



Introduction to ICT



Q.1. Use an online dictionary and find the definitions of the following terms.

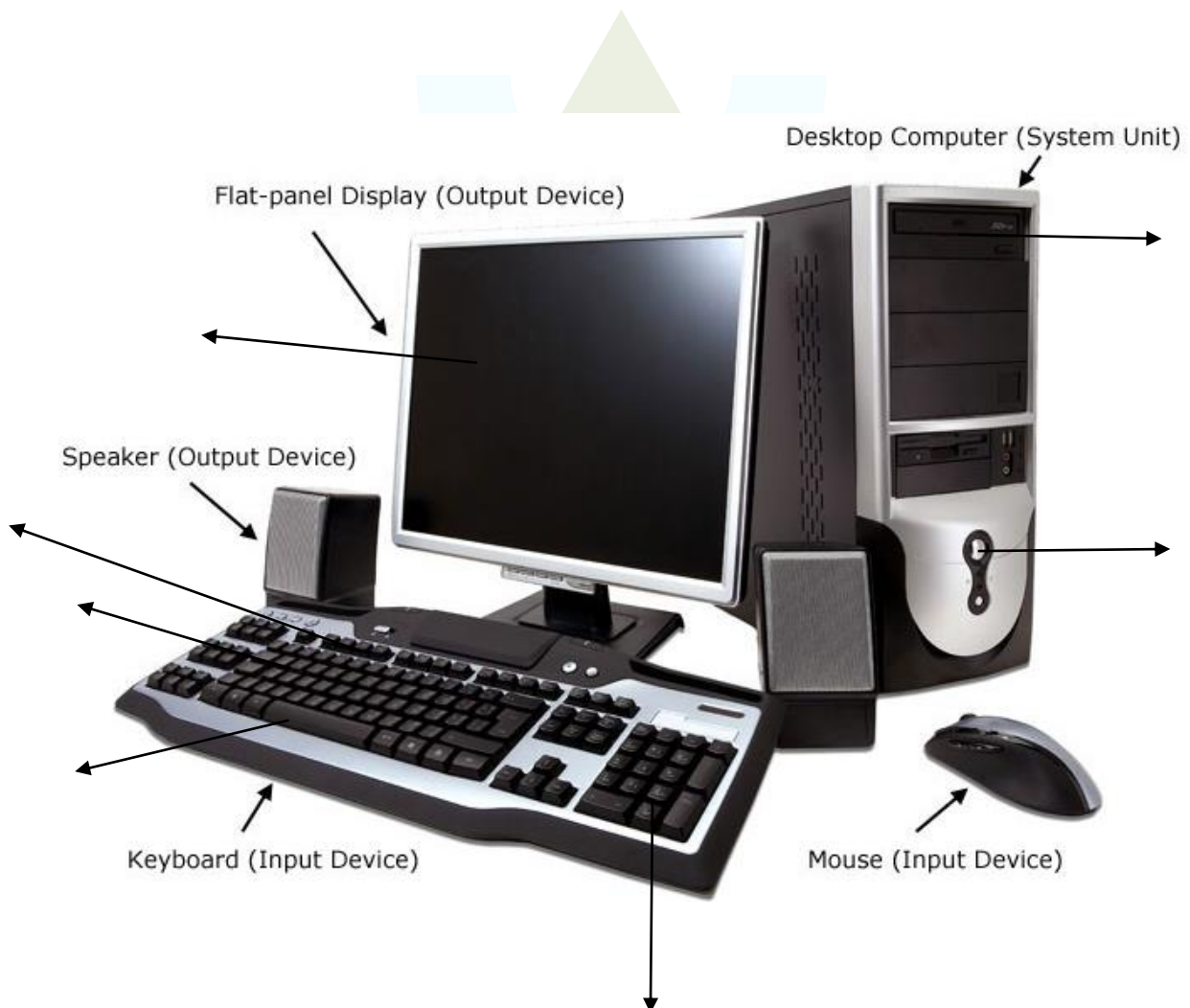
ICT _____

ILT _____

IT _____

CALL _____

Q.2. Basic parts of a computer unit: Write the missing words.





Q.3. What is the difference between hardware and software? Give two examples each.

Q.4. Search the Internet to find the meanings of the following terms and abbreviations.

CD drive _____

CPU _____

DVD drive _____

Flash drive _____

HDD _____

KB _____

MB _____

GB _____

TB _____

Optical drive _____

RAM _____

ROM _____

Input device _____

Output device _____

www _____

LAN _____

WAN _____

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Q.5. Fill in the blanks with the correct storage sizes.

_____ KB = _____ MB

_____ MB = _____ GB

_____ GB = _____ TB

_____ MB = _____ TB

Q.6. Read the following statements. Write “F” for False. Write “T” for True and write “IANS” for I Am Not Sure.


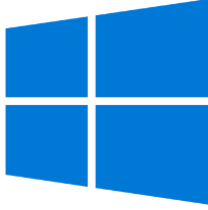










1. I know how to turn on a computer. _____
2. I know how to start Windows or IOS using my username and password. _____
3. I am familiar with desktop layout. _____
4. I know how to search for installed software on the desktop. _____
5. I know how to create a folder on the desktop. _____
6. I know how to arrange icons on the desktop. _____
7. I know how to use Microsoft Word. (Word Processor) _____
8. I know how to use Microsoft PowerPoint. (Presentation Software) _____
9. I know how to use Microsoft Excel. (Spreadsheet) _____
10. I know how to use Microsoft Outlook (Email Client) _____
11. I know how to use Microsoft Teams. (Communication) _____
12. I know how to search Internet using a web browser. _____
13. I know how to get information using a search engine. _____
14. I know how to save information and graphics from the internet. _____
15. I know how to switch between windows on the desktop. _____
16. I know how to switch windows in an Internet browser. _____
17. I know how to reset my password in Windows. _____

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Q.7. Write names of the following software under their icons.





Q.7B. Write the name of the software from the table above in front of its functions.

1. Email client _____
2. Web browser _____
3. Web browser _____
4. Web browser _____
5. PDF Reader _____
6. Search engine _____
7. Operating system _____
8. Operating system _____
9. Word processor _____
10. Presentation software _____
11. Spreadsheet _____
12. Collaboration app _____

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Q.7C. Name one more example of the following software that is not in the list above.

1. Email client _____
2. Web browser _____
3. Search engine _____
4. Operating system _____
5. Word processor _____
6. Presentation software _____
7. Spreadsheet _____
8. Collaboration app _____





Q.8. Look at the icons for social media in this picture. You need to search for their names using your knowledge, group work, and exploring the Internet. Write their names and functions according to their line numbers.

1						
2						
3						
4						
5						

Line 1

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____





Line 2

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Line 3

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

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Line 4

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____





Line 5

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Q.9. Which of the above-mentioned social media application do you use and for what purpose? Select any three and explain your answer.

1. _____

2. **KEYSTONE LEARNING & TEACHING**
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3. _____





Q.10. Write the full names and definitions for the following abbreviations and terms.

www _____

http _____

https _____

.com _____

.co _____

.gov _____

.ac _____

Domain name _____

Website _____

Blog _____

Q.10.B. Can you name different parts of this website address?

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<https://www.keystonelt.com/homework>
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1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____





Q.11. Visit the following link and write seven ways to stay safe online. Only write the main points.

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Q.12. Visit the following link and write four ways to spot fake news. Only write the main points.

<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>

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





Q.13. Click the following link and visit the website. The website talks about five types of scams that target adults and senior citizens. Write their names and give a concise explanation for each.

<https://www.ageuk.org.uk/globalassets/age-uk/blocks/campaigns/think-digital/staying-safe-online.pdf>

1. _____

2. _____

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3. _____



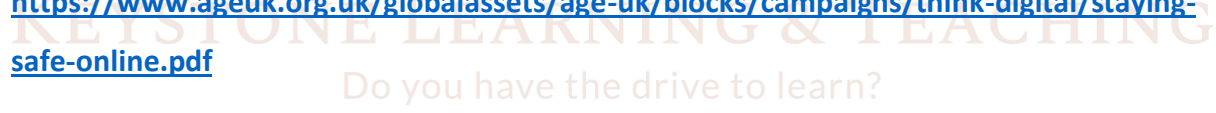


4. _____

5. _____

Q.14. Click the following link and visit the website. The website talks about five ways to protect your device. Only write the headings and discuss them with your class.

<https://www.ageuk.org.uk/globalassets/age-uk/blocks/campaigns/think-digital/staying-safe-online.pdf>



1. _____
2. _____
3. _____
4. _____
5. _____





Q.15. How many of the above-motined precautions do you apply to your computer and internet use? Write on the spaces below and share the information with your class.

1. _____
2. _____
3. _____
4. _____
5. _____

Q.16. What is social media? Define.

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Q.17. Name six social media apps you use frequently.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____





Q.18. Name six most popular social media apps.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Q.19. What are the advantages of using social media?

1. _____
2. _____
3. _____
4. _____
5. _____

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Q.20. What are the disadvantages of using social media?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____





Q.21. Are there more advantages or disadvantages to using social media? What is your opinion? Give reasons for your answer.

Q.22. How can social media develop social ties?

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Q.23. Is social media harmful to society? What is your opinion? Give reasons for your answer.





Q.24. Is social media harmful to children, young people and vulnerable adults? What is your opinion? Give reasons for your opinion.

Q.25. Is social media a tool in the hands of people who want to do harmful activities in society? What is your opinion? Give reasons for your opinion.

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Q.26. Can social media be used for learning and professional development? What is your opinion? Give reasons for your opinion.





Q.27. Is the news delivered and propagated through social media reliable? Should we believe them? What is your opinion? Give reasons for your opinion.

Q.28. What is the future of social media? Read the recent stories about social media and write an honest opinion. Do we need it, or will you suggest an alternative?

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Project 1:

- Use the information about “Online Safety for Children, Adults and Senior Citizens” to create an eight-slide Microsoft PowerPoint presentation.
- Send this presentation as an email attachment to your teacher using his work email address. Use the subject, “Online Safety – (your ID number) and explain the reasons for your email in the message section.
- Use the college workstation to open, save the presentation on the desktop and present the “Online Safety Presentation” to your teacher and the class for feedback and records.

Project 2:

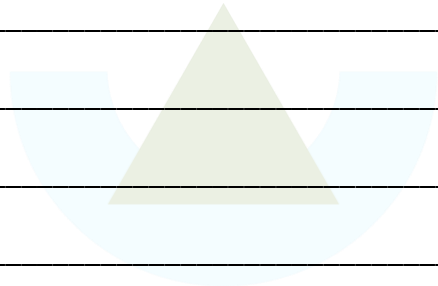
- Use the information about “Social Media” to create an eight-slide Microsoft PowerPoint presentation.
- Send this presentation as an email attachment to your teacher using his work email address. Use the subject, “Social Media – (your ID number) and explain the reasons for your email in the message section.
- Use the college workstation to open, save the presentation on the desktop and present the “Social Media Presentation” to your teacher and the class for feedback and records.

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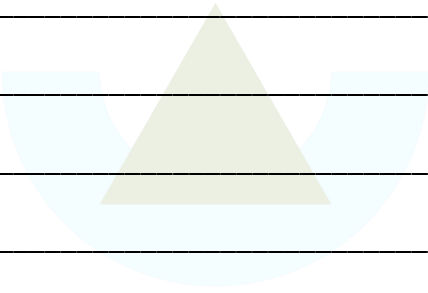
Notes:



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