



IT

Study Guideline- Grade 5

Written part: (20 marks)

1. Computer Ethics.
2. Storage Devices.
3. General questions in Excel and word.

Practical part: (20 marks)

It's 2 questions:

1. Using word processing program (Adding picture with effects and borders, inserting shapes and tables).
2. Using Excel program: make simple calculations into some given data.



- 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

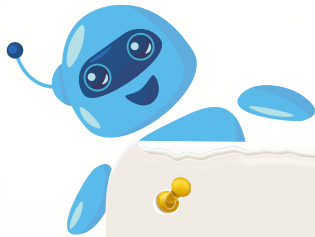


COMPUTER ETHICS



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



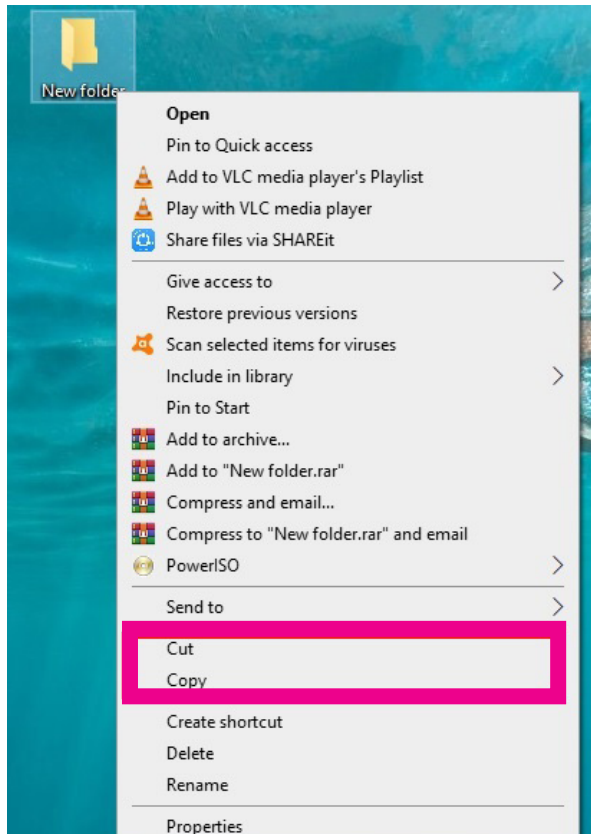
NOTE TO TEACHERS:

Do insert some pictures or photos in the pictures folder.

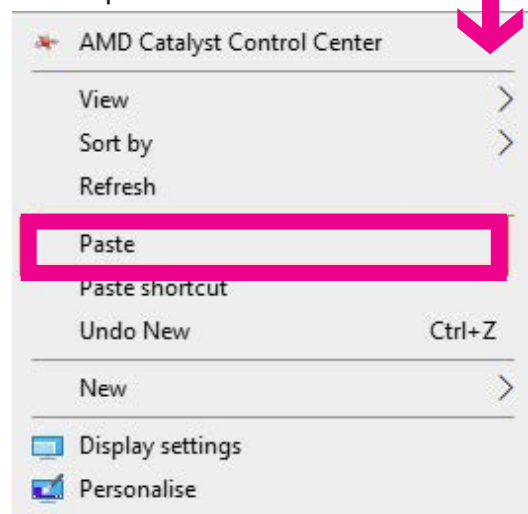


MOVING FILES AND FOLDERS

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

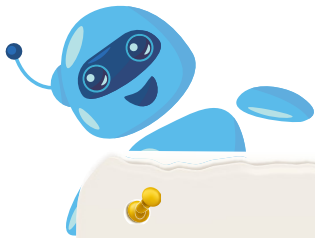
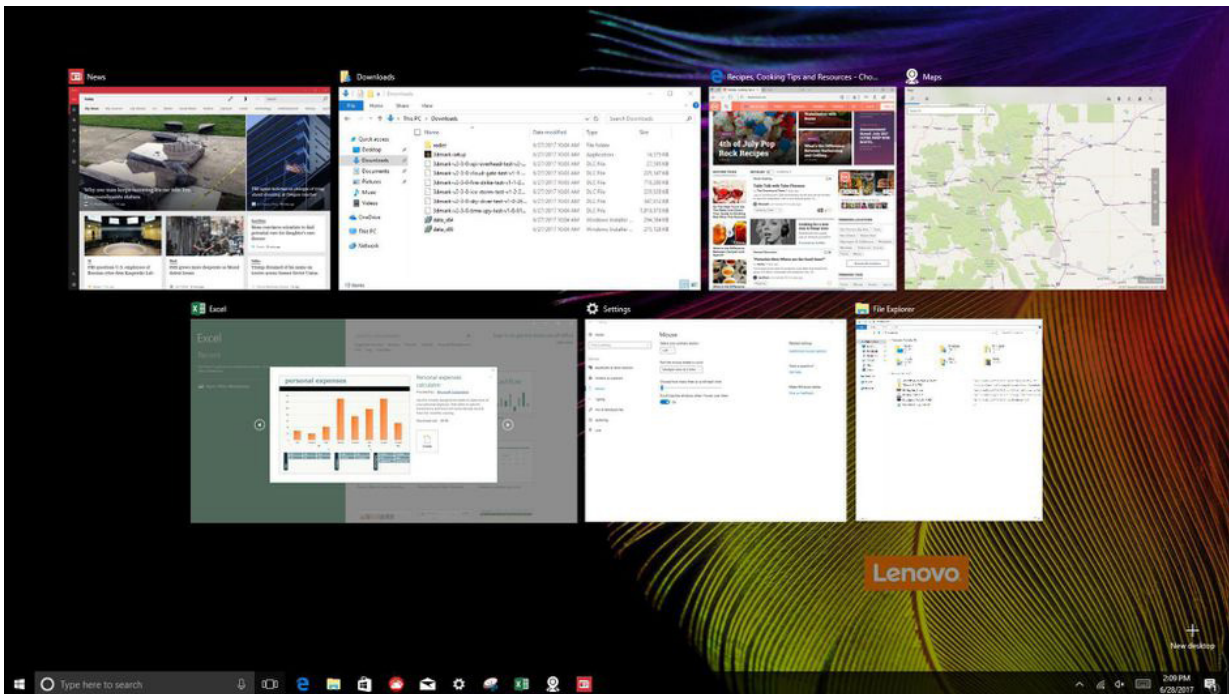
iCloud

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.



Unit 3



INSERTING A PICTURE



A picture is a drawing or painting that gives a good look to a word document. Example of pictures:



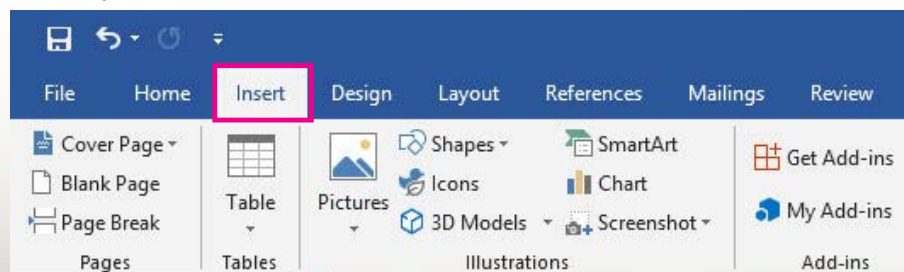
ACTIVITY 4

NOTE TO TEACHERS:

To complete the following activity, teachers should download Superheroes pictures especially Batman , Flash, Spiderman and Superman and insert them in Pictures folder .

Activity 4: Inserting a Picture

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



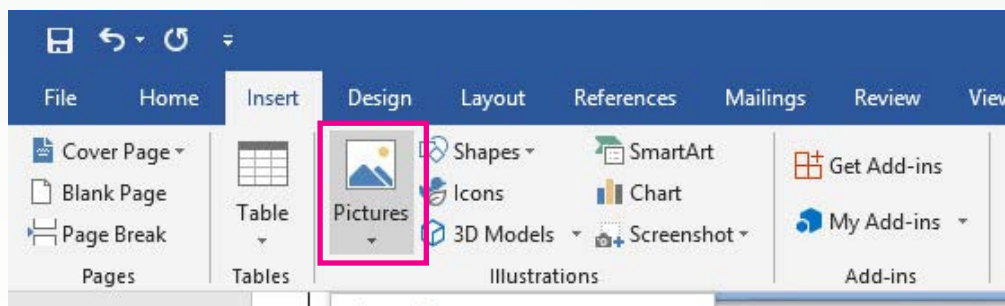


INSERTING A PICTURE

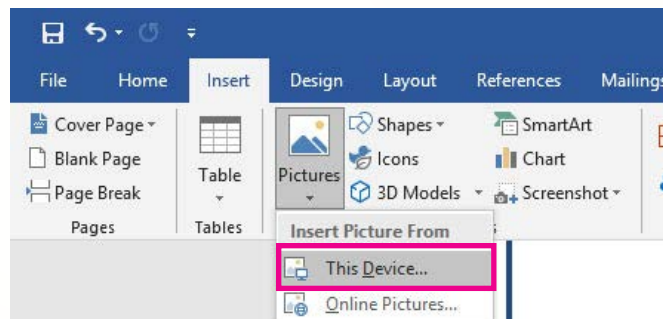


ACTIVITY 4

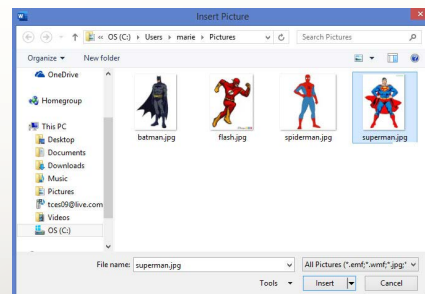
- Step 3: Click on the **Pictures** button.



- Step 4: Click on **This Device** button.



- Observation:**
The **Pictures** folder will appear on the screen.





Unit 3

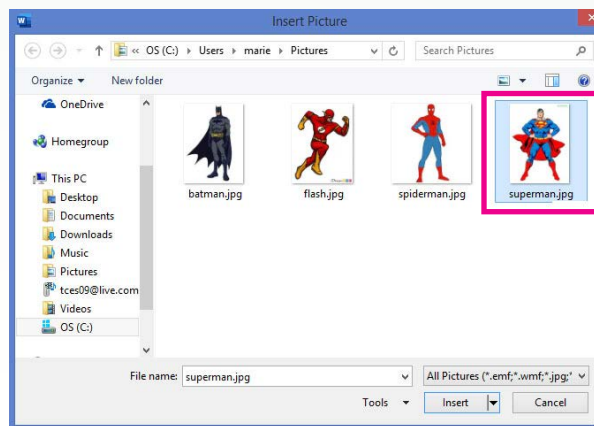


INSERTING A PICTURE

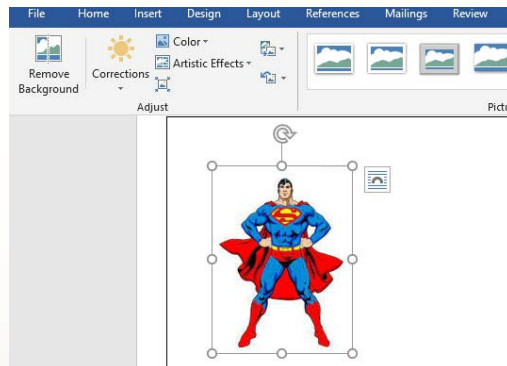


ACTIVITY 4

- Step 5: Double Click the **Superman** picture to add it to your document.



- The superman picture has been added to your document.



- Step 6: Save your work as **Mysuperman** on the Desktop.



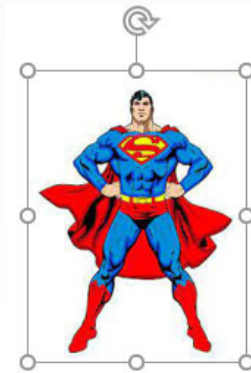
USING WRAP TEXT TO MOVE A PICTURE



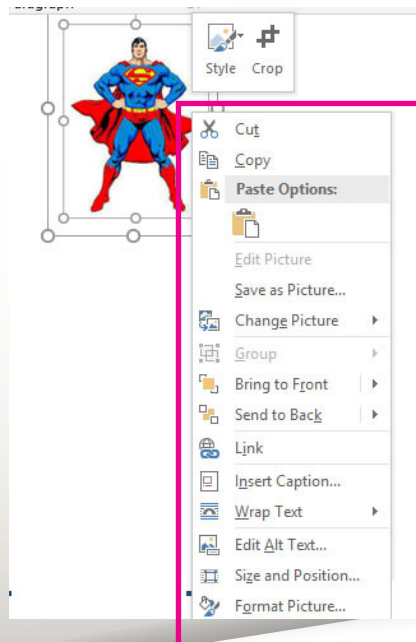
ACTIVITY 5

Activity 5: Using wrap text to move a picture

- Step1: Click on the **Superman picture** in your document to select it.



- Step 2: Right click the selected picture to get a list of options.



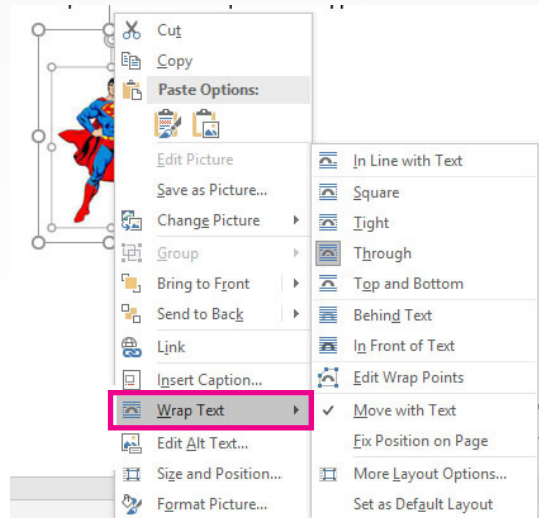


USING WRAP TEXT TO MOVE A PICTURE

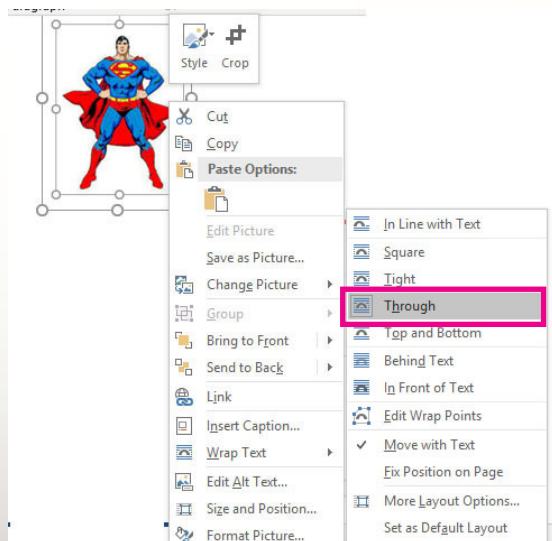


ACTIVITY 5

- Step 3: Place the mouse pointer on **Wrap Text**. A List of options will appear.



- Step 4: Click **Through** Text option.



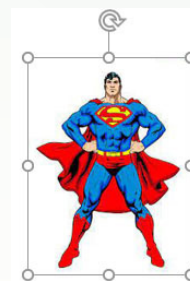
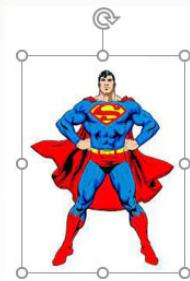


USING WRAP TEXT TO MOVE A PICTURE

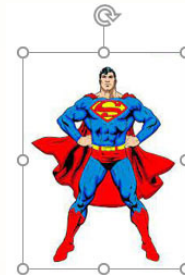


ACTIVITY 5

- Step 5: Now drag the picture to another area of the document.



- Step 6: Release the mouse button.



- Step 7: Save and close your work.



Unit 3



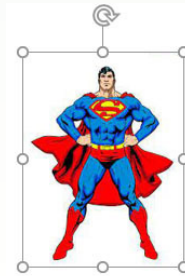
RESIZING THE PICTURE



ACTIVITY 6

Activity 8: Resizing the picture

- Step 1: Open **MySuperman fil** from the desktop.
- Step 2: Select the **Superman** picture that you will resize.



- Step 3: Place the mouse pointer over one of the circles surrounding the superman picture.



- Step 4: Press and hold the mouse pointer. Move the pointer to resize the superman picture.



Before



After



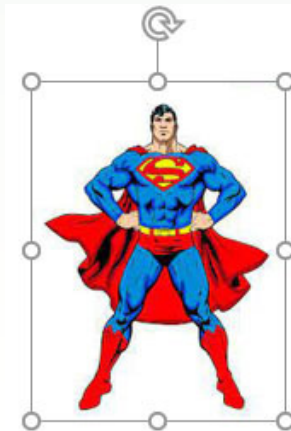
ADDING PICTURE BORDER



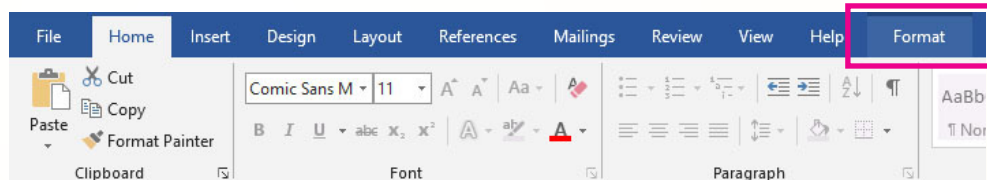
ACTIVITY 7

Activity 7: Adding picture border

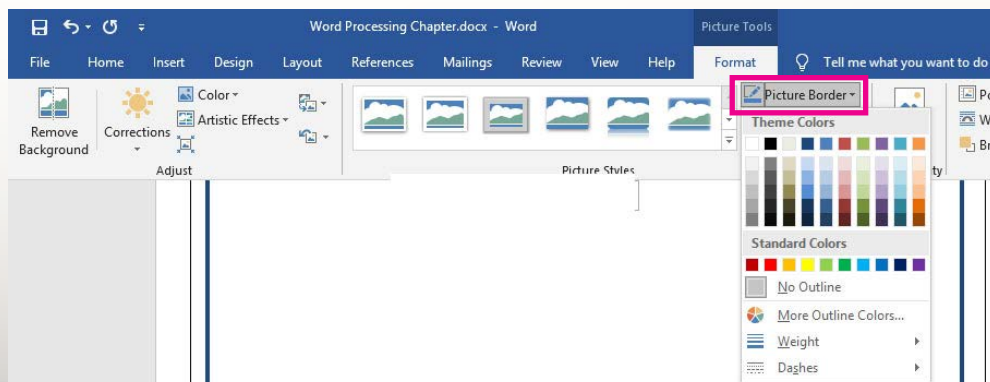
- Step 1: Select the resized Superman picture.



- Step 2: Click on the **format** tab on the Ribbon.



- Step 3: Click on **Picture Border**. A drop-down menu will appear.



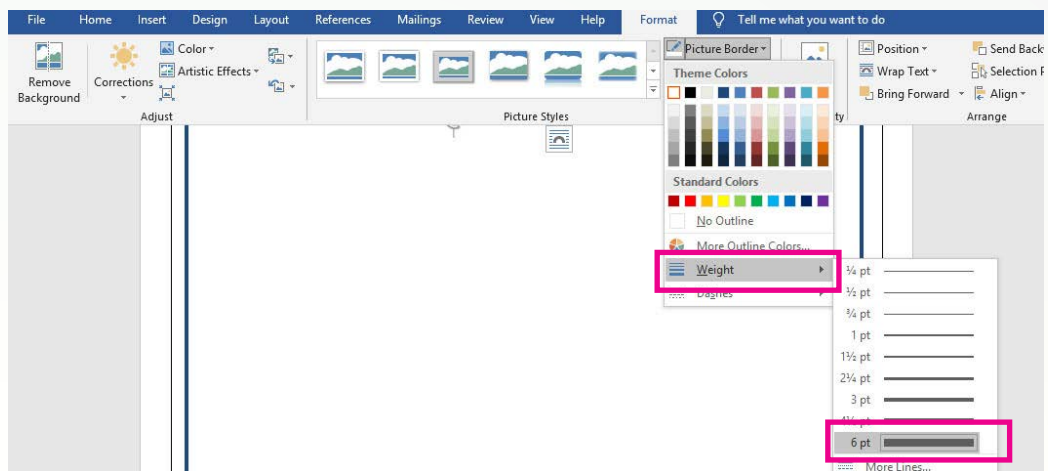


ADDING PICTURE BORDER



ACTIVITY 7

- Step 4: Click on **Weight** and click on **6pts.**



- Observation:**

A thick picture border will appear as shown.





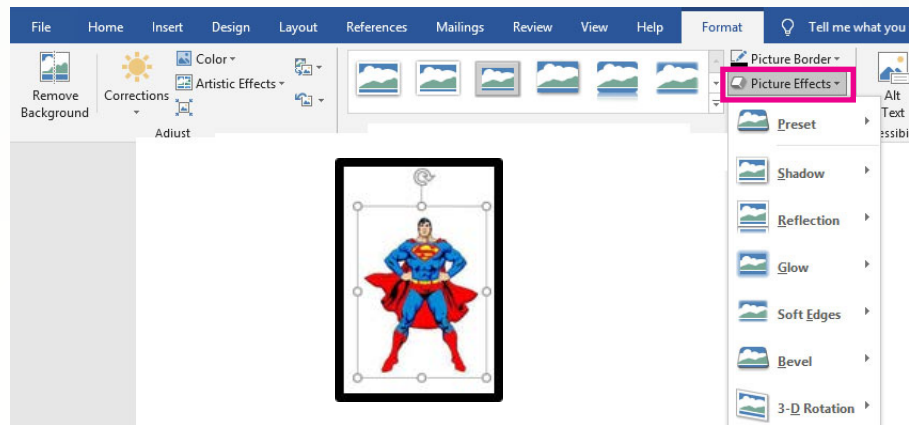
ADDING PICTURE EFFECTS



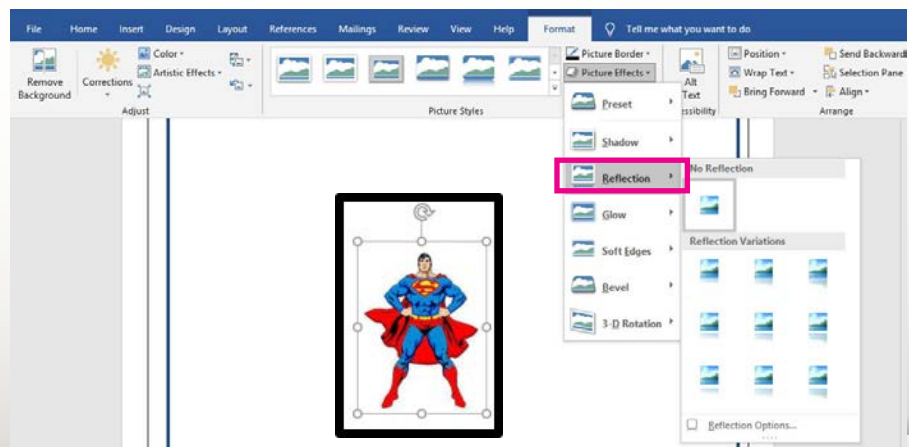
ACTIVITY 8

Activity 8: Adding Picture Effects

- Step 1: **Repeat steps 1 & 2** from **Activity 7** using the **new thick border Superman picture**.
- Step 2: Now click on **picture effects**.



- Step 3: Click on **Reflection**.





Unit 3

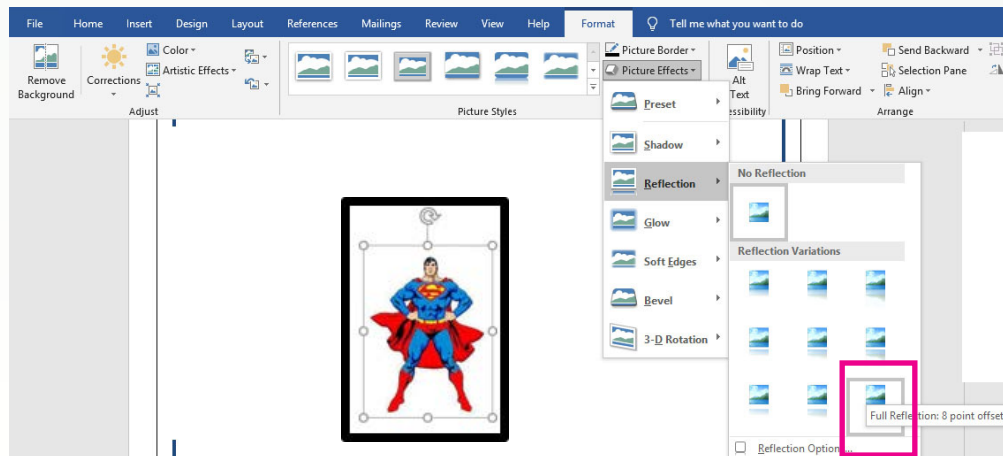


ADDING PICTURE BORDER



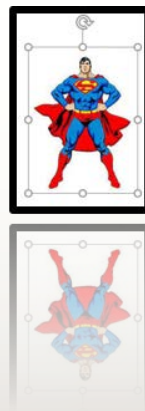
ACTIVITY 8

- Step 5: Click on **Full Reflection Offset 8 points**.



Observation:

Reflection is formed with the superman picture.



- Step 6: Save and close your work.



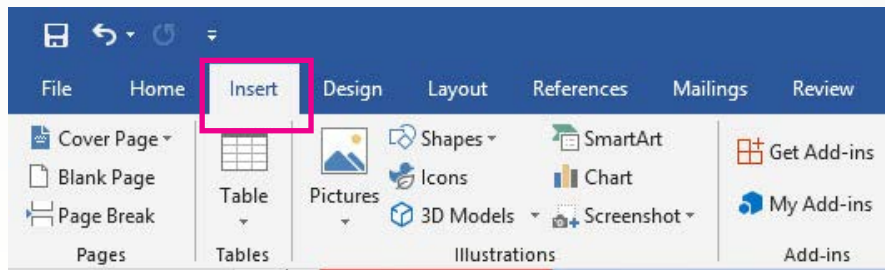
DRAWING SHAPES



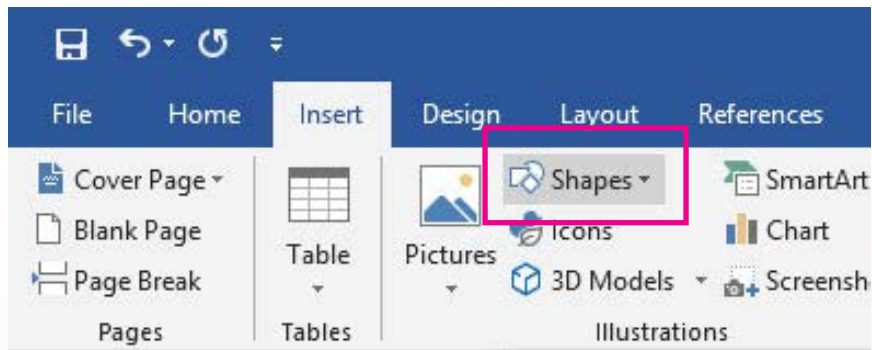
ACTIVITY 9

Activity 9: Drawing Shapes

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



- Step 3: Click on the **Shapes** button.





Unit 3

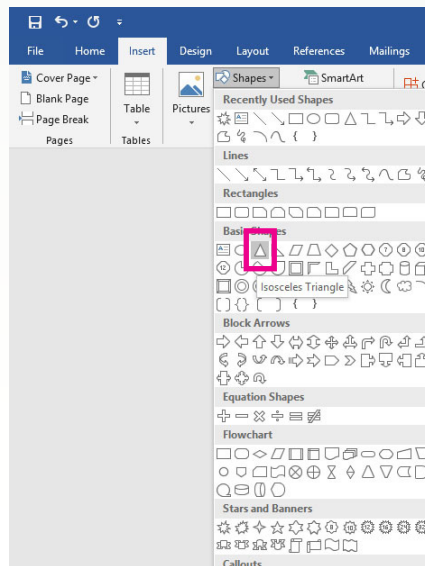


DRAWING SHAPES



ACTIVITY 9

- Step 4: Choose the **triangle** shape.



- Observation:**

The mouse pointer changes from  to 



DRAWING SHAPES



ACTIVITY 9

- Step 5: Press and hold the left mouse button. Move the pointer diagonally to draw your triangle shape.



- Step 6: Save your work as **“My Shape”** on the Desktop and close it.



EXTRA CHALLENGE



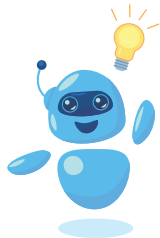
- I try to insert a square by myself.
- I try to insert a rectangle by myself.
- I try to insert a circle by myself.



Unit 3



INSERTING A TABLE IN A WORD DOCUMENT




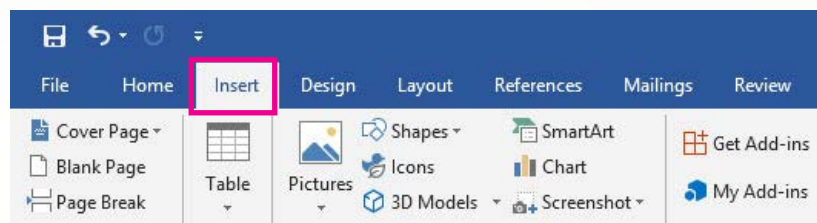
A table is used to organise information within a document.
A table consists of rows and columns.



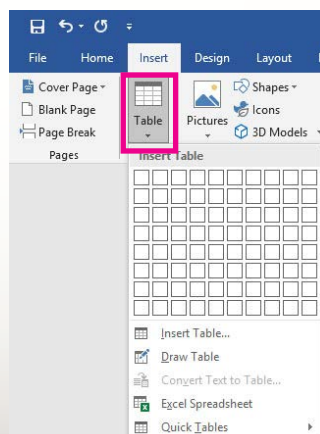
ACTIVITY 10

Activity 10: Inserting a table in a word document

- Step 1: Create a new word document. 
- Step 2: Click on **Insert Tab** on the ribbon.



- Step 3: Click on **Table**.



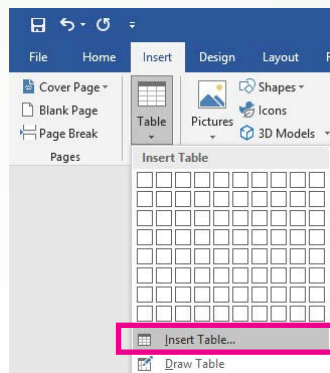


INSERTING A TABLE IN A WORD DOCUMENT

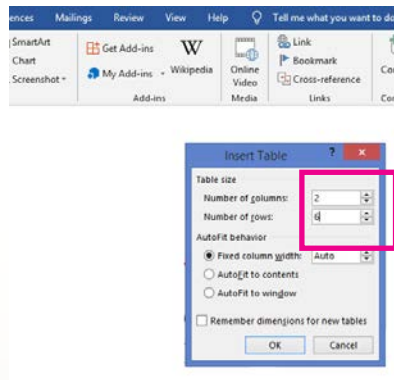


ACTIVITY 10

- Step 4: Click on Insert Table.



- Step 5: Use the arrow to insert the correct number of Columns and Rows.



- Step 6: Insert the number of Columns to 2 and the number of rows to 6. Click on OK.



Unit 3



INSERTING A TABLE IN A WORD DOCUMENT



ACTIVITY 10



- **Observation:**

A blank table will appear on the page.

- Step 7: Fill the table as shown below.

FOOTBALL TEAM NAMES	COUNTRIES
Liverpool	England
Paris Saint Germain	France
Inter Milan	Italy
Real Madrid	Spain
Bayern Munich	Germany

- Step 8: Save your work as **Mytable** on Desktop.






INSERTING TABLE



EXTRA CHALLENGE



- I open again Mytable document again on the desktop.
- I try to reproduce the tables found below with both texts and images.

NAME OF COMIC	CHARACTER PICTURE
Superman	
Batman	
Spiderman	

Excel



PERFORMING SIMPLE CALCULATION USING FORMULA

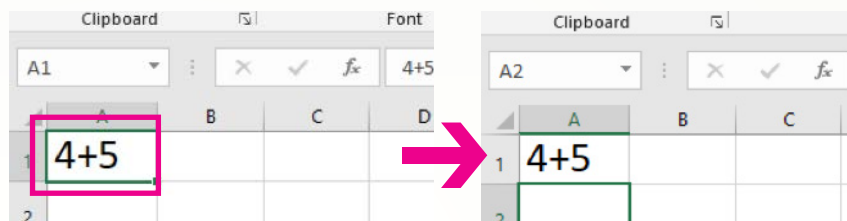


ACTIVITY 5

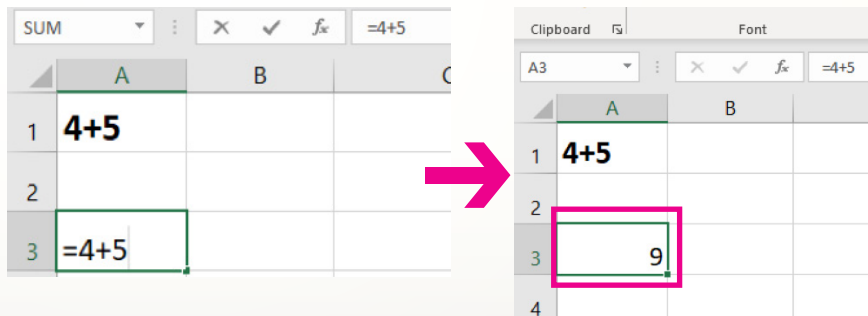
Activity 5: Performing simple calculation using formula

- Step 1: Open Excel.
- Step 2: Type 4+5 in cell A1 and press Enter.

The data inserted remains the same.



- Step 3: Now type =4+5 in cell A3 and Press Enter.
- The result is the sum of the two numbers.





Unit 5



PERFORMING SIMPLE CALCULATION USING FORMULA



ACTIVITY 5

- The result appears in the cell A3 and the formula bar will show the formula **=4+5**.

Clipboard		Font	
A3		X ✓ fx	=4+5
	A	B	
1	4+5		
2			
3	9		
4			



- Observation:**

Please note that there is no space between numbers and equal to sign.
=4+5

**PERFORMING SIMPLE CALCULATION USING FORMULA****ACTIVITY 6**

Activity 6: Perform the following simple calculations in Excel 2019.

- a) $10 + 30$
- b) $7 - 4$
- c) $10 * 5$
- d) $24 / 2$

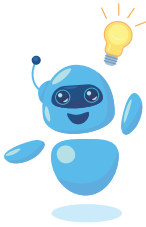




Unit 5



USING CELL ADDRESS IN FORMULAE



A formula can use the cell address to get the data from a cell.



ACTIVITY 7

Activity 7: Calculations using formulae with cell addresses

- Step 1: Insert the following data in new worksheet.

	A	B	C	D	E
1	Price list of stationeries				
2		Quantity	Price per unit	Cost price	
3	Red markers	6	5		
4	Blue markers	4	7		

- Step 2: Click cell **D3**.
- Step 3: Type **=**

	A	B	C	D	E
1	Price list of stationeries				
2		Quantity	Price per unit	Cost price	
3	Red markers	6	5	=	
4	Blue markers	4	7		



USING CELL ADDRESS IN FORMULAE



ACTIVITY 6

- Step 4: Click cell **B3**.
- Step 5: Type *

	A	B	C	D	E
1	Price list of stationeries				
2		Quantity	Price per unit	Cost price	
3	Red markers	6	5	=B3*	
4	Blue markers	4	7		

- Step 6: Click cell **C3**.
- Step 7: Press **Enter**.

	A	B	C	D	E
1	Price list of stationeries				
2		Quantity	Price per unit	Cost price	
3	Red markers	6	5	=B3*C3	
4	Blue markers	4	7		

The result is the following:

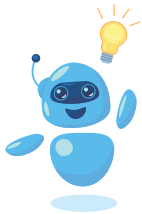
	A	B	C	D	E
1	Price list of stationeries				
2		Quantity	Price per unit	Cost price	
3	Red markers	6	5	30	
4	Blue markers	4	7		



Unit 5



SORTING CELL CONTENTS



In Excel, data can be arranged in ascending or descending order so that it is easier to analyze.



ACTIVITY 1

Activity 1: Sorting of data

- Step 1: Open Excel 2019.
- Step 2: Type the following data:

	A	B	C	D	E
1	Final marks for Grade 5				
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Vincent				
4	Priya				
5	Lucas				
6	Shayna				
7	Didier				



SORTING CELL CONTENTS

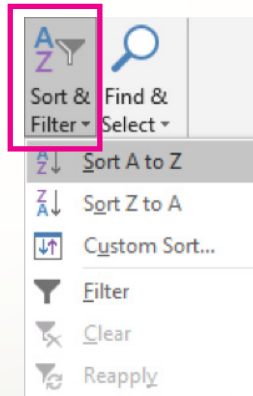


ACTIVITY 1

- Step 3: Select cells A3 to cell A7 as shown below:

	A	B	C	D	E
1	Final marks for Grade 5				
2	Name	Gender	English (marks)	French (marks)	Mathematics (marks)
3	Vincent				
4	Priya				
5	Lucas				
6	Shayna				
7	Didier				

- Step 4: In the **Home ribbon**, click on the Sort & Filter option.



- Step 5: In the menu, click **Sort A to Z** to arrange the Name column in ascending order.