



## Study guide line for grade 7th

- **Written exam** (20 marks):

Kind of questions: **All the types**. True or false or multiple choice or fill the blank from box, or writing.

- They will cover these topics:

1. E-commerce, Teleworking, E-banking and E-learning.

2. Computer operations and Fundamentals:


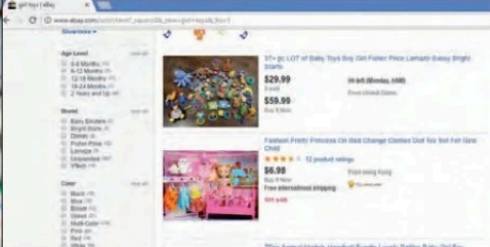

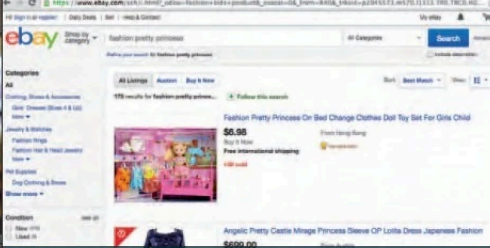


Hardware and Software.

Internal hardware (motherboard and its connected parts).

## 1.6.1 E-Commerce ( Business)

**Electronic commerce** means the buying and selling of goods and services using the internet.

**Exercise 4:** Observe the table below which shows two ways to buy a product.

Steps	without e-commerce	with e-commerce
Choose the product		
Buy the product		
Delivery of the product		



### Activity 1.6.1

#### Observe the pictures

Now we can discuss about the differences between e-commerce and traditional shopping.

#### Use these hints

- Place where the products are displayed?
- Modes of delivery?
- Types of payment?



**How are the products displayed?**

TRADITIONAL COMMERCE	E-COMMERCE
.....	.....
.....	.....
.....	.....
.....	.....

**How are the products delivered?**

TRADITIONAL COMMERCE	E-COMMERCE
.....	.....
.....	.....
.....	.....
.....	.....

**What is the mode of payment?**

TRADITIONAL COMMERCE	E-COMMERCE
.....	.....
.....	.....
.....	.....
.....	.....

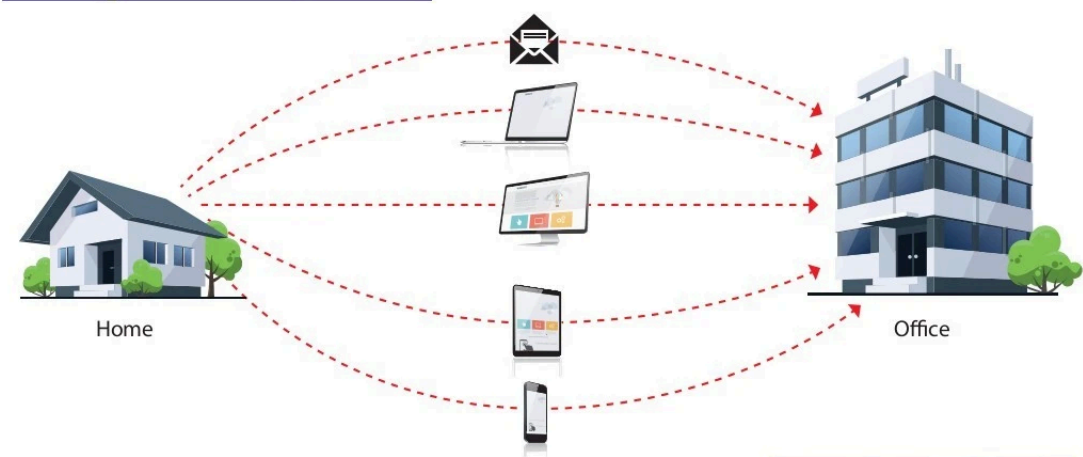
**Did you know****Tools required**

When doing an e-commerce transaction the following are needed.

- A computer, a tablet PC or a smart phone.
- Internet connection.



1.6.2 | Teleworking ( Work)



The use of ICT has changed the traditional work practices. Now, it is possible to do office work from home using computers and telecommunications facilities.



This way of working is called **teleworking** or **telecommuting**.

**Tools required**

Personal Computer or Laptop and Internet connection.

**Benefits of Teleworking**

Benefits to Employers	Benefits to Employees
<ul style="list-style-type: none"><li>• They save on rental and office running costs.</li><li>• Travel expenses and other travel-related problems are reduced.</li></ul>	<ul style="list-style-type: none"><li>• They work in a relaxed environment.</li><li>• No travel costs</li><li>• Better work/family life balance.</li><li>• Handicapped persons may also work.</li></ul>

**Drawbacks of Teleworking**

Benefits to Employers	Benefits to Employees
<ul style="list-style-type: none"><li>• Employers do not have direct control over teleworkers.</li></ul>	<ul style="list-style-type: none"><li>• They do not meet other workers.</li><li>• They may be tempted to spend time on personal work.</li></ul>



## Quick Test 1.6.2

Fill in the blanks with the following words:

Travel

Family

Costs

Teleworking

Handicapped

Working from home is called ..... Many people prefer to work this way because they can look after their ..... at the same time. .... persons can also work. There is no need to ..... to the office. Moreover, employers are happy because they save on office running .....

## Traditional banking

In Traditional banking, a person goes to a bank to do the following transactions:

- Open/close account
- Deposit/withdraw money
- Check balance
- Exchange of foreign currency
- Money Transfer
- Apply for loan



### Find out

Accompany your parents next time they go to the bank and note down your observations.



### Did you know

To perform transactions, you need to call in person and bring along your ID Card to prove your identity.

Usually you have to queue up and wait for your turn.



## Observation Notes

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### 1.6.3 E-banking

E-banking also known as online banking (or Internet banking) refers to the use of internet to perform bank transaction such as:

- Transfer money from one account to another.
- Online payments (of bills or purchases through e-commerce).
- Check account balance.



#### Did you know

**User ID/Username** is an identification used by a person to access a computer system.

**Password** is a secret key/code



The bank provides an E-banking web-site. Users must have User ID and password.

Password is used to avoid unauthorized access to the account.  
E-banking allows cashless transactions.

#### Tools needed



Customers with their devices



Bank servers to store information about customers.

**Find out**

Visit an online banking website of a local bank and note down your observation

**Observation Notes**

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**Services provided by E-banking to customers**

## Benefits of E-banking

Benefits to Customers	Benefits to Bank
<ul style="list-style-type: none"> <li>• Transactions can be done from home</li> <li>• Transactions can be done at any time (24/7)</li> <li>• No need to stand in queues</li> <li>• Can request for bank statement instantly</li> <li>• Can apply for loan</li> </ul>	<ul style="list-style-type: none"> <li>• Banks can attract new customers</li> <li>• Bank can operate 24 hours a day</li> <li>• No need to employ many staff</li> <li>• Save costs on rent and salary</li> </ul>

Drawbacks to Customers	Drawbacks to Bank
<ul style="list-style-type: none"> <li>• Need to have internet facilities to access web site</li> <li>• Fear of hacking and fraud</li> <li>• Need to be aware of fake E-mail that can steal personal information</li> </ul>	<ul style="list-style-type: none"> <li>• Need to buy expensive computers and specialist workers to develop web site</li> <li>• If web site is not working , customers will not have access to their account</li> </ul>

### Quick Test 1.6.3

1. Unscramble the letters below to make seven words related to E-BANKING. Then use the letters in the boxes in the new words to solve the E-BANKING RIDDLE!

CUNAO    \_ C \_ \_ \_  \_ T  
 OLIN    \_ N \_  \_ E  
 SAEC    \_ C \_ \_ S   
 SORPWD    \_ A \_ S \_ \_ \_   
 NETTRI    \_ N \_ \_  \_ E \_  
 MAELI     M \_ \_ L

An identification used by a person to access a computer system.

\_\_\_\_\_



2. State whether the following statements are related to traditional banking or E-banking or both.
- Put a tick (✓) in the appropriate column(s).

	Traditional Banking	E-Banking
Pay bills		
Open/close account		
Use of ID card		
Deposit/withdraw money		
Apply for loan		
Check balance		
Use of Login (e.g. UserID)		
Money Transfer		

1.6.4

ATM (Banking)

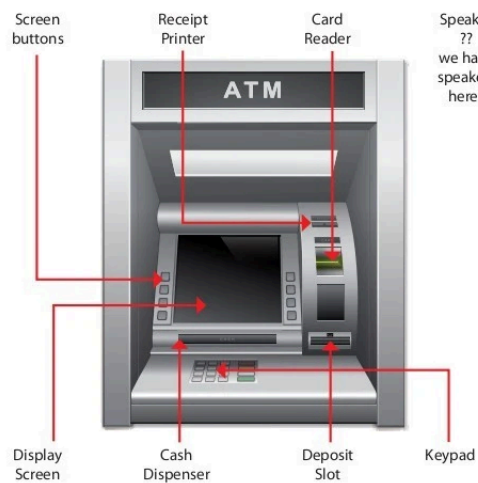
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Did you know

A teller is someone who works for a bank and is responsible for doing bank transactions.

Instead of going to a bank to perform some transactions, you can use an ATM (Automatic teller machine). It is a machine located outside the bank or at another location.

### An example of an ATM



### Services offered by an ATM

A customer needs his/her bank card with a **Personal Identification Number (PIN)** to perform the following operations:

- withdraw cash
- transfer funds between accounts
- view account balances
- deposit cash and cheques
- refill prepaid mobile phone
- pay bills



#### Find out : ATM Simulator

Visit this web site in your computer laboratory or at home.

<https://handsonbanking.org/htdocs/en/k/#/en/k/sa/8.html>



#### Work out : Presentation on ATM

Go to **page 120** and work out **Presentation Task 2** only



### Quick Test 1.6.4

ATM has also its limitations. Tick (✓) the services **not** offered at an ATM.

To top up your mobile phone account	
To open and close customer accounts	
To use coins	
To pay CWA monthly bills	
To view the last five transactions done in your account	
To apply for a loan	

## 1.6.5 E-learning ( Education)

E-Learning (Electronic learning), means using a digital device and electronic resources to learn.

### Tools needed for e-learning

To be able to correctly carry on with e-learning a student need to have:

- A computer / laptop/ tablet PC/ smart phone
- Speakers or headphones
- A microphone
- Any specific software or website



#### Find out

Visit an E-learning web site at school or at home.

E.g. Khanacademy.com

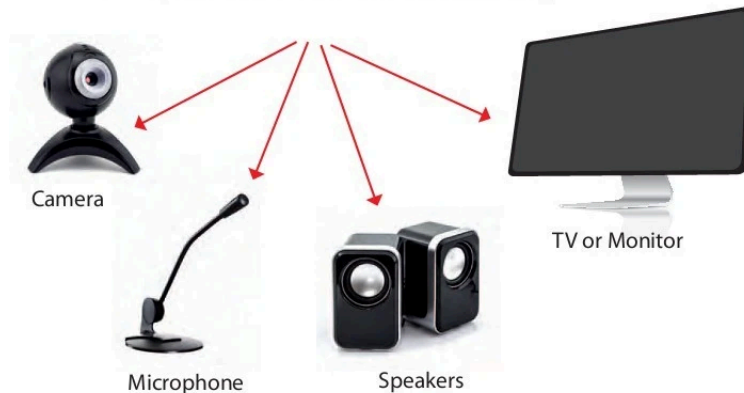


Tick (✓) what you have observed after visiting the website.

Statements	True	False
1. To top up your mobile phone account		
2. To open and close customer accounts		
3. To use coins		
4. To pay CWA monthly bills		
5. To view the last five transactions done in your account		

**Quick Test 1.6.5**

Circle the tools required to perform E-learning.

**Computer****Book****Headphone****Scanner****1.6.6 Video conferencing (communication)****Components of a video conferencing**

**Videoconferencing** allows people from different locations to see and talk to each other using computer and Internet facilities.

**Tools required**

PC or Laptop, microphone, webcam, speakers, and Internet connection.



Benefits to Videoconferencing	Drawbacks to Videoconferencing
<ul style="list-style-type: none"> <li>• Large savings in travelling.</li> <li>• No time wasted in travelling to other cities/ countries.</li> <li>• Meetings can be organised at short notice.</li> <li>• Disabled people are not disadvantaged.</li> <li>• It is safer (from terrorist attacks/ accidents).</li> </ul>	<ul style="list-style-type: none"> <li>• Some problems like poor sound and images or network failure may arise.</li> <li>• It is less personal than face-to-face meetings.</li> <li>• Important documents cannot be signed.</li> <li>• Time zones are different in different parts of the world.</li> <li>• Language barrier.</li> </ul>

**Think**

Which other devices, apart from your computer, can be used for videoconferencing?

**Devices**

1. ....
2. ....
3. ....
4. ....

**Quick Test 1.6.6**

Match Column A with Column B

**Column A**

Videoconferencing
Benefit of videoconferencing
Drawback of videoconferencing
Videoconferencing tools

**Column B**

PC, microphone, webcam, speakers, Internet.
Network failure.
People from different locations see and talk to each other.
No travel expenses.

## END OF UNIT QUESTIONS

- e) State 2 benefits and 2 drawbacks of e-banking to the bank.

BENEFITS :

.....

.....

DRAWBACKS :

.....

.....

### Exercise 8

Fill in the blanks with the words given in the box below

**Teleworking   E-commerce   ATM   Video Conferencing   E-banking   E-Learning**

1. .... is when a person or a business, buy or sell over the Internet .
2. To work from home or a location close to home using computers and telecommunications facilities is called .....
3. .... refers to the use of internet to perform bank transactions.
4. .... means to use a computer and ICT tools to learn from home.
5. An ..... is a machine located outside the bank or at another location.
6. .... allows people from different locations to see and talk to each other using computer and Internet facilities.

# Computer Operations and Fundamentals

## Unit 2

### Learning Objectives

By the end of Unit 2, learners should be able to:

- Distinguish between hardware and software.
- Describe the components of a computer system.
- State the use of various computer peripherals.
- Distinguish between application and system software
- Describe various types of computers
- Demonstrate an understanding of the unit of measurement of CPU speed
- Demonstrate an understanding of binary data

## 2.1 Hardware and Software

A computer system needs both **hardware** (physical parts) and **software** (computer programs). **Hardware** is the name given to the physical parts of the computer system.

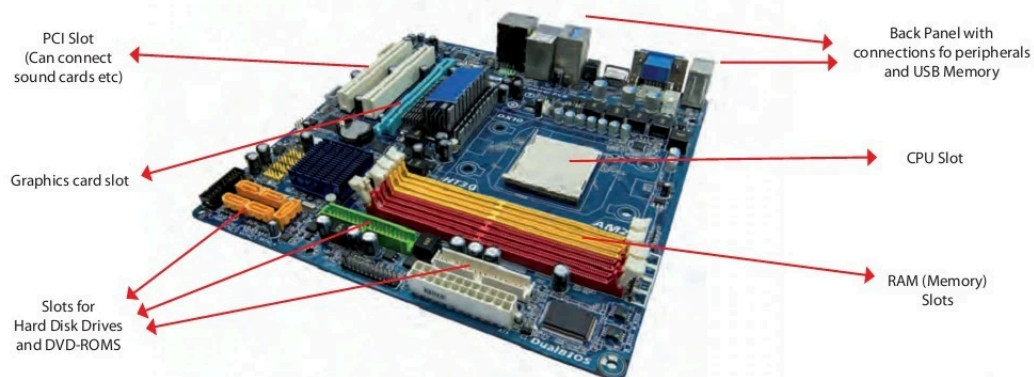
The parts can be:

Internal (found inside the system unit) or  
External (connected to the system unit).

## 2.2 Internal Hardware

### • Motherboard

The motherboard is the central circuit board. All components plug into the motherboard.



## Other hardware connected to the motherboard

- **Processor (Central Processing Unit)**

The **CPU** is the brain of the computer and is responsible for all data processing.



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- **Internal Memory (RAM and ROM)**

Random Access Memory (RAM) and Read Only Memory (ROM) are two types of internal memory used to store computer data that can be directly accessed by the CPU.



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- **Power supply**

Sends power through cables to the motherboard and other components.



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- **Graphics Card**

A device that plugs into the motherboard and enables the computer to display images on the monitor.



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- **Fan**

It keeps the CPU cool and stops it from overheating.



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- **Sound Card**

A sound card allows the computer to produce sound as well as allows users to connect microphones to the system.

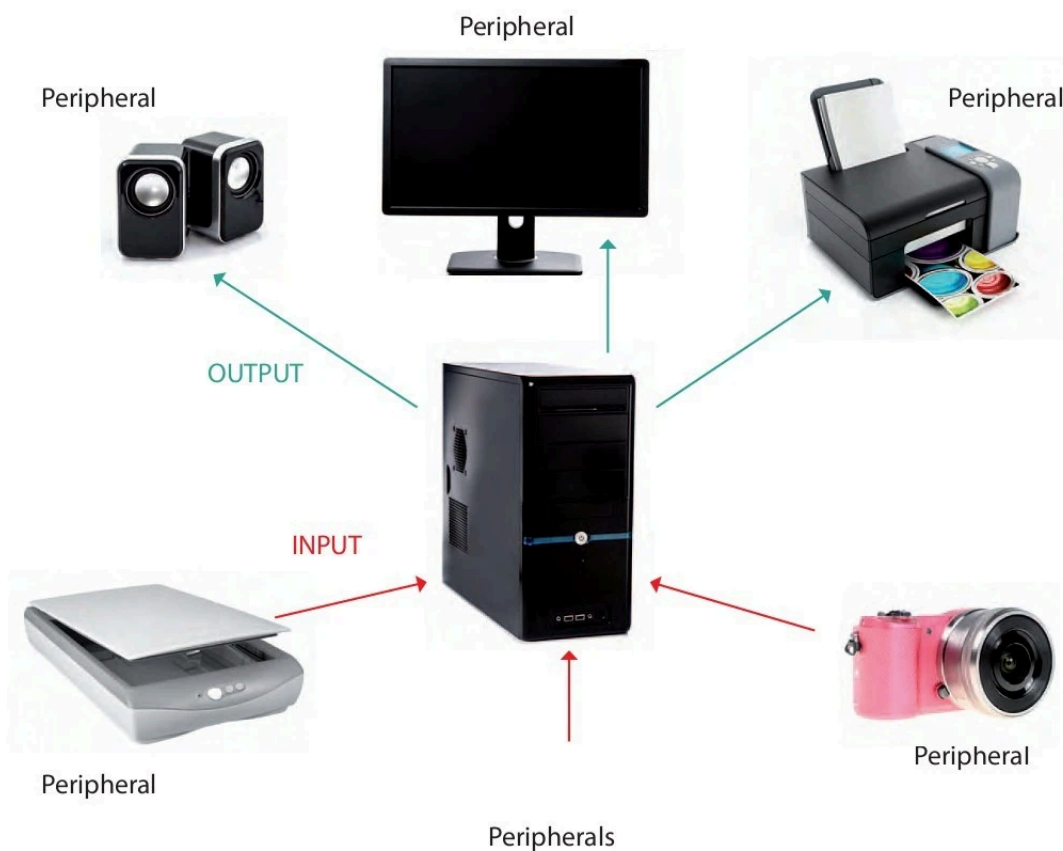
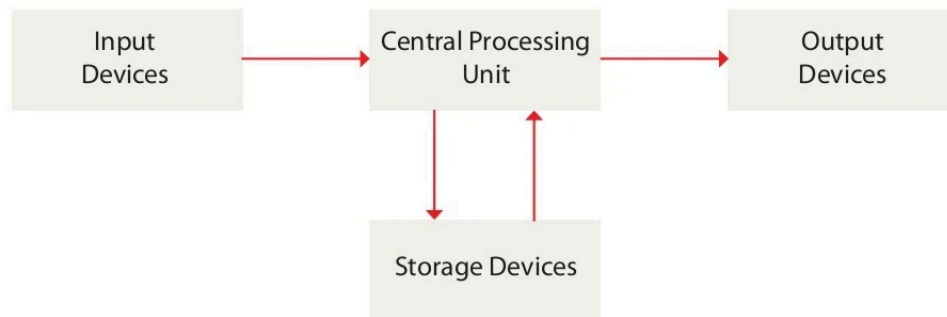




## 2.3 External Hardware components

External hardware components are called peripheral devices. **Computer peripherals** are devices that are connected to a computer system to expand its abilities.

They may be input devices, output devices or storage devices.



### 2.3.1 Input/output and storage Devices

External hardware components are called peripheral devices. **Computer peripherals** are devices that are connected to a computer system to expand its abilities.

They may be input devices, output devices or storage devices.

#### Input Devices

Devices used to enter data and instructions into the computer. Some examples are keyboard, mouse, barcode reader, scanner, joystick, touch pad, digital camera and microphone.



#### Output Devices


Devices used by the computer to show us information in a suitable form. Some examples of output devices are monitor, printer, speakers and headphones.




#### Storage Devices

Devices used to store data for later use. Some examples of storage devices are hard disks, optical discs, USB Flash drives and memory cards.



**Work out : Word Processing**  
Go to **page 104** and work out **Word Task 3** only



Quick Test

2.1.3

1. State whether the following statements are True or False:

- (a) The computer can work with hardware only.
- (b) The fan keeps the CPU cool.
- (c) All components plug into the motherboard.
- (d) A printer is an example of a storage device.
- (e) A peripheral device may be an input device.

2. Match Column A with Column B. An example has been given.

Column A

Computer peripherals
Sound card
ROM
Hardware
Graphics card
Motherboard

Column B

Allows the computer to produce sound.
Enables the computer to display images.
Physical parts of a computer system.
Input/Output/Storage devices.
The main circuit board.
Internal memory.