



## Introduction to ICT



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

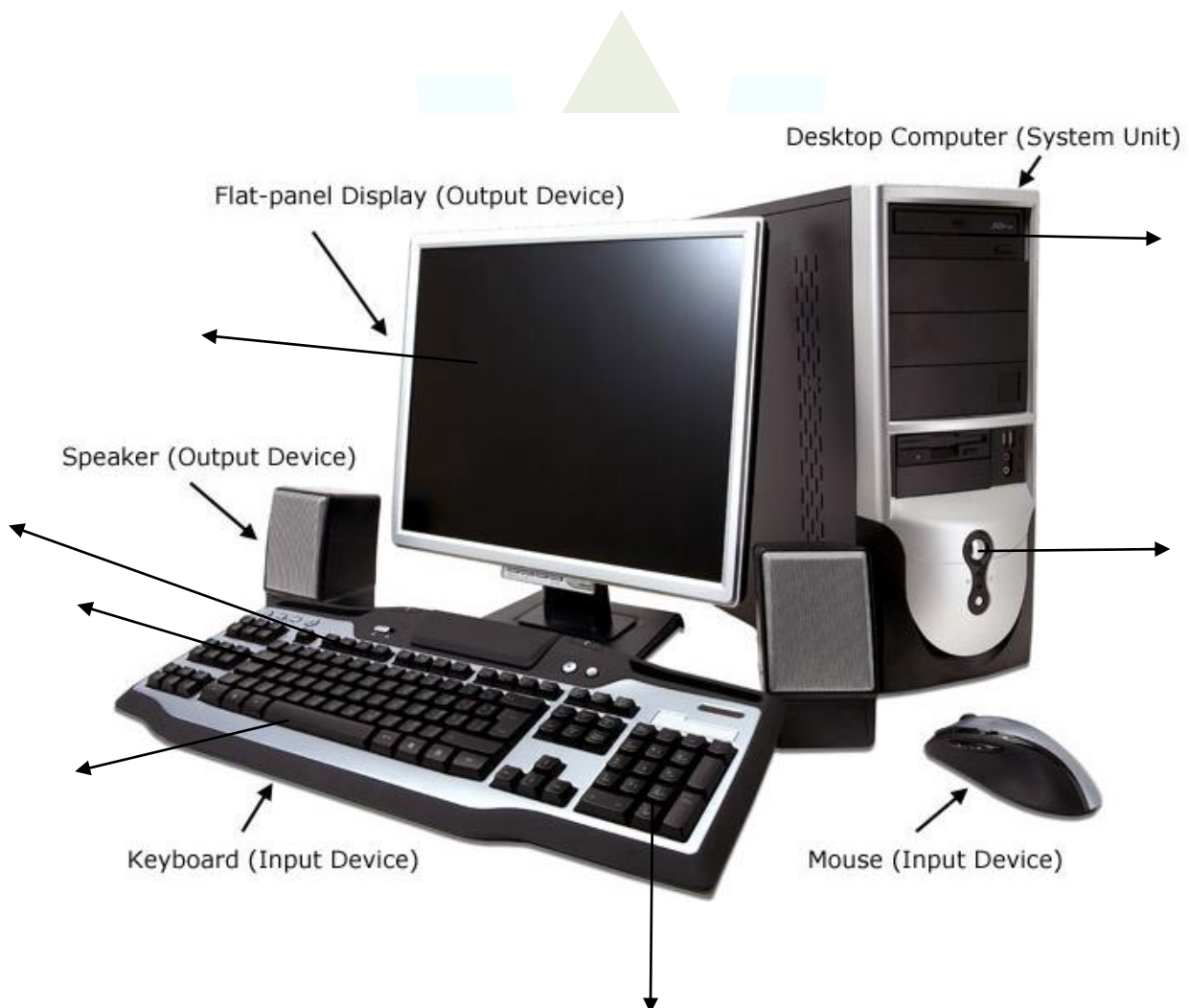
ICT \_\_\_\_\_

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.**

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**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.**


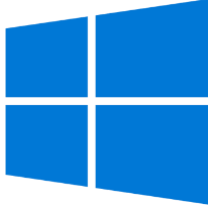










1. I know how to turn on a computer. \_\_\_\_\_
2. I know how to start Windows or IOS using my username and password. \_\_\_\_\_
3. I am familiar with desktop layout. \_\_\_\_\_
4. I know how to search for installed software on the desktop. \_\_\_\_\_
5. I know how to create a folder on the desktop. \_\_\_\_\_
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 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.11. Visit the following link and write seven ways to stay safe online. Only write the main points.**

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<https://www.childline.org.uk/info-advice/bullying-abuse-safety/online-mobile-safety/staying-safe-online/>  
*Do you have the drive to learn?*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_





**Q.11. 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/>

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

**Q.12. 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. \_\_\_\_\_  
\_\_\_\_\_

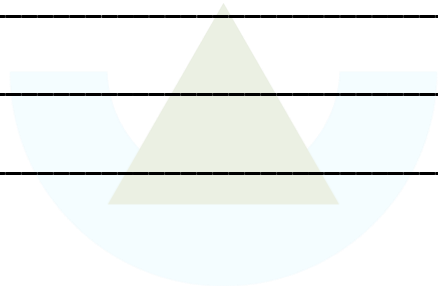
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3. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



5. \_\_\_\_\_  
\_\_\_\_\_

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**Q.12. 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.13. 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.14. Use the information about “Online Safety for Children, Adults and Senior Citizens” to create an eight-slide Microsoft PowerPoint presentation.**

**Q.14A. 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 reason for your email in the message section. Discuss the content of your email with the teacher before sending it to him/her.**

**Q.14B. Use the college workstation to open, save on the desktop and present the “Online Safety Presentation” to your teacher and the class for feedback and records.**

