software is all the programs in a computer.

Programs are the instructions that make a computer work.

The computer uses two main types of software:

- Application software
- Operating System

Application Software

Application software are programs that help us perform tasks such as:

- creating documents
- performing calculations
- creating presentations

Operating System

An operating system is the most important program. It controls all the application software and hardware on the computer.

It also allows you to communicate with the computer.

Without an operating system, a computer is useless.

Examples of operating systems

The three most common operating systems for a computer are

- Microsoft Windows
- Mac OS
- Linux
- Apple IOS and
- Android

Microsoft Windows or MS Windows is a very popular operating system. There are different versions of MS Windows.



MS Windows 10 is an example of an operating system.



We also have MS Windows 8, Windows 7 and Windows XP.

Mac OS

Mac OS is an operating system created by Apple to run on all Macintosh computers or Macs.



Unit 1

Computer Fundamentals



Linux

Linux is a free operating system. It can be downloaded from the Internet.



Operating systems for mobile devices

Mobile devices such as phones and tablets have mobile operating systems such as Apple iOS and Android.

Three common operating systems for a tablet or smart phone are:

Microsoft Windows



iOS (It is used on iPhone only)



Android (the most common operating system for mobile phones and tablets)





Unit 1

Computer Fundamentals



Activity 1: Write True or False.

1. A computer does not need an operating system to work. _____
2. MS Word is an application software. _____
3. We can run MS Windows on a tablet. _____
4. Linux is the most common operating system for mobile phones and tablets. _____
5. Operating system controls all other applications. _____



Activity 2: Match the following.

- | | |
|------------------------|--|
| 1. Mac OS | is a free operating system which is available over the Internet. |
| 2. Android | controls all applications and hardware on the computer. |
| 3. Linux | is a common operating systems for a tablet or smart phone. |
| 4. An operating system | is used by Apple computers. |

Teacher's Corner

At the end of this unit, the pupil can:



1. Recall what is hardware and software

☐

2. List the Operating Systems used on computing devices.

☐

Unit 2

Word Processing



Aim

To use advanced tools of a word processing program

Learning Objectives

At the end of this unit, the pupil will be able to:

- Add picture border
- Add picture effects
- Add a picture to a document from a folder
- Insert Header
- Insert Footer
- Use Spelling and Grammar tool
- Use the Thesaurus tool
- Use the Find and Replace tool

Unit 2

Word Processing



Formatting a Clip Art

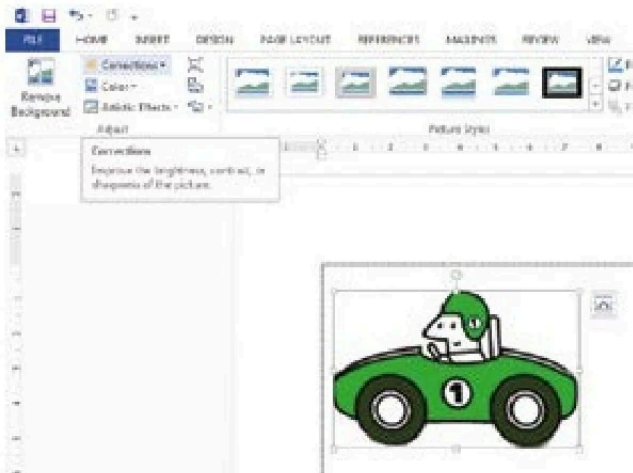


Activity 1: Adding Picture Border

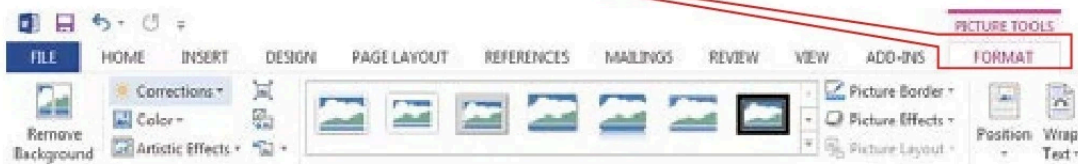


Teachers can save the document as **My ClipArt** on the desktop.

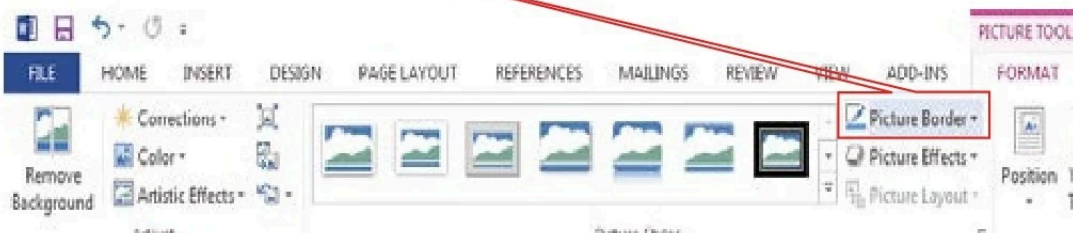
1. Insert the car **Clip Art**.

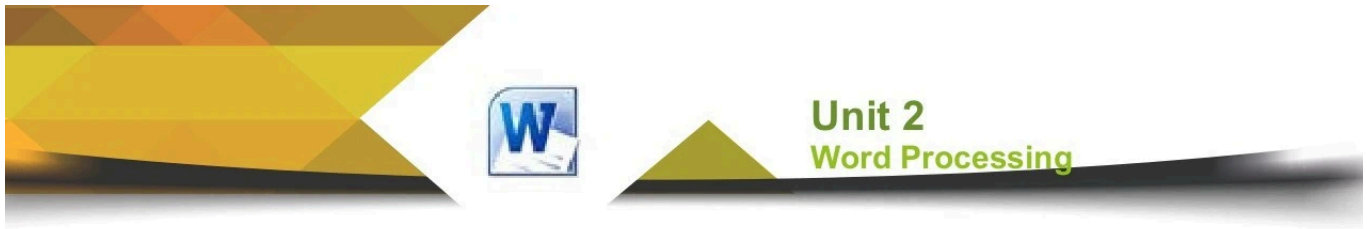


2. Click on the **Format** tab button.

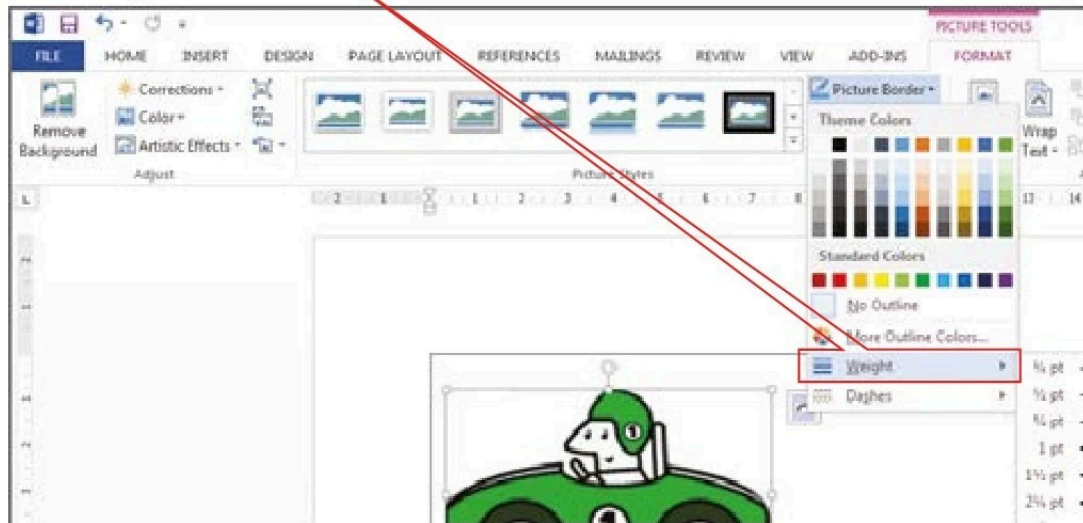


3. Click on **Picture Border** button.

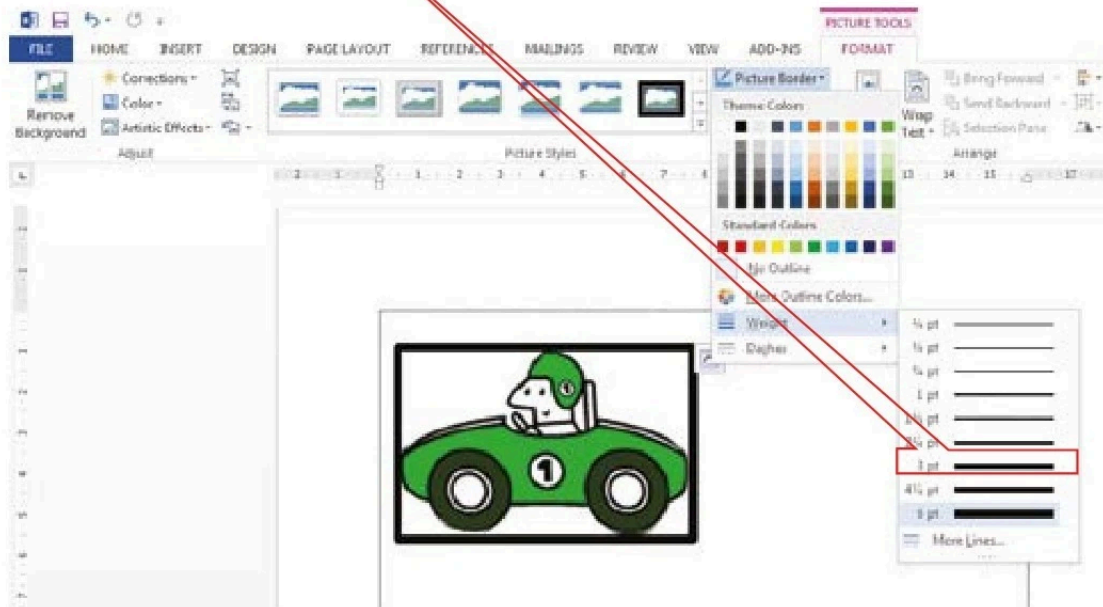




4. Move pointer on **Weight** option.



5. Click on the **3 pt weight line**.

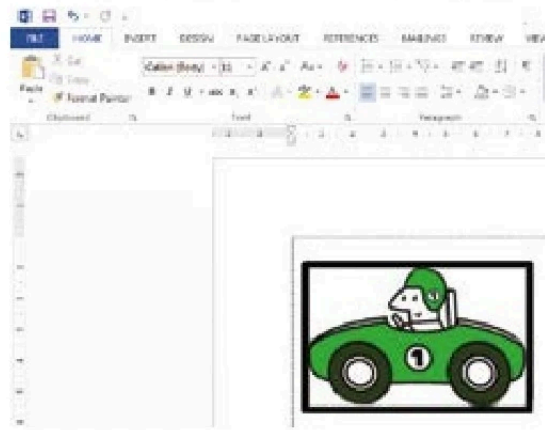


Unit 2

Word Processing



- Your formatted clip art should now look like the picture below.



6. Save the file as **My ClipArt**.



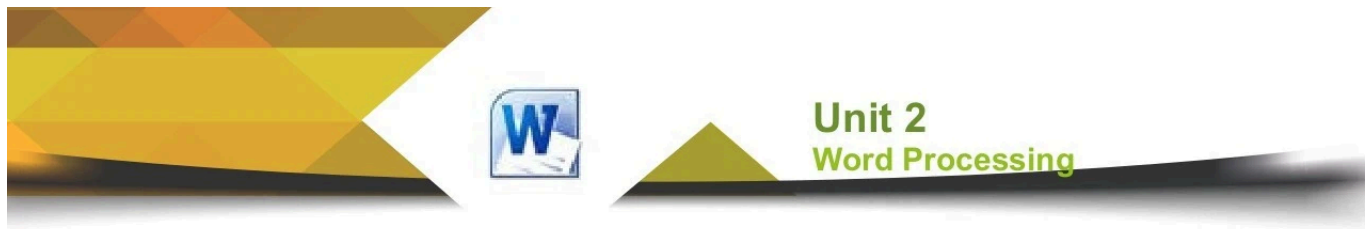
Activity 2: Adding Picture Effects

1. Insert another car clip art.

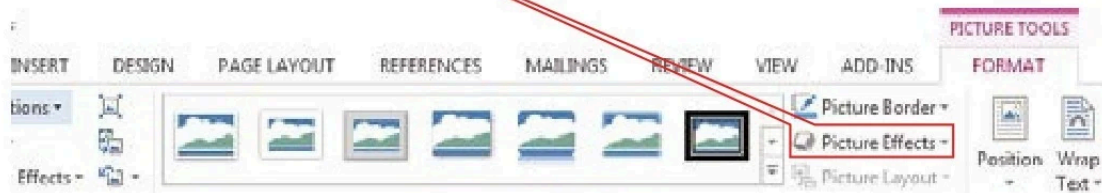


2. Click on the **Format** tab button.

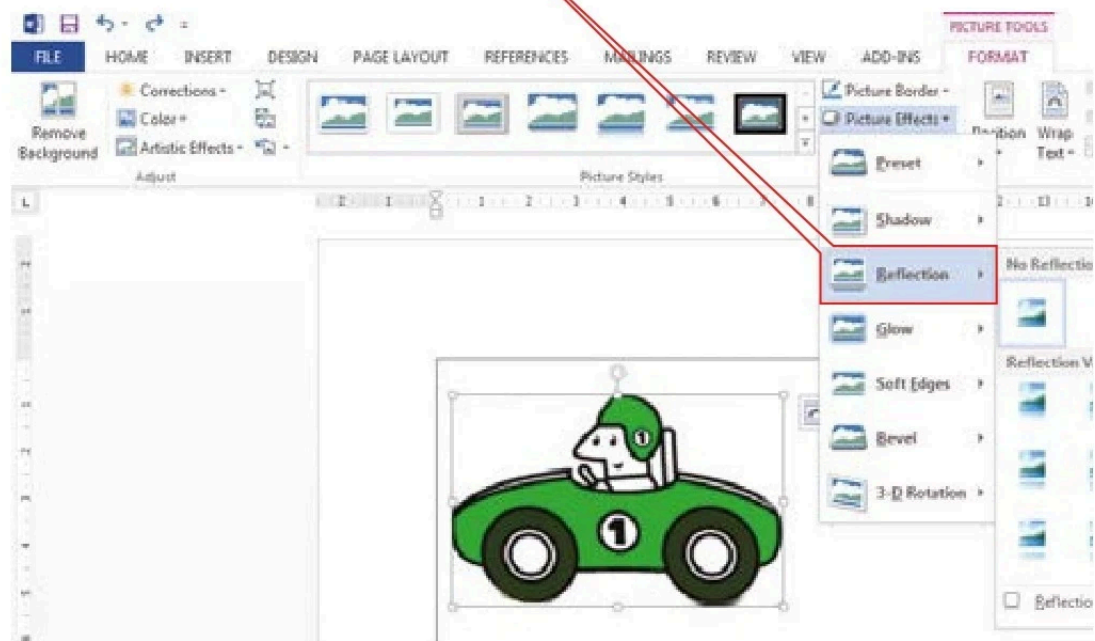




3. Click on **Picture Effects** button.



4. Place the mouse pointer on **Reflection** option.

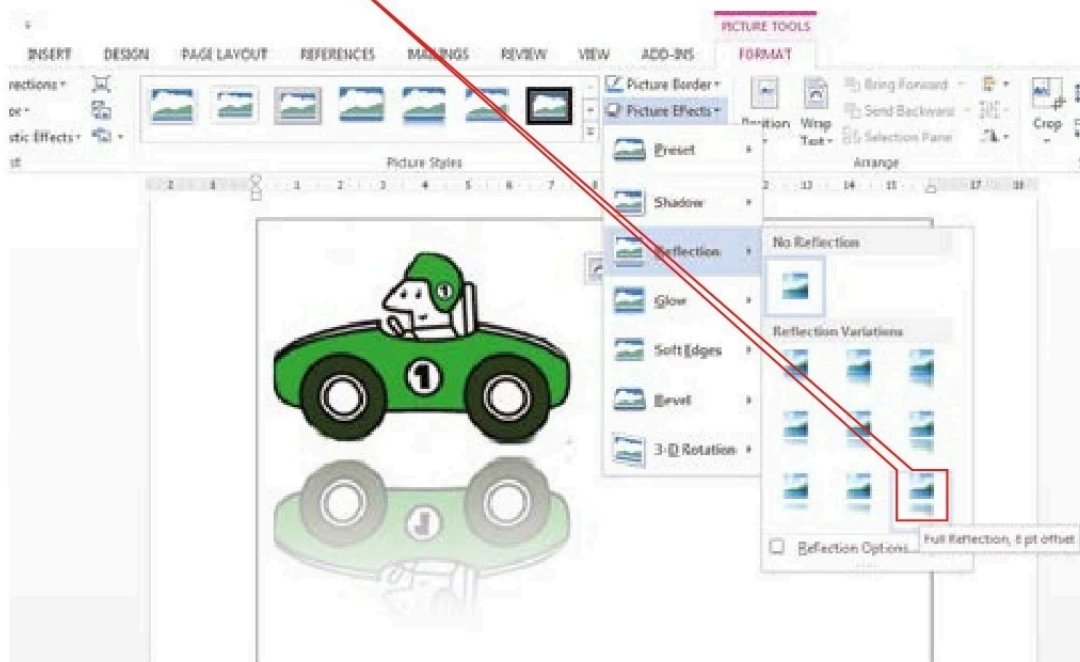


Unit 2

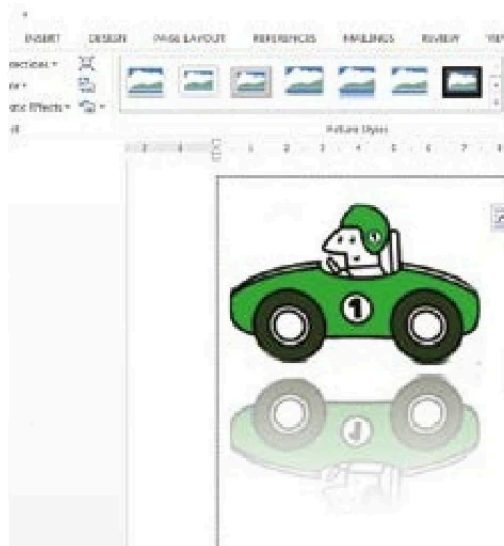
Word Processing



5. Click on the **Full Reflection, 8 pt offset**



► Your formatted clip art should now look like the picture below.





Unit 2

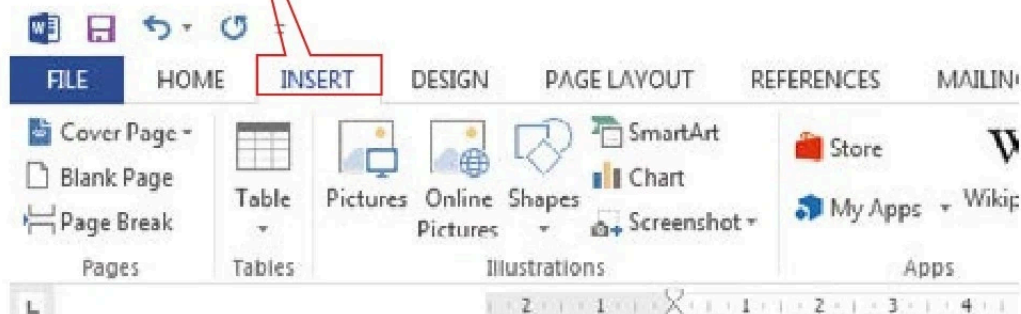
Word Processing

Inserting a picture from a folder

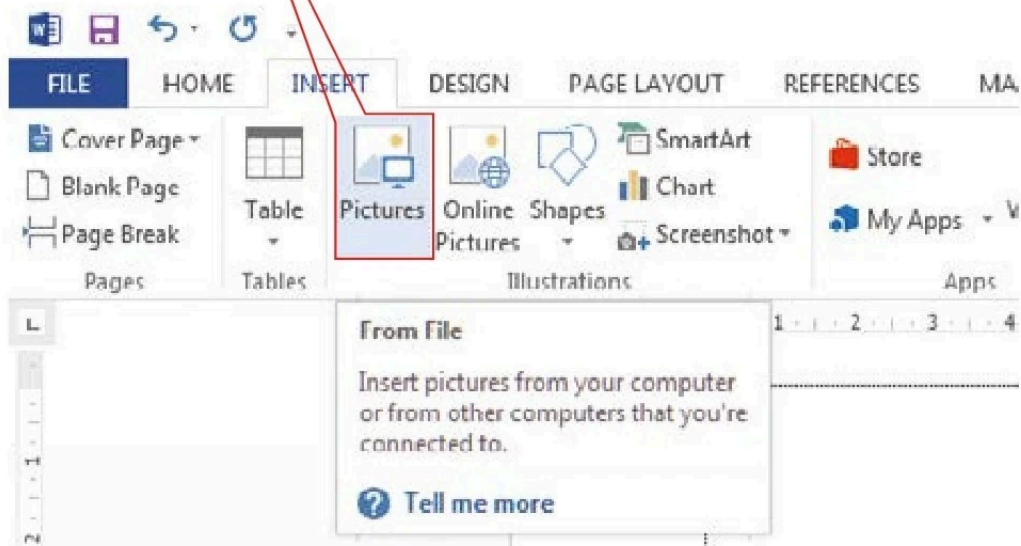


Activity 3: Adding picture to a document

1. Click on the **Insert** tab.



2. Click on the **Pictures** button.



Unit 2

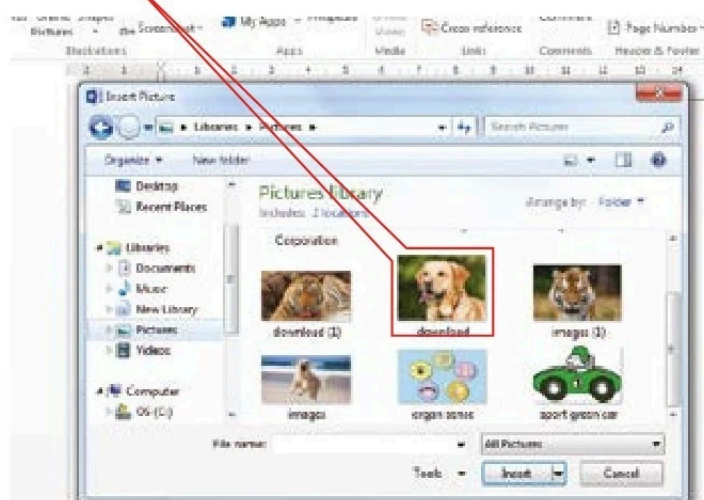
Word Processing



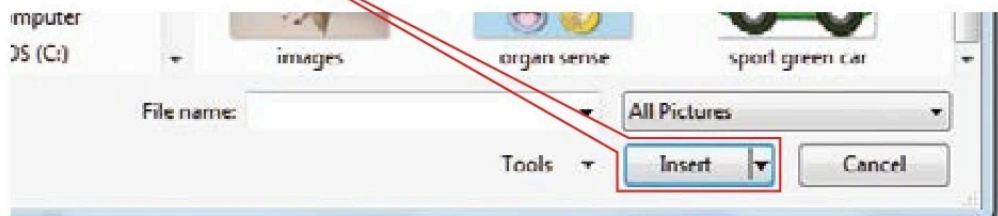
3. The **Insert Picture** dialog box will open.

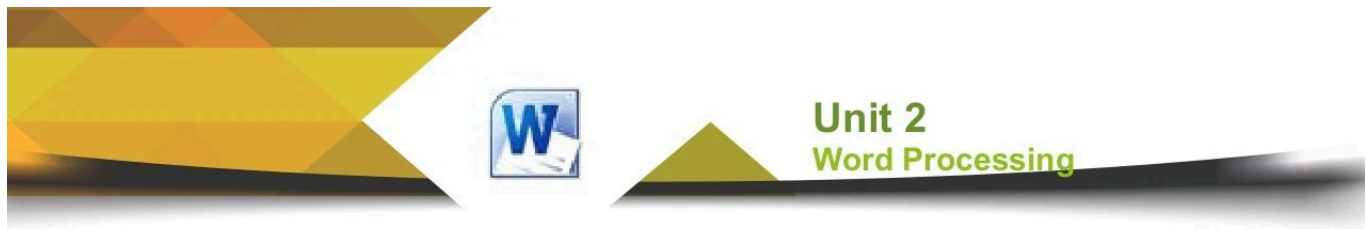


4. Click on the **dog** picture to select it.

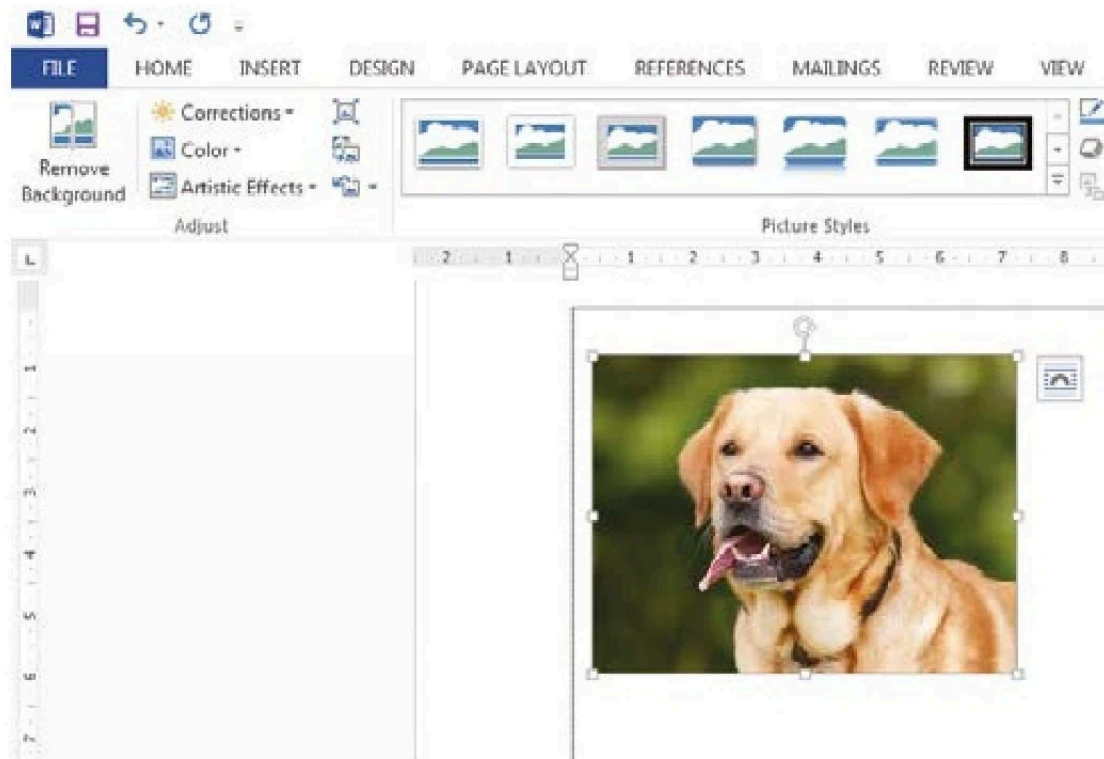


5. Click on the **Insert** button.





6. The picture has been inserted to the document.



- You can format the picture the same way you did with the clip arts in the previous activities.

Unit 2

Word Processing



Header and Footer

What are Headers and Footers?

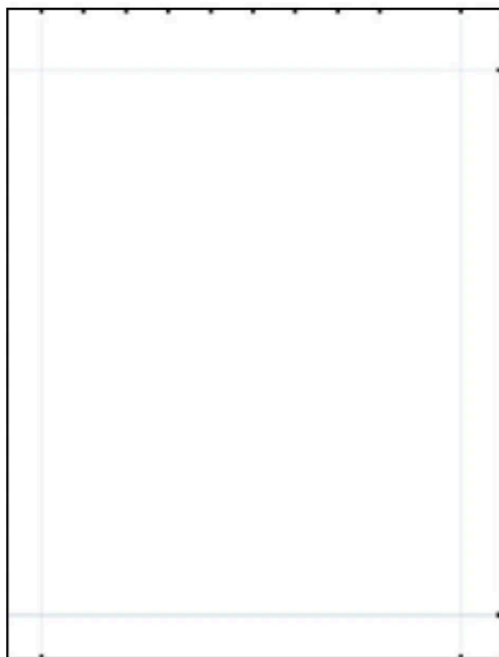
Headers and Footers refer to information such as

- Document Title
- Dates
- Page Numbers.

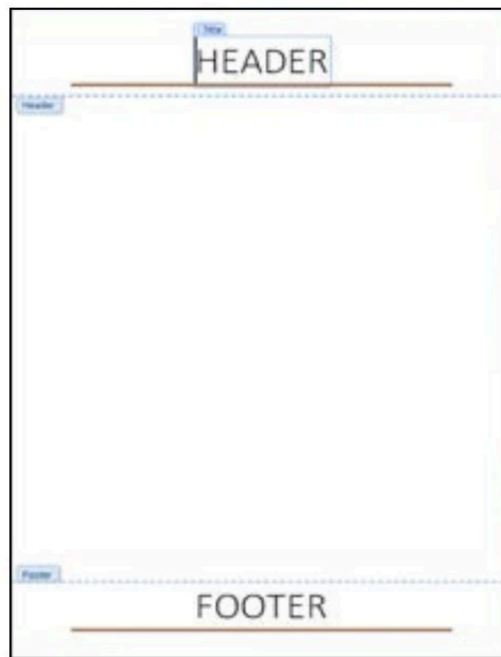
Headers appear on the top margin of a page.

Footers appear on the bottom margin of a page.

Without Header and footer



With Header and footer





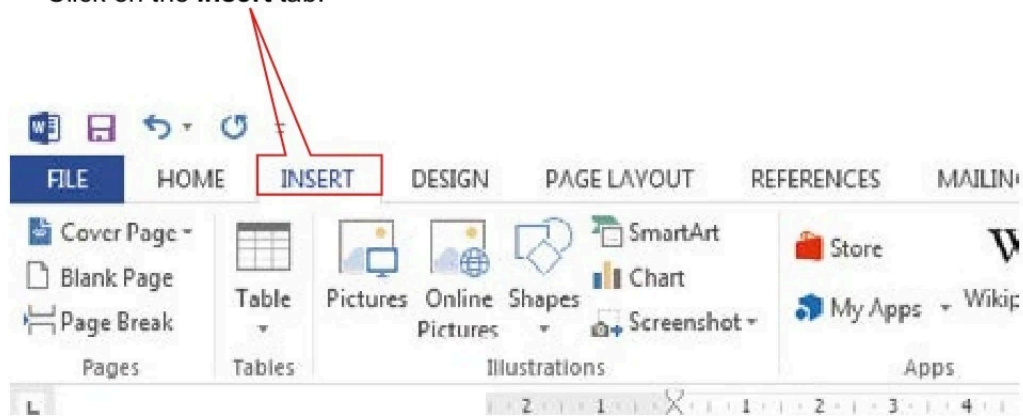
Unit 2

Word Processing

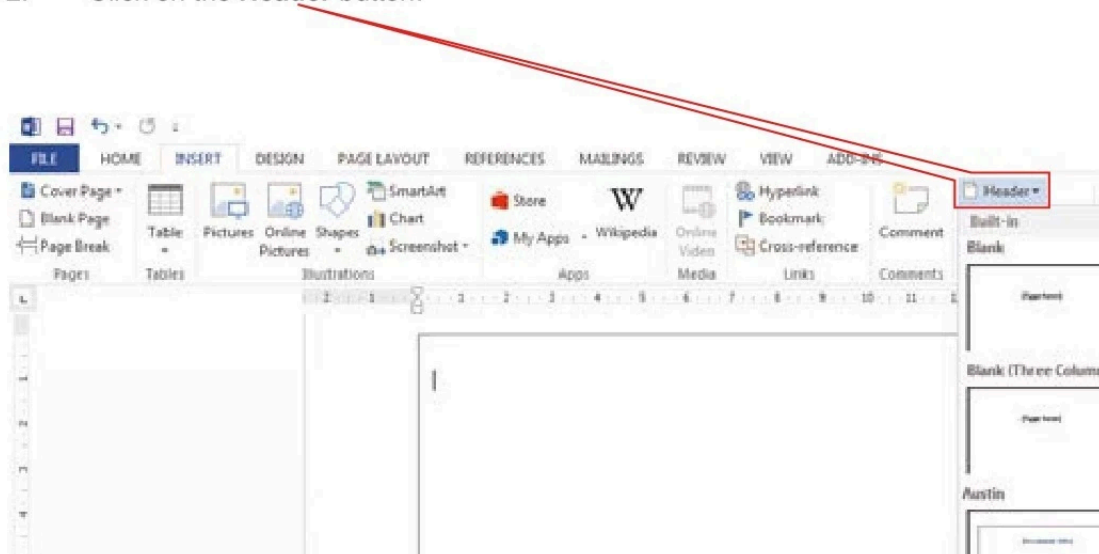


Activity 4: Adding the title “Microsoft Word” in the Header area.

1. Click on the **Insert** tab.



2. Click on the **Header** button.

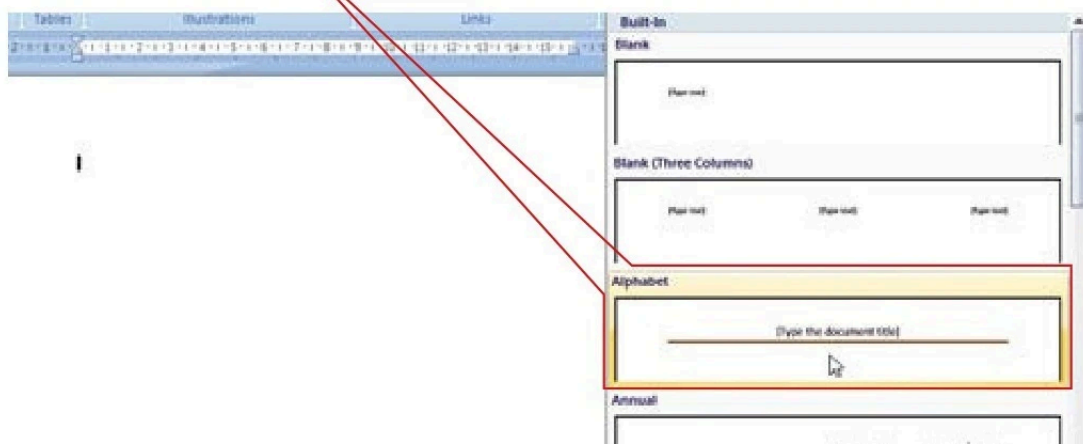


Unit 2

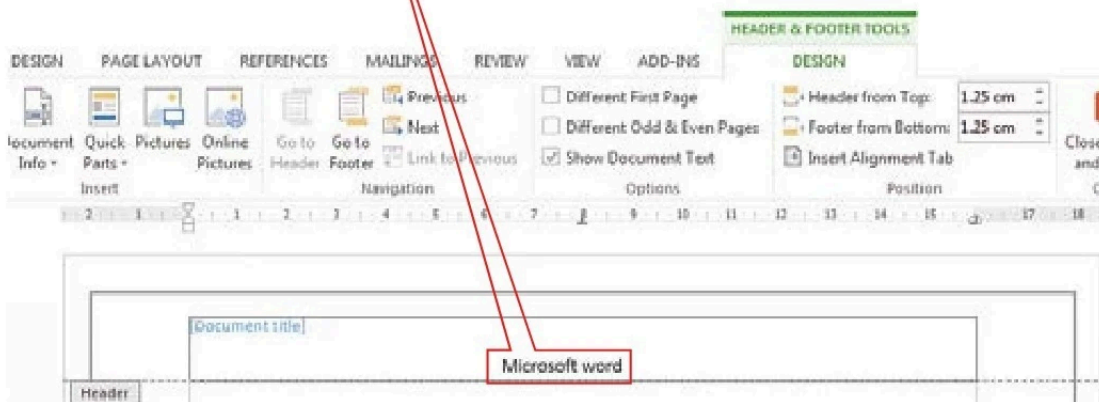
Word Processing

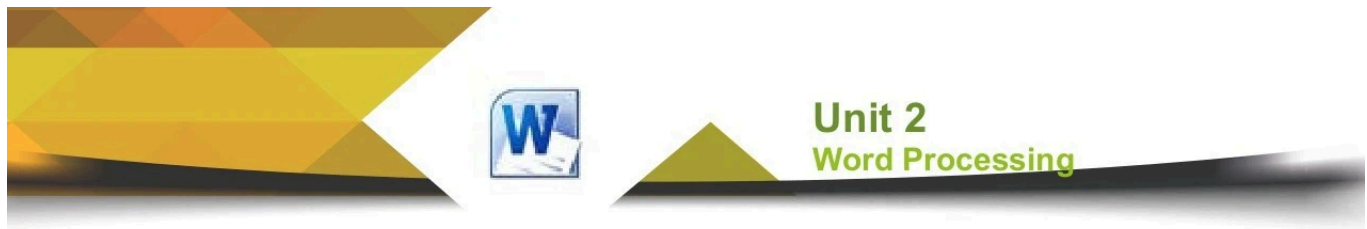


3. Click on the **Alphabet** header type.

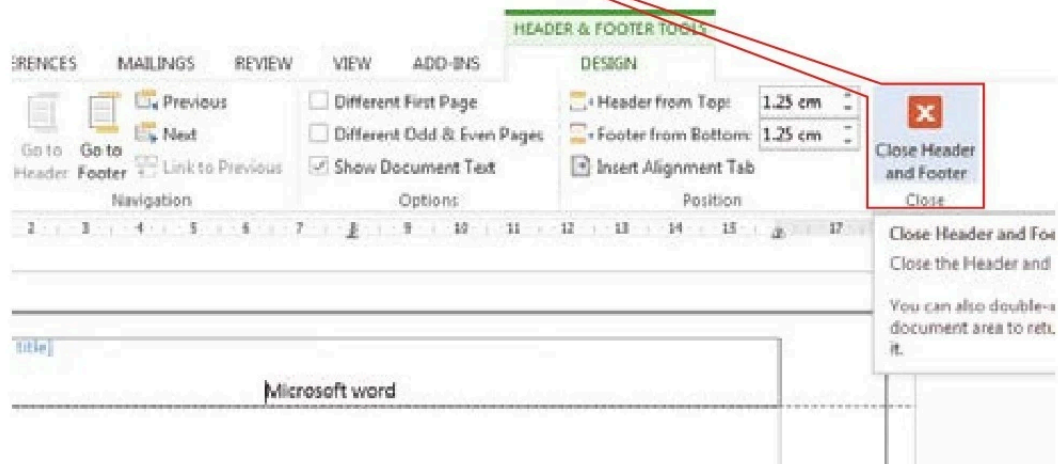


4. Type the title **Microsoft Word** as the header of the document.

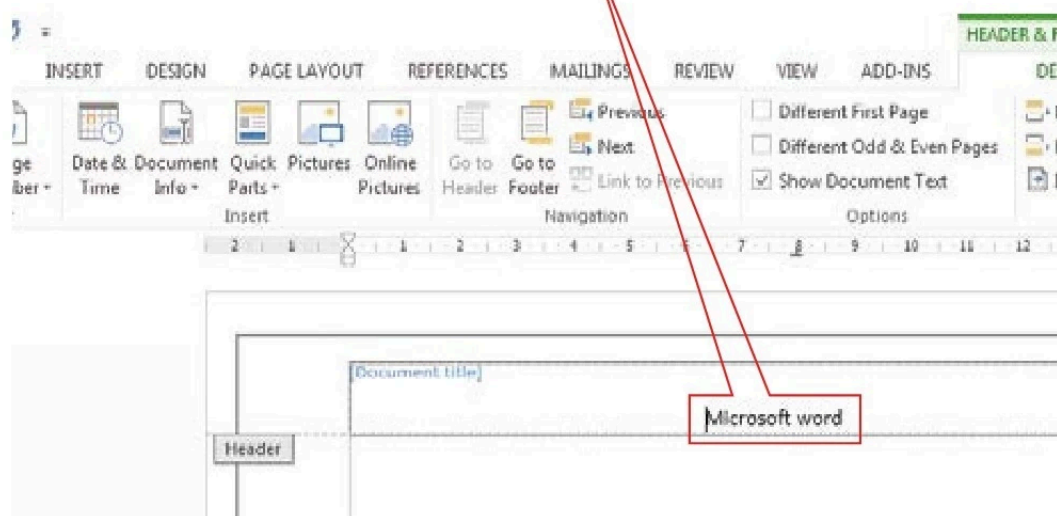




5. Click on the **Close Header and Footer** button.



- The title has now been placed as shown in the document below.



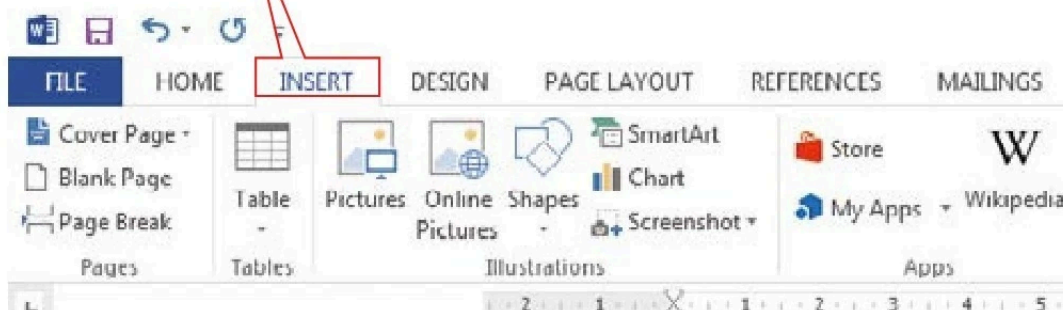
Unit 2

Word Processing

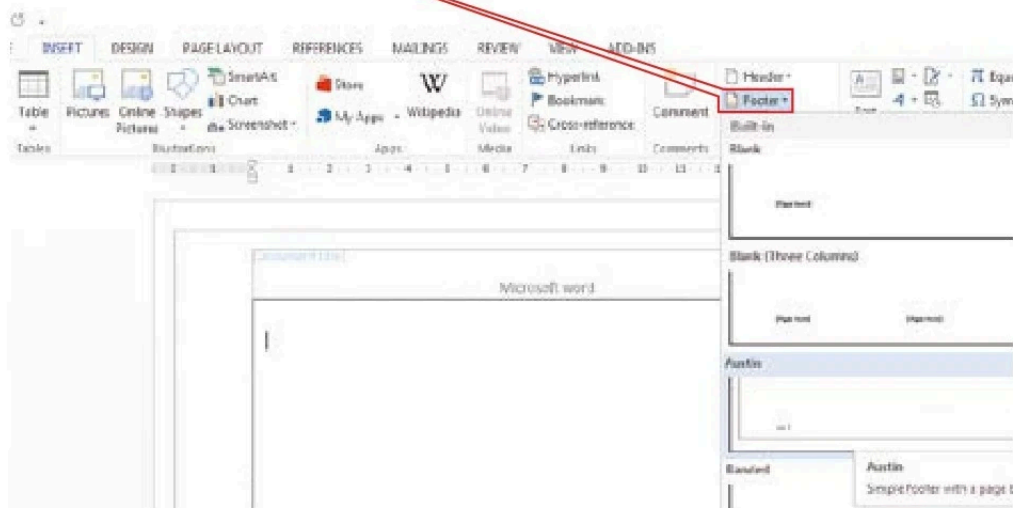


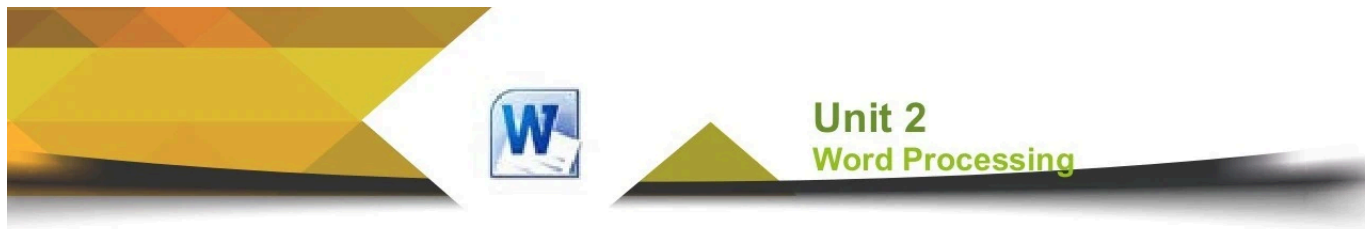
Activity 5: Adding “Page Number” in the Footer area.

1. Click on the **Insert** tab.

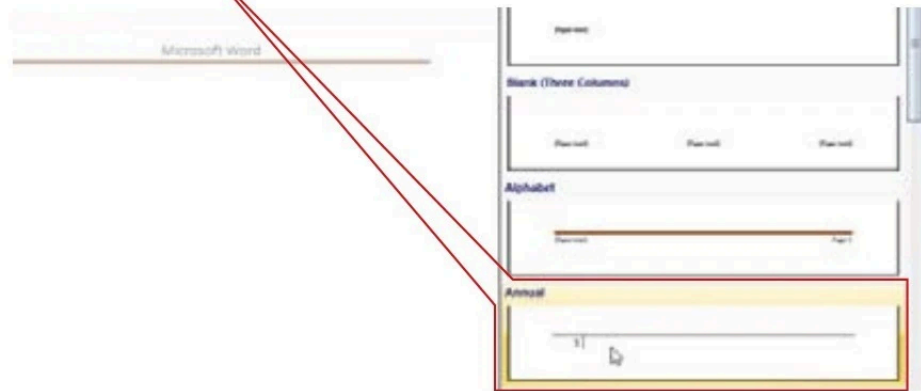


2. Click on the **Footer** button.

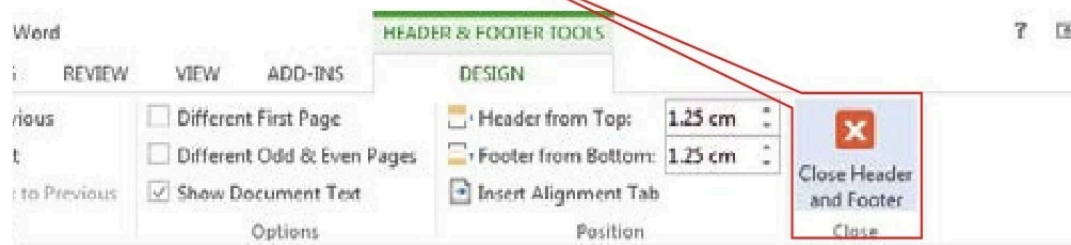




3. Click on the **Annual** footer type.



4. Click on the **Close Header and Footer** button.



- The Page Number has now been added as shown below.



Unit 2

Word Processing

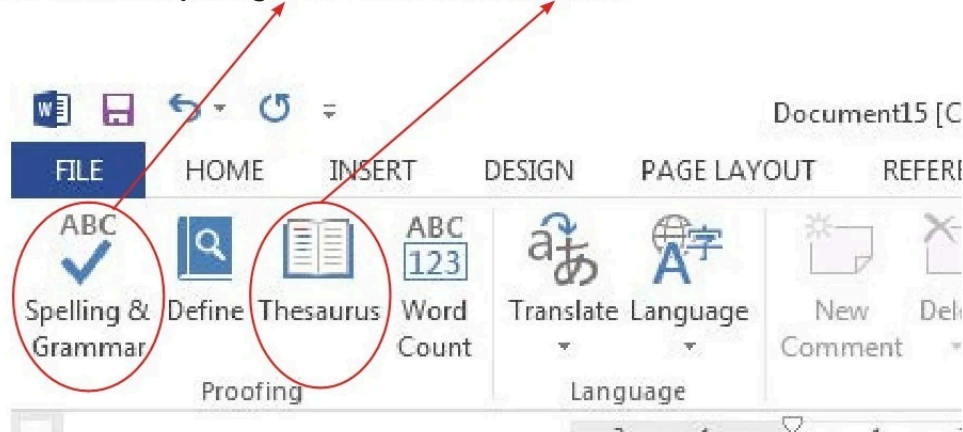


Spelling and Grammar & Thesaurus

Microsoft Office Word program contains many tools that help you to check for spelling mistakes in your document.

It also has a tool to replace selected words.

Two of the tools are **Spelling & Grammar** and **Thesaurus**



We use this tool to check if a selected word or sentence is properly written.



Thesaurus is like a dictionary. We use this tool to verify the meaning of selected words.



Teachers can download the required files from the online platform to complete the activities.

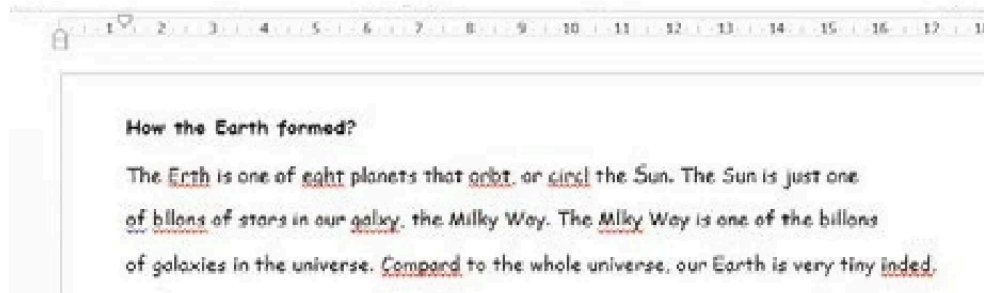


Unit 2 Word Processing



Activity 6: Using the “Spelling and Grammar” tool.

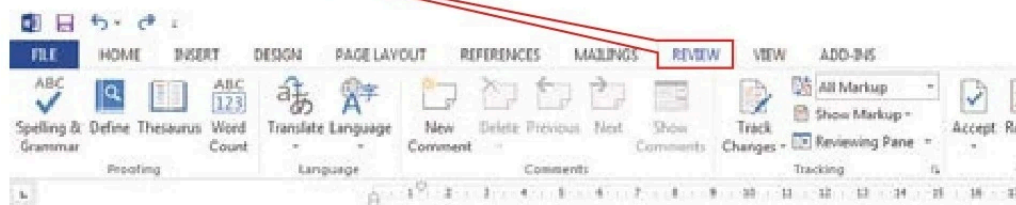
1. Open the file “How the Earth formed” saved on the Desktop.



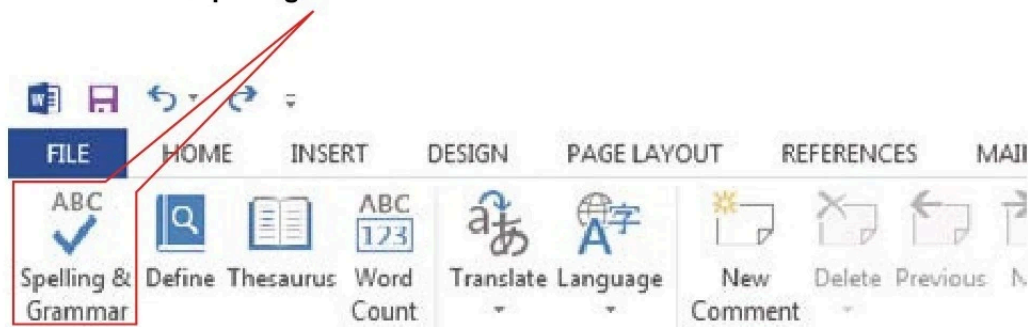
2. Select the paragraph.

The Erth is one of eght planets that orbt, or circl the Sun. The Sun is just one of blions of stars in our galxy, the Milky Way. The Milky Way is one of the billons of galaxies in the universe. Compard to the whole universe, our Earth is very tiny inded.

3. Click on the **Review** tab.



4. Click on the **Spelling and Grammar** button.

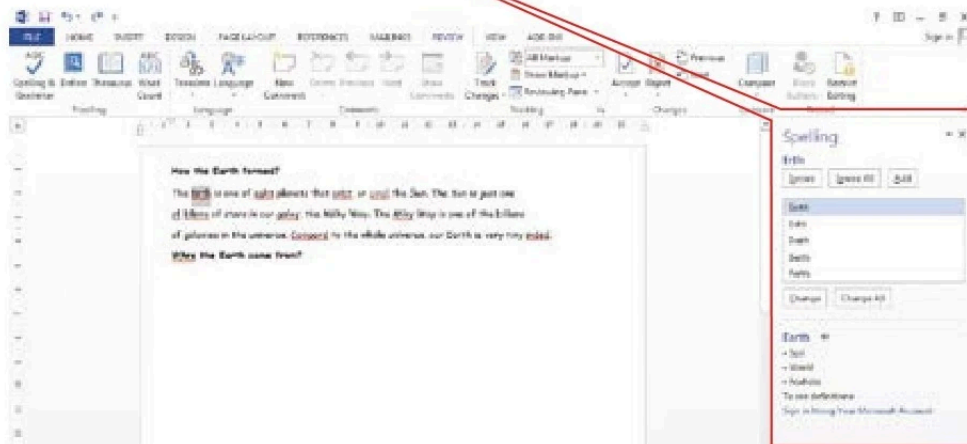


Unit 2

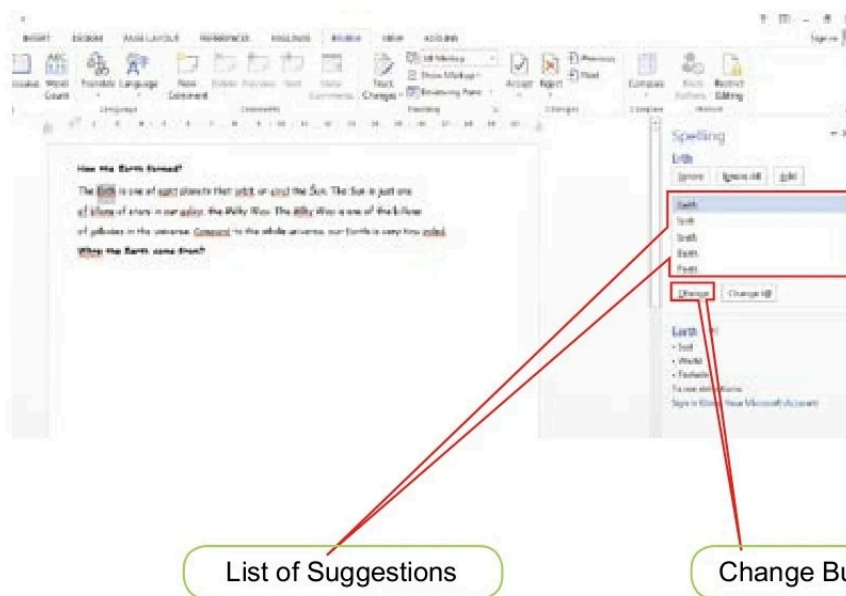
Word Processing



The **Spelling and Grammar** dialog box will appear.



5. Choose a word from the list of suggestions and click on **Change** button.



6. Repeat the steps to correct the other mistakes in the selected text.
7. Save and close the file.



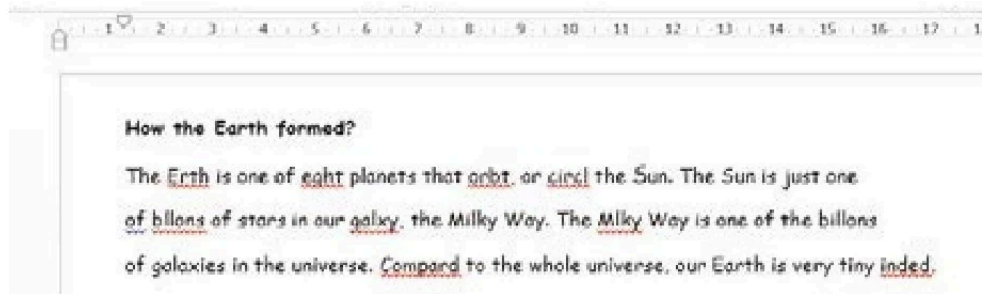
Unit 2

Word Processing

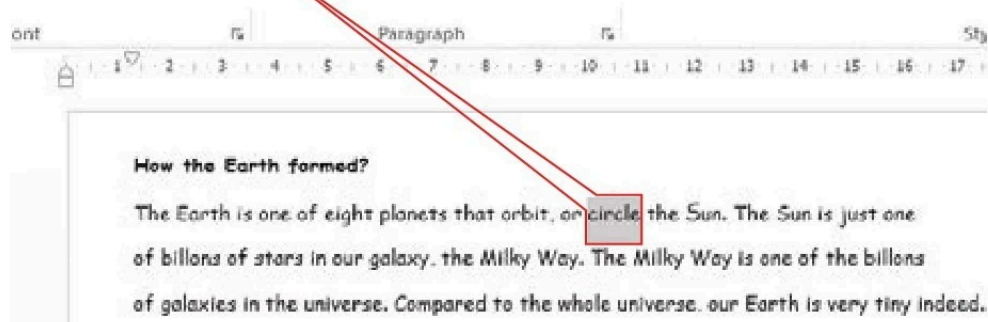


Activity 7: Using the “Thesaurus” tool.

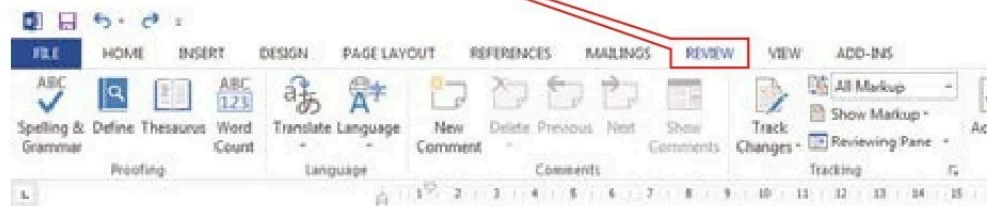
1. Open the file “How the Earth formed” saved on the desktop.



2. Select the word **circle**.



3. Click on the **Review** tab.

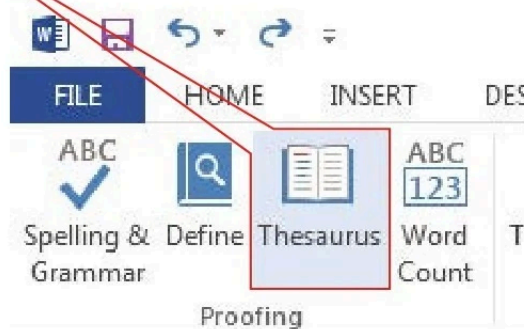


Unit 2

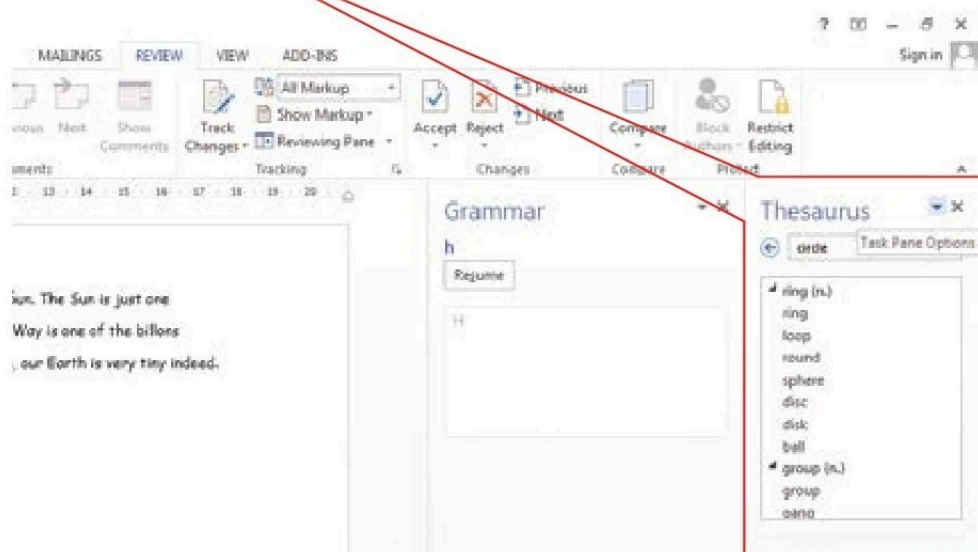
Word Processing



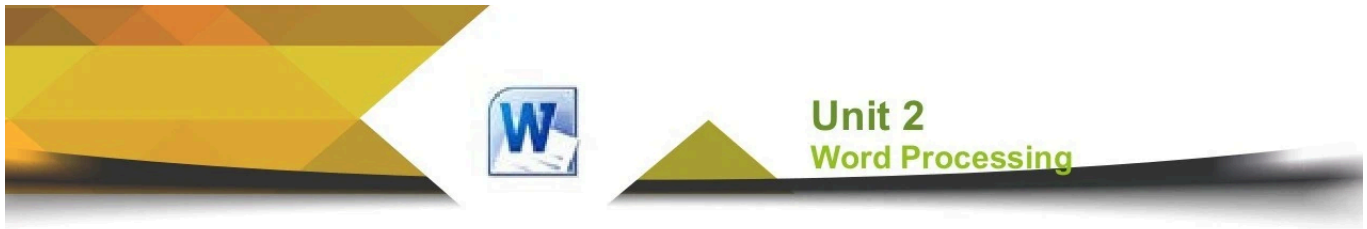
4. Click on the **Thesaurus** button.



5. The **Research** pane will open on the right of the window.

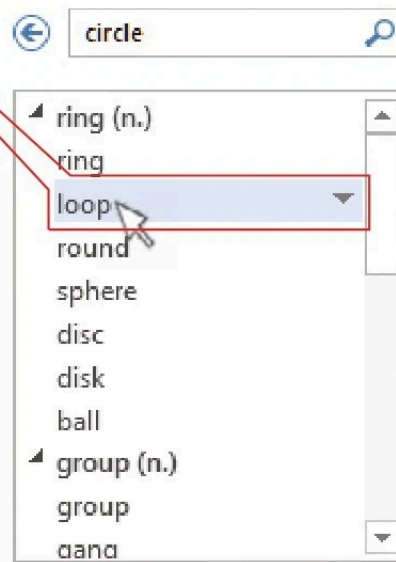


- A list of similar words will be displayed in the **Research** pane.

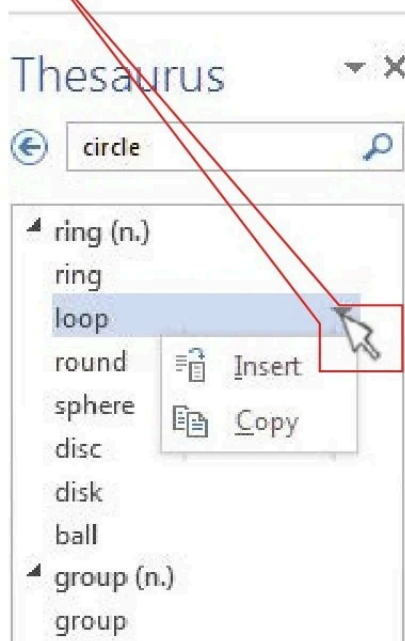


- You can replace the selected word in the text by one of the words from the **list suggested**.

6. Place **pointer** on the word **loop**.



7. Click on the **drop down arrow** to get a list of options.

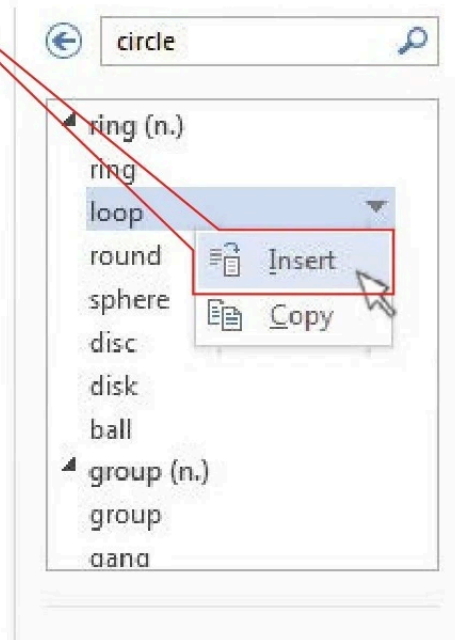


Unit 2

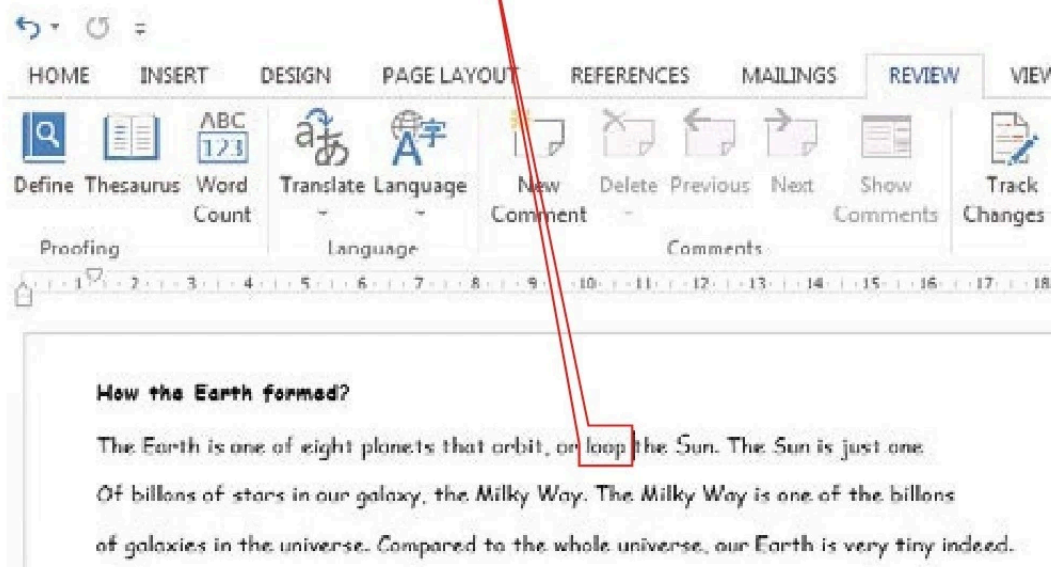
Word Processing



8. Click on the **Insert** option



- The word **circle** has now changed to **loop**.



9. Save and close the document.



Unit 2 Word Processing

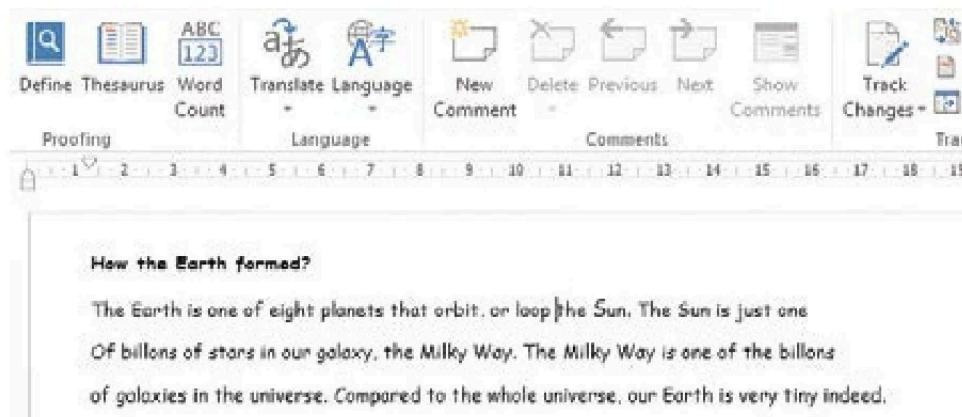
Find and Replace tool

The **Find and Replace** tool is used to look for specific words in a document and if necessary, make changes to these words.

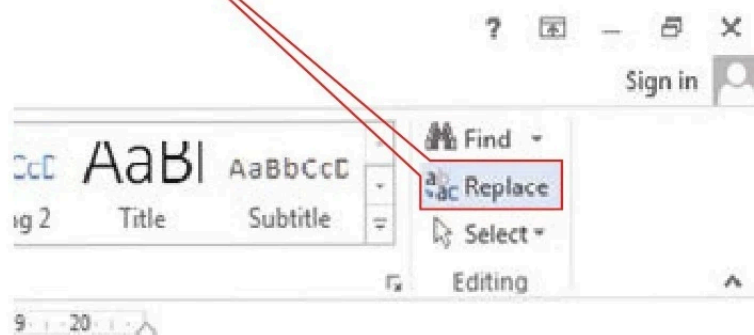


Activity 8: Using the “Find and Replace” tool.

1. Open the “**How the Earth formed**” saved on the desktop.



2. Click on the **Replace** button.

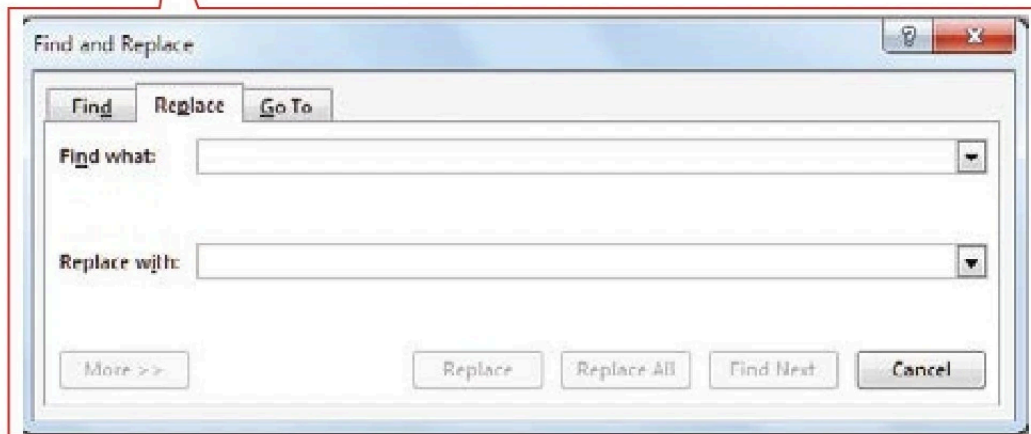


Unit 2

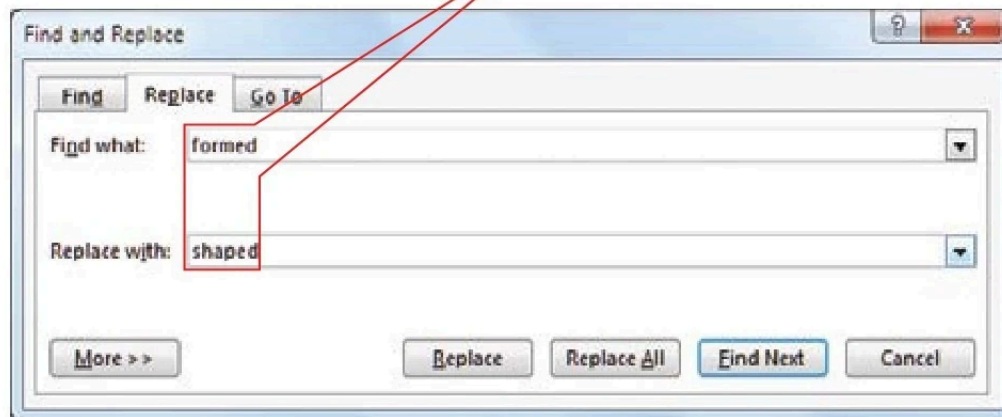
Word Processing



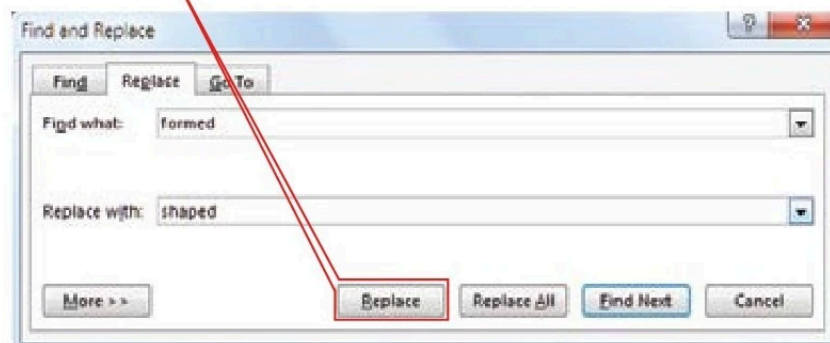
3. The **Find and Replace** dialog box will appear.

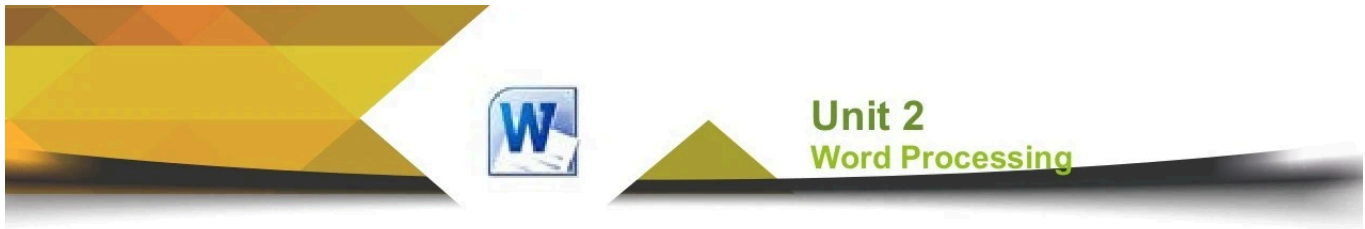


4. Type the word **formed** in the **Find what** text box and **shaped** in the **Replace with** text box.



5. Click on the **Replace** button.

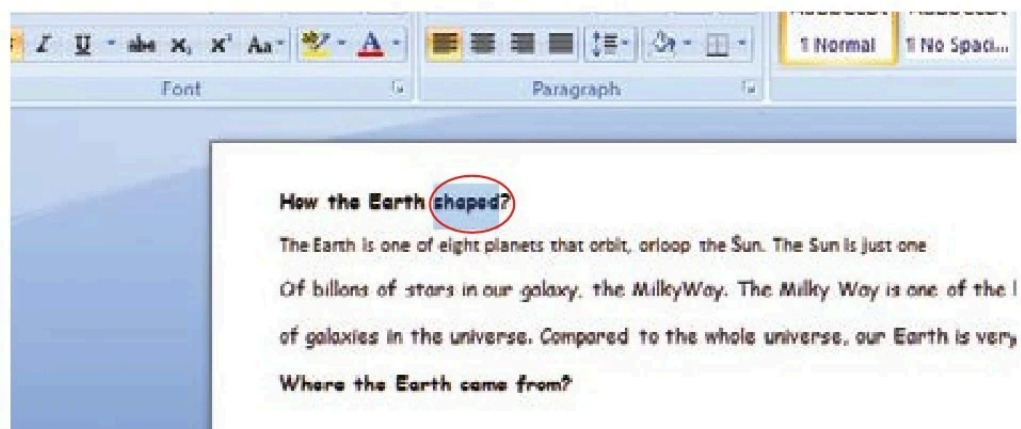
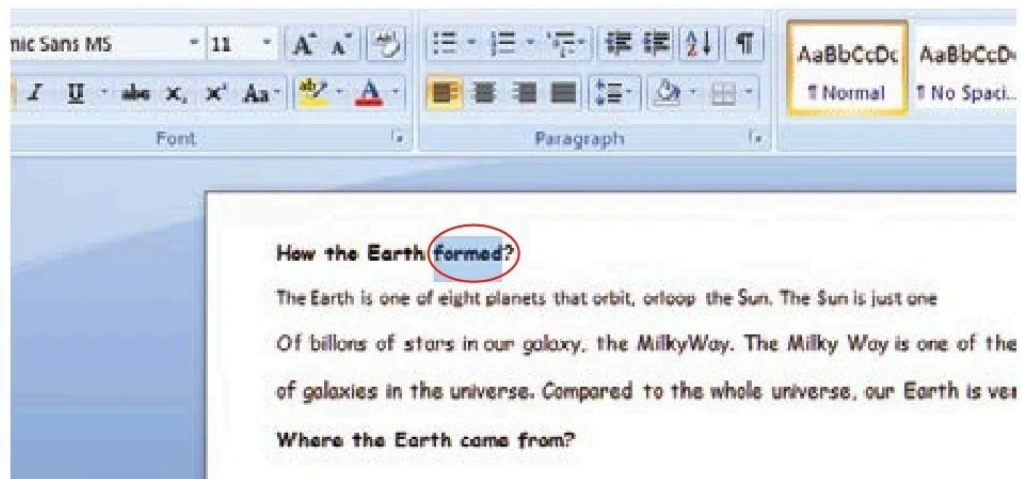




6. Click on the **Close** button.



7. The word “**formed**” has been replaced by “**shaped**”.



Unit 2

Word Processing



Teacher's Corner

At the end of this unit, the pupil can:



- | | | |
|----|---|--------------------------|
| 1. | Add picture border | ☐ |
| 2. | Add picture effects | ☐ |
| 3. | Add a picture to a document from a folder | ☐ |
| 4. | Insert Header | ☐ |
| 5. | Insert Footer. | ☐ |
| 6. | Use Spelling and Grammar tool | ☐ |
| 7. | Use the Thesaurus tool | ☐ |
| 8. | Use the Find and Replace tool | ☐ |