IT-Midterm Study guideline for grade 5

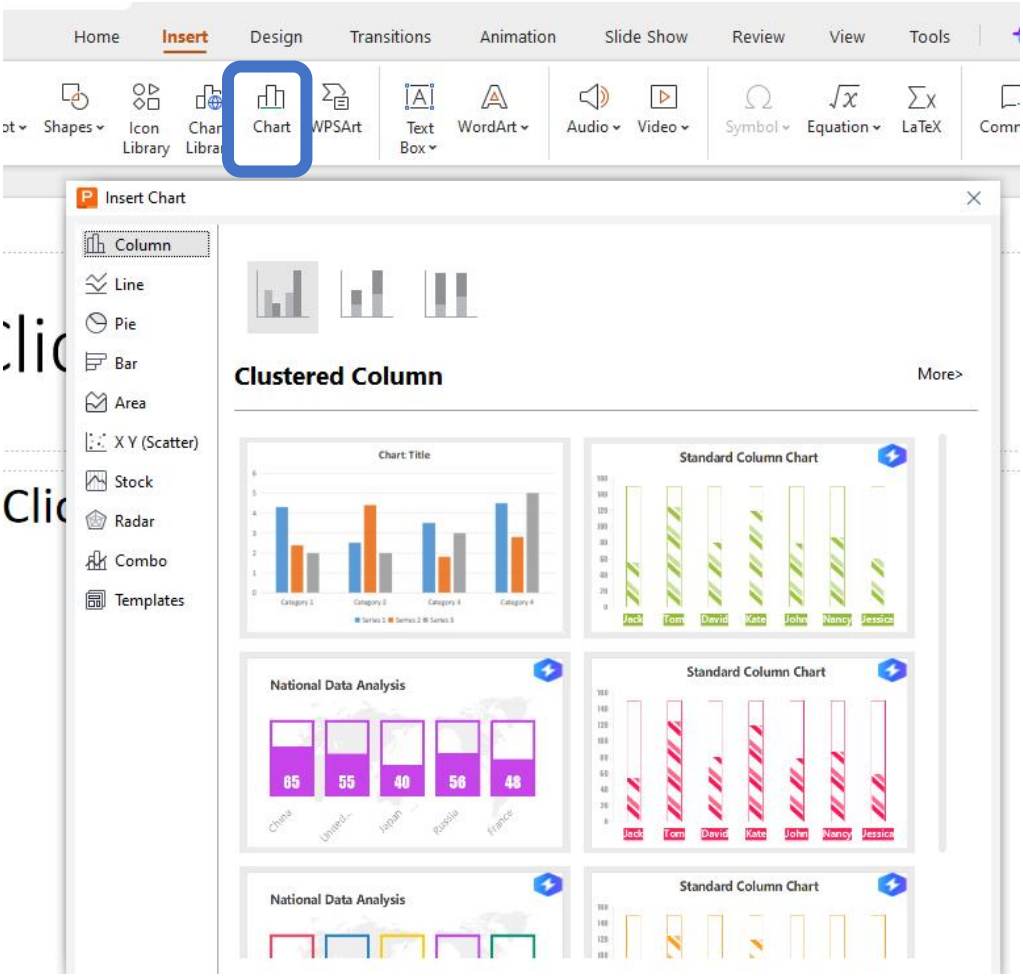
The exam will be two parts:

(written(10 marks) + practical(10 marks))

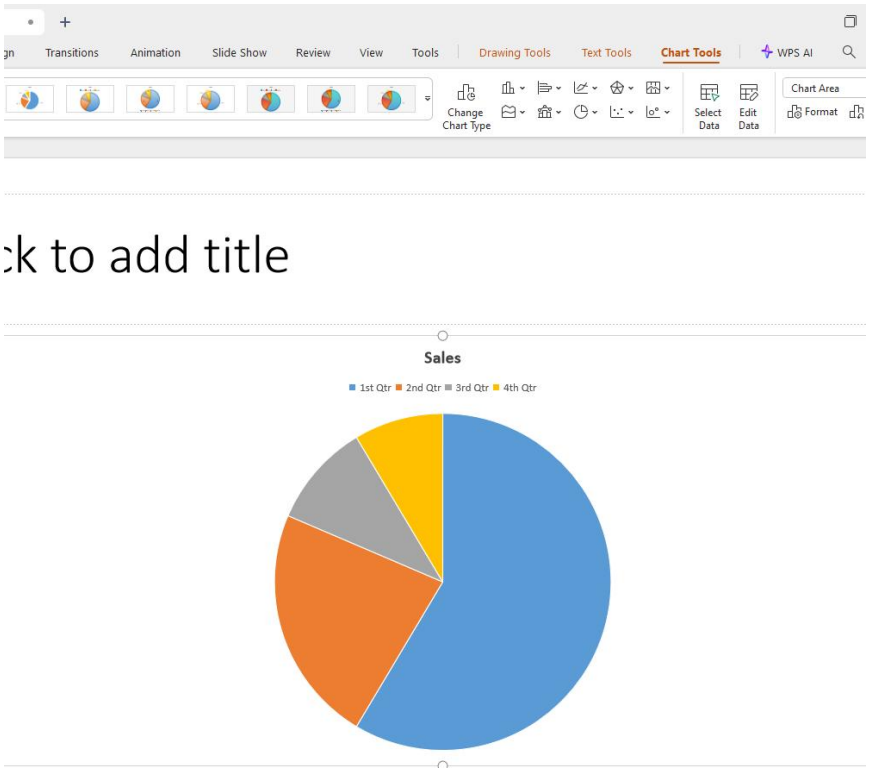
The practical part will be in using charts in presentation slides (WPS office).

- You have to know how to represent specific data using charts, you need to know how to add any type of chart, and then enter data to see the results.

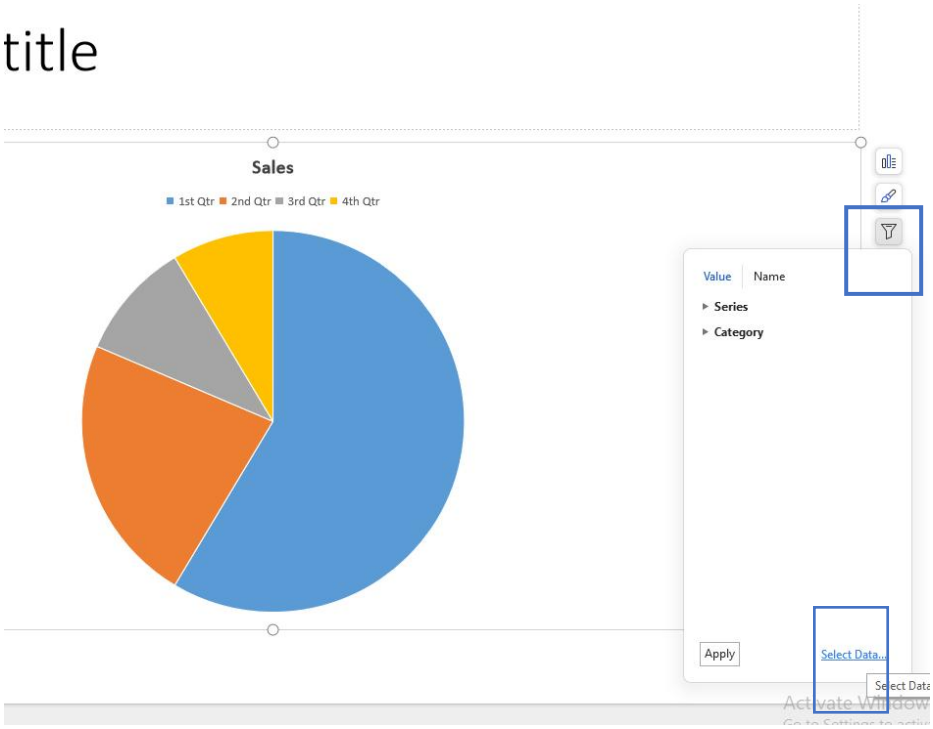
1-

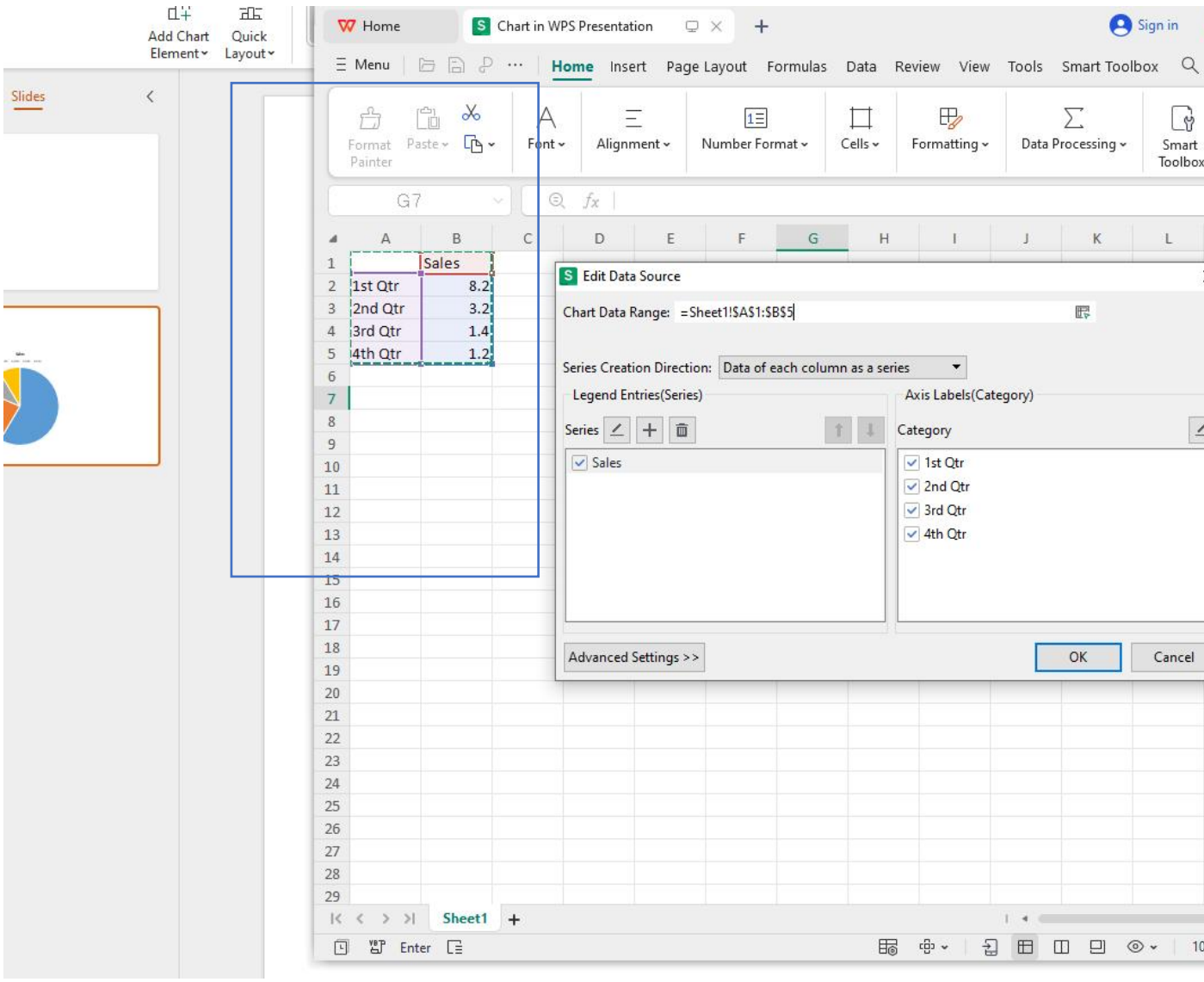


2-


Transitions
Animation
Slide Show
Review
View
Tools
Drawing Tools
Text Tools
Chart Tools
WPS AI
Change Chart Type
Select Data
Edit Data
Chart Area
Format
ck to add title
Sales
1st Qtr 2nd Qtr 3rd Qtr 4th Qtr

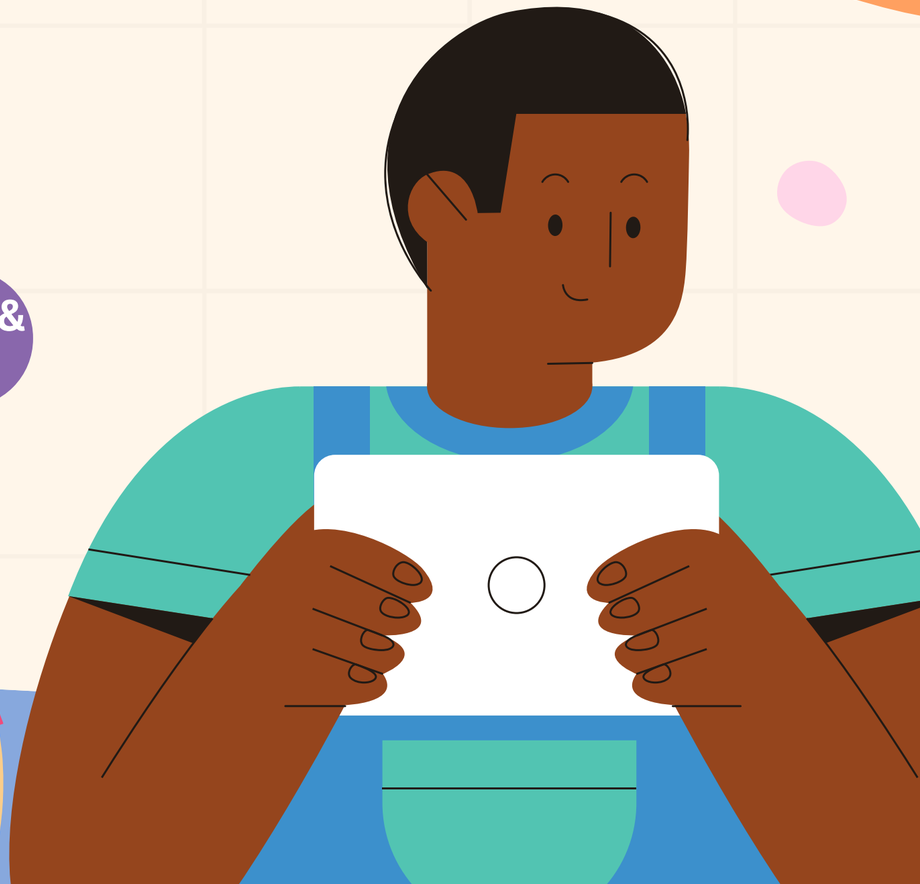
3-


title
Sales
1st Qtr 2nd Qtr 3rd Qtr 4th Qtr
Value
Name
Series
Category
Apply
Select Data...


Add Chart Element
Quick Layout
Slides
Home
Chart in WPS Presentation
Sign in
Menu
Home
Insert
Page Layout
Formulas
Data
Review
View
Tools
Smart Toolbox
Format Painter
Paste
Font
Alignment
Number Format
Cells
Formatting
Data Processing
Smart Toolbox
G7
Sales
1st Qtr 8.2
2nd Qtr 3.2
3rd Qtr 1.4
4th Qtr 1.2
Edit Data Source
Chart Data Range: =Sheet1!$A$1:$B$5
Series Creation Direction: Data of each column as a series
Legend Entries(Series)
Series
Sales
Axis Labels(Category)
Category
1st Qtr
2nd Qtr
3rd Qtr
4th Qtr
Advanced Settings >>
OK
Cancel
Sheet1
Enter

INTERNET SAFETY

How to Protect Personal Information & Recognize Online Risks



WHY DO WE NEED INTERNET SAFETY?

- The internet is a fun place, but it can also be dangerous if we're not careful.
- Protecting our personal information keeps us safe from people who may want to harm us.
- We need to recognize online risks to avoid being tricked or hurt.

WHAT IS PERSONAL INFORMATION?

Personal information is anything that can tell someone who you are.

- Examples include:

Full name

Address

Phone number

School name

Pictures of you

HOW TO PROTECT YOUR PERSONAL INFORMATION?

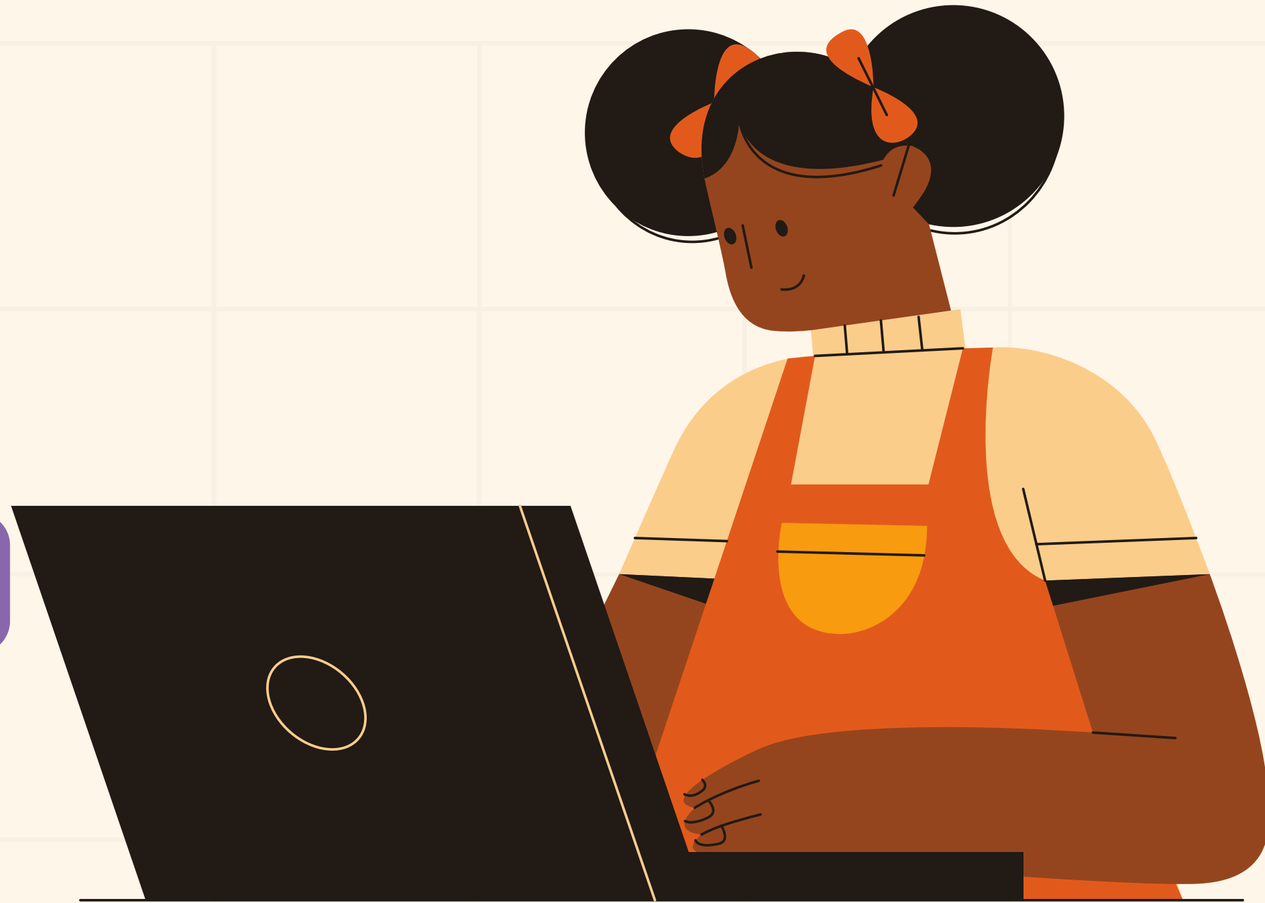
- Don’t share personal info online, unless a trusted adult says it’s okay.
- Use strong passwords and don’t share them with anyone.
- Be careful about what you post on social media.

RECOGNIZING FAKE WEBSITES & MESSAGES

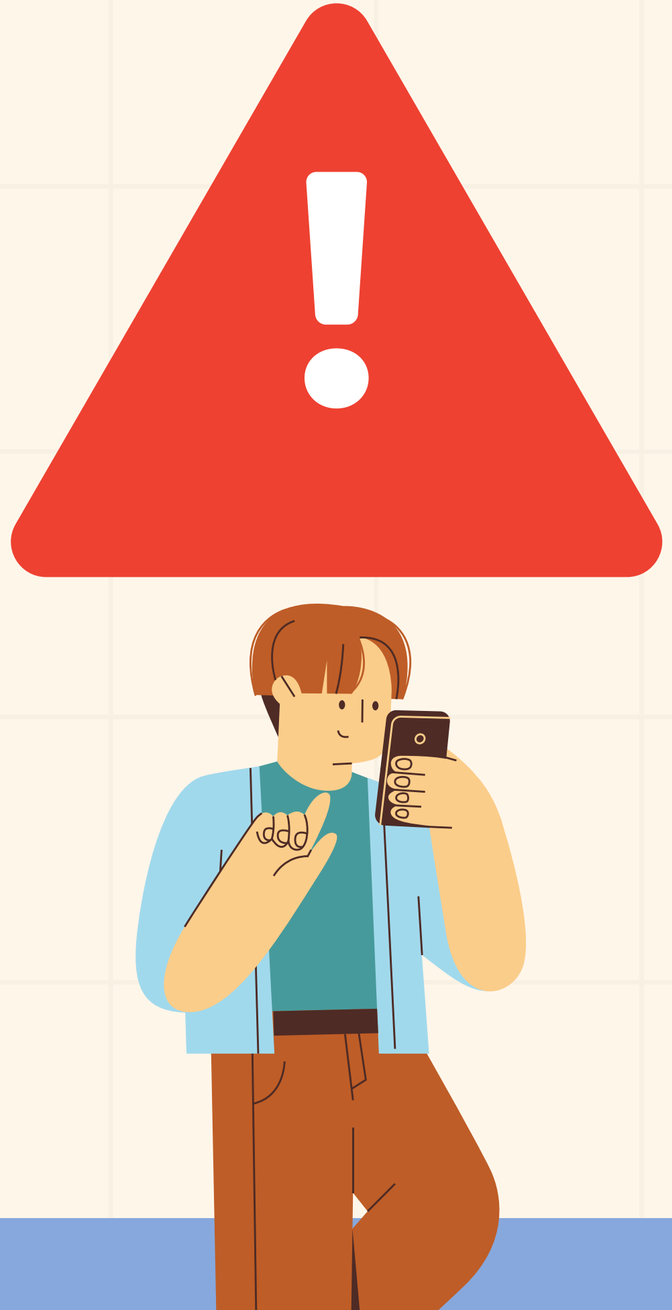
Check the website address: Look for “https” and a padlock.

Be cautious if the message is too good to be true (like winning a free prize).

Don’t click on links from people you don’t know.



COMMON ONLINE RISKS



- Cyberbullying: When someone is mean or threatens you online.
- Phishing: Fake emails or messages trying to steal your information.
- Inappropriate Content: Pictures or videos that are not safe to look at.

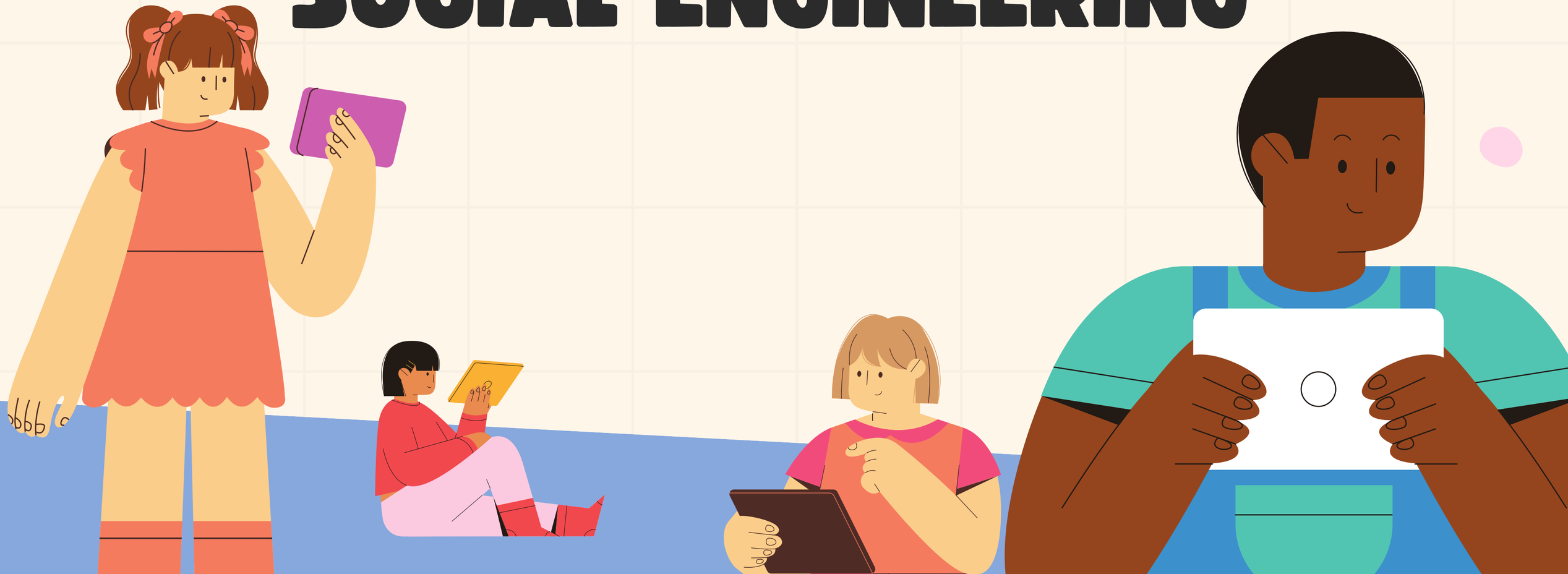
CYBERBULLYING

is when someone uses the internet, social media, or other online platforms to be mean, hurtful, or threaten another person. It can happen through things like messages, posts, or even pictures.

Here are some common ways cyberbullying might happen:

- Sending hurtful messages or comments: This could be through texts, chats, or social media posts.
- Impersonating someone: Pretending to be someone else online to say mean things or cause problems.

INTRODUCTION TO SOCIAL ENGINEERING



WHAT IS SOCIAL ENGINEERING?

- Imagine someone tries to trick you into sharing personal information, like your password, address, or phone number, without you realizing it. This is called social engineering.
- In the world of the internet, bad people (called "hackers") use social engineering to manipulate and fool others into giving away sensitive information. They might pretend to be someone you trust, like a friend, teacher, or even a company, to get you to share details that you shouldn't.

WHY IS SOCIAL ENGINEERING DANGEROUS?

Social engineering can lead to a lot of problems like:

- Someone stealing your personal information.
- Losing money or your identity.
- Someone taking control of your online account

WHAT IS SOCIAL ENGINEERING AND HOW DOES IT WORK?

- Social Engineering is when someone tricks you into giving away personal information or access to something you own.

- The person using social engineering doesn’t use fancy technology—they rely on tricking or manipulating you to get what they want.

HOW DOES SOCIAL ENGINEERING WORK?

Social engineers know how to make you feel comfortable or trusting.

They may seem friendly, use fear tactics, or pretend to be someone you know

They often ask for personal information, such as your password, phone number, or address.

REAL-WORLD EXAMPLE

- Imagine you get a message from "your friend" saying they’ve locked themselves out of their account and need your help with the password.
- But guess what? It's not your friend! It’s someone trying to trick you.

WHY DO PEOPLE USE SOCIAL ENGINEERING?

- Hackers use social engineering because it’s easier than breaking into a computer system.
- People are often the weakest link in security—hackers know how to trick us into giving away information.