5

Booklet فريق الأصدقاء

Ict

Grade 5

MS/ Eman Meslam

1st term

Axes 1

Explorer in Action 1

Dr. Fredrik Hiebert

-He is an archaeologist and explorer.

-He is a resident explorer for National Geographic.

Because he is an archaeologist, he studies the past through excavation, observation, and writing about archaeological objects and sites.

The ICT tools Fred Hiebert use daily for his work

1-**Word** processor program for writing reports

2- Spreadsheet software (**Excel**) to prepare graphs.

3- **PowerPoint** when he needs to present his research to his team

Fred Hiebert makes sure that the reports are easy to read and that the information is clear

4- **E-mail** when he needs to communicate formally

Fred Hibbert's roles in mentoring and training

Mentor his students and colleagues and give educational and training courses to students and colleagues from all over the world.

The concept of education and training

A process in which a person with considerable experience provides knowledge, exercise, and guidance to others on a subject, as education and training **enables them to:**

- Help trainees solve the issues they face.
- Enable trainees to progress more quickly.
- Education and training is an effective way to transfer knowledge and skills.

Fred Hibbert connects with people in two ways

-Direct interviews - Virtual meetings

Sometimes Fred Hibbert is unable to conduct live interviews for a variety of reasons:

-Fred Hibbert is on an expedition.
- The people he meets are in different countries.

✓ Alternative solution: Hold virtual meetings with these people
✓ Communication methods: using different digital platforms such as

Zoom **WhatsApp**

To: Facilitate communication with people despite the distance.

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Virtual meetings or video conferencing facilitates the training process because it provides:

- An effective way to teach and train others
- See and hear participants.
- Easily share participant screens.
- Instantly send and receive documents

To organize virtual meetings: No difficulty in scheduling meetings at a time that suits everyone because of the time difference between countries.

Follow up after meetings :

-Send formal, documented feedback via email.

- Send documents in Word format to ensure everyone has a copy of the information.

Sharing information

Sharing information is essential in our daily lives, and technology has helped facilitate the sharing process

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-The Ministry of Education and Technical Education makes sure that students have access to recordings of lessons through the Ministry of Education and Technical Education's satellite broadcasting channels (educational channels), as well as through the "Madrasitna" YouTube channel.

-Students can find videos of each subject on YouTube, giving another opportunity for students who missed a lesson or who need more explanation or a quick review of the lessons .

-Madrasitna channel gives students the opportunity to watch the lessons whenever they want.

Axis 1 **Exercise** 1

1-Put (✓) or (X):

1- A spreadsheet program is used to create graphs. ( )

2- Zoom is used to hold virtual meetings. ( )

3- Organizing virtual meetings is easy because of the time difference between different countries. ( )

4- The Ministry of Education provides the "Our School" channel to facilitate out-of-school learning as well. ( )

5- Word can be used to design presentations. ( )

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2- Choose the correct answer:

1- Virtual meetings can be held through.....

(a) PowerPoint (b) Word (c) Zoom

2- Mentoring and training is the delivery of knowledge from someone who is:

(a) non-specialized (b) inexperienced (c) experienced

3- You can follow the videos on Madrsitna……. channel:

(a) YouTube (b) Yahoo (c) Google

4-..... provides An effective way to teach and train others remotely:

(a) library (b) school (c) virtual meetings

5- The tool that scientists use to present their ideas:

(a) games (b) videos (c) illustrator

Axes 1 Computer accessories 2

Computer accessories

HDMI A wire that transmits sound and images between devices.	**Router** Is a device that connects a computer to the internet via Wi-Fi or Ethernet.	**External Hard Drive** Like a hard disk drive, but faster	**Ethernet Port** connects an Ethernet cable; Ethernet is more stable and faster than Wi-Fi	**Ethernet Cable** A cable that connects a computer or laptop to a router	**Flash Memory**

Measurement units

Storage units of hourly measurement

Bit: The smallest unit of data

Byte: 1 byte = 8 bits

(A byte represents one ally in a computer system. Example: the word "cat" has three letters and therefore needs 3 bytes)

(Kb)	=	1024 (B)
(Mb)	=	1024 (Kb)
(Gb)	=	1024 (Mb)
(Tb)	=	1024 (Gb)

The unit of measurement for network speed or Internet connection

Megabits per second (MbPs), The higher the network speed, the better.

The unit of measurement for processor speed

Gigahertz (GHz): A unit of measurement for the number of cycles performed by a central processing unit per second.

Potential computer issues and solutions

Problem 1	**Problem handling large files, such as a large presentation.**
Possible causes	**Not enough storage space for drawings**
Solution	**Close some programs on the device.**

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Problem 2	A poor network connection during a video conference or the inability to download large files from the internet.
Possible causes	Weak and slow wireless internet connection.
Solution	Try to use the wired internet or connect to an internet service provider.

Problem 3	Inability to store files.
Possible causes	There is no space.
Solution	Move some old files to an external drive or flash memory.

Problem 4	Home internet is not working.
Possible causes	Internet disconnection
Solution	Using the internet or connecting to an internet service provider.

Axis 1 Exercise 2

1-Put (✓) or (X):

1- An Ethernet cable is used to connect the computer to the router. ( )

2- Byte is the smallest unit of data. ( )

3- 1 GB = 1024 MB. ( )

4- A router is a device that connects your computer to the internet via Wi-Fi only. ( )

5- The faster the internet connection, the worse it is. ( )

2- Choose the correct answer:

1-A kilobyte (KB) is equal to 1024.....

(a) MB (b) Byte (c) Gigabyte GB (d) Terabyte TB

2- If your home internet is not working, you should.....

(a) close open programs (b) increase storage space
(c) contact your service provider (d) use an external drive

3- The word “book” consists of 4 letters and needs ..... to represent it in memory

(a) 4 KB (b) 4 Byte (c) 4 MB (d) 4 GB

4- ..... is a computer accessory

(a) Web (b) Files (c) Flash memory (d) Hard disk

5- HDMI is an accessory of.....

(a) Router (b) Computer (c) Bluetooth (d) Web

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Axes 1

Networks

3

Networks

Networks represent groups of people or things connected together for a common goal.

Think about your family, from your parents to cousins, aunts, and uncles. The family can be considered a family network.

Networks types

1 **(LAN)**

Computer networks connect computers together to exchange important information and data

2 **Internet**

The Internet is a network that connects computers and people who use that network from around the world. To connect your computer to the Internet, you need a gateway,

Gateway: such as a router, that connects your computer to a provider.

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3 WWW

The World Wide Web (WWW) is part of the Internet and consists of web pages or web pages that people can navigate between. The Egyptian Knowledge Bank, for example, is also on the World Wide Web, and is available free of charge to all Egyptians registered on the site

4 Intranet

An intranet differs from the Internet, as it is a private network limited to People you associate with within a particular work, school, or organization.

5 Open Network and Closed Network

Closed Network	Open Network
• Available to a certain number of individuals, such as the Internet.	• They are available to everyone like the internet.

The school's computer lab network is a closed network, and may have devices connected by cables to share files.

A cable is a long conductor that transmits data or power between devices; Example: Ethernet wire.

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The historical development of networks from the 1980s to the present

In the 1980s.

-Connecting to the Internet used to be done via a dial-up connection
-The telephone line was the method used to connect to the Internet
-It was impossible to use
-phone while using the Internet
-The connection was slow but stable

In the late 1980s

-DSL Provide a fast internet connection.

- DSL allows phone and internet use together

In the 1990s.

-The World Wide Web was born.
WWW Linking web pages together using hyperlinks

From 2000 till now

-The spread of Wi-Fi devices.
-Accessing the Internet from a smartphone via a mobile service.
-Emergence of Hotspots to connect devices to the Internet

Axis 1 Exercise 3

1-Put (✓) or (X):

1- The concept of networks is limited to electronic networks ( )

2- The World Wide Web consists of web pages that people navigate through ( )

3- Computers are connected to each other through a closed network via cables. ( )

4- Networks need a gateway to connect a computer to the Internet ( )

5- People use computers to exchange information ( )

6- The Internet is a private, closed computer network ( )

2- Complete the following sentences using words between brackets:

(LAN - Intranet – Wi-Fi - WWW)

1..... is part of the Internet.

2. The ..... network is limited is limited to people within a specific location.

3. In 2000 and till now ……..devices became popular

4. A computer-to-computer connection at the same place is a .....network.

Axes 1

Digital communication tools

4

Use of Internet networks

1 For individuals

- Sending text messages
- Buying something online
- Running apps or programs
- Taking online classes
- Download or upload videos

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2 For institutions

Companies and organizations also use networks every day to share

- (Open Networks) For public information
- (Closed Networks) For private information

Internet of things

The Internet of Things consists of devices connected to the Internet via Wi-Fi that you can control whether you are in the same room or in another city.

Examples

- Bluetooth speakers used for listening to music, and home appliances, such as a digital refrigerator or digital washing machine, can be turned on and off using a dedicated application

Bluetooth: A technology that connects wireless mobile devices over a short range to form a network to transfer data between different devices

Networks and people of determination

Computer networks give them more independence, which helps them save money and time and increases their level of self-confidence.

It also helps them:

-Knowledge of information through the Knowledge Bank (EKB.)

- Online shopping, taking the highest security standards (digital privacy).

Helps the visually impaired:

Hatem suffers from poor eyesight and therefore:

-He does his schoolwork online.

–Use screen readers

(Screen Readers), to get audio feedback, and to help him read.

(In Braille)

Screen readers help him do everything he needs to do, including writing research and accessing.

Documents on his laptop

Website: A collection of pages on the Internet that has a specific name.

E-commerce: The process of buying and selling products and items online.

Online shopping: It is a form of e-commerce, and security standards must be taken into consideration.

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Digital Privacy: The process of giving out personal information online.

Axis 1 Exercise 4

1-Put (✓) or (X):

1- It is impossible for household items to be part of a network. ( )

2- Mouse is an example of the Internet of Things. ( )

3- The highest standards of security should be taken when sharing personal information online. ( )

4- The Internet allows users to make shopping online. ( )

5- Visually impaired people can read text on devices. ( )

2- Choose the correct answer:

1- The term..... refers to devices that are connected to the internet and can be controlled remotely.

(a) Bluetooth (b) the web (c) the Internet of Things

2- Buying things online is known as.....

(a) digital privacy (b) online shopping (c) Bluetooth

3- A Bluetooth speaker is an example of.....

(a) Internet (b) wired connection (c) Internet of Things

4-..... A technology that enables us to connect wireless mobile devices over a short range.

(a) Open network (b) online shopping (c) Bluetooth

5- An example of a home appliance that can be connected to the Internet is.....

(a) Digital refrigerator (b) Iron (c) Bluetooth (d) Vacuum cleaner

computer connection at the same place is a .....network.

Axes 1

INTERNET CONNECTION PROBLEMS AND HOW TO SOLVE

5

Fred Hibbert uses programs:

- Word processor (Word)
- Spreadsheet (Excel)
- PowerPoint to prepare presentations

And then share them with colleagues using email and video conferencing.

➢ While using these programs, many issues can arise

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Follow these troubleshooting steps to help fix computer problems:

1. Identify the problem: What is the problem?
   Is it a problem with the computer hardware or software?
2. Did you commit error cause this problem?
3. Think of and plan different approaches you could take to solve the problem.
   Study potential solutions to the problem, and try each of them until one of them succeeds, or you arrive at your final idea.
4. Which solutions worked?
5. If you can't solve the problem, what did you learn while trying?
   What you learned help you the next time you try to solve a problem?
   If you do not find a solution to the problem, you should seek help from your teacher or a family member.

- **Following specific steps when working on troubleshooting problems will help you come up with different ways to solve problems. If an idea you come up with does not solve a particular problem, it may contribute to solving another problem.**

Common computer problems and their potential solutions

Problem 1	**The computer slows down when opening**
Possible solution	**Shut it down and restart it; Check for software updates; Delete some unwanted applications.**

Problem 2	**The search engine is running slowly**
Possible solution	**Check your Wi-Fi connection Make sure apps on your device are updated.**

Problem 3	**No internet connection**
Possible solution	○ **Use software to troubleshoot Wi-Fi connection problems.** ○ **Make sure the router is connected.** ○ **Restart your router.** ○ **Try a new Ethernet cable.** ○ **Contact the customer service of the company that is given to you Internet service provider (ISP) for assistance.**

Problem 4	**Download is slow**
Possible solution	**Restart your computer and router; Check internet speed**

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Axis 1 Exercise 5

1-Put (✓) or (X):

1- Following troubleshooting steps is not important when solving computer issues. ( )

2- Shutting down your computer is one possible solution to a slow-loading website. ( )

3- Checking your Wi-Fi connection is one possible solution to a slow search engine. ( )

4- Ignore the issue if you can't find a solution. ( )

5- Contact your service provider if the internet is not working. ( )

2- Choose the correct answer:

1-The first step when solving problem is: .....

(a) Close the problem (b) Identify the problem (c) Examine solutions

2- Your computer slows down when you open a word processor program You should.....

(a) Check the memory capacity (b) Shut down and restart the computer
(c) Restart the router

3- You should make sure the router is connected if.....

(a) the search engine is working fine (b) the computer is running slowly
(c) there is no internet connection

4- If you can't resolve a problem with your device, you should. .....

(a) leave the problem (b) replace the device
(c) ask the help of a family member

5- The disability to store files may be due to.....

(a) poor internet (b) not enough space (c) disconnection

Axes 1

DIGITAL FILE MANAGEMENT

6

Students can find information through

1- Search the school library

2- QR Code

3- Searching through the Internet

4- TV programs and live interviews

How to save and store information

Flash Memory

To store and share information

Scanner

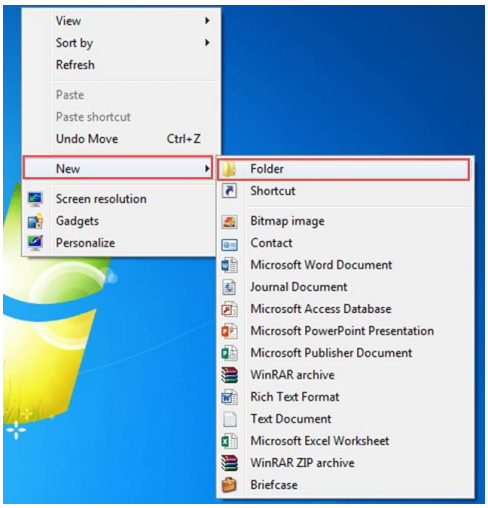
It is used to enter images and save them for later use.

Digital camera

Used to record and store videos.

How to manage files using ICT tools

To create a main folder



1-Create the main folder.

2-Choose the New command.

3-Choose the command Folder.

- **Subfolders** can be added inside the main folder.

- Each file and folder must be **titled**.

- Place files, photos, and videos in their **own folder**.

- Files in the Documents folder, Photos in the Images folder, and Videos in the Videos folder

Axis 1 Exercise 6

1-Put (✓) or (X):

1- It is impossible to search for information through the school library. ( )

2- Keeping electronic copies of private papers is one way to store important files. ( )

3- Disks are used to store and share information. ( )

4- A QR code helps in accessing information. ( )

5- It is impossible to add subfolders inside a main folder. ( )

6- Choose New from the File menu to create a new folder. ( )

2- Choose the correct answer:

1-Files are placed in the..... Folder

(a) Documents (b) Images (c) Videos

2- You must put ..... for each file and folder.

(a) Size (b) Color (c) Title

3- ..... can be added inside the main folder.

(a) Documents (b) Subfolders (c) Response icons

4- Right mouse button is pressed and then choose New and then Folder to create.....

(a) File (b) Folder (c) Image

5-.....information for quick access to information within the device

(a) Organize (b) Arrange (c) Disorganize

6- To create a new folder you use the press.....

(a) New (b) And (c) Open

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Axes 1

DIGITAL FILE MANAGEMENT

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- There is a huge amount of information on the Internet, so when searching for information you should:

-Plan your research -Analyze the information you are presented with - Critically verify it

- Much of the information found during research needs to be evaluated, selected, and organized.

- Searching for information builds knowledge. Collaborate with colleagues while building knowledge.

Sometimes you may need to try with different keywords while searching online. You can use synonyms to search online or use different words that have similar meanings.

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Steps for collaborating with colleagues to conduct research

1. **Choosing a research topic**

2. **Divide the topic into smaller subtopics**
   - -For example: What information do we need to collect?
   - -What techniques and tools will we use to

3. **Sharing information with classmates**
   - - Identify what information is missing from the research

4. **Assign each colleague the information they are looking for**
   - Preferably, two colleagues look for the same information, then share and compare results.

5. **Identify keywords to search for subtopics**
   - Whole sentences are not recommended

6. **Assign each colleague the information they are looking for**
   - Determine how to select, organize, and format information for a presentation

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Axis 1 **Exercise** 7

1-Put (✓) or (X):

1.It is recommended to use complete sentences when searching online. ( )

2.It is recommended that all classmates search for the same information.( )

3.The information found when searching should be verified. ( )

4.The final step of the research process is to choose a topic. ( )

5.The research topic must be divided into smaller subtopics. ( )

6.It is important to plan your research and verify information. ( )

2- Complete the following sentences using words between brackets:

(Different - smaller - Sharing - Last - First)

1- The research topic should be divided into..... subtopics

2- Choosing the research topic in any research is the..... step

3- The last step of conducting research is ..... results.

4- It is preferable to use..... words that have similar meanings when searching online.

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Axes 1

Sharing Information

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Using charts and tables

A chart or table can be created to share information.

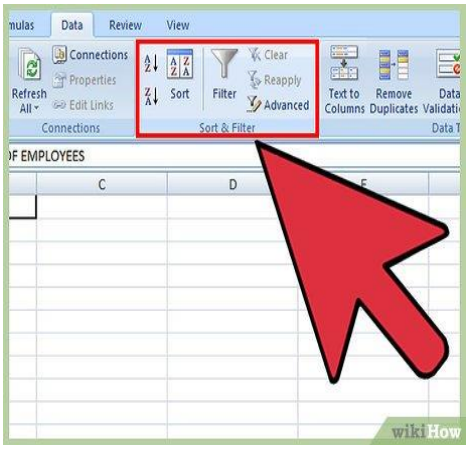
Communicate using ICT tools

When sharing information electronically, think about what is being shared over the Internet or intranet.

	Intranet	Internet
Range	It is used to share information over a closed network	It is used to share information via the World Wide Web
Security	More secure	Less secure

Using Microsoft Excel

Steps to arrange information alphabetically



1- Go to the toolbar.

2- Click on the “Data” tab.

3- Click on “Sort.”

Excel allows you to create simple formulas in cells.

For addition (+) Subtraction (-),

Division (/), or Multiplication.(*)

Steps to create a simple formula in Excel

1- Click on the cell in which you want to create a simple formula.

2- Write the equal sign (=) at the beginning of the cell (to let the program know that the user wants to create a simple formula.(

3- Select the cells to be included in the simple formula, by referring to the letters (located at the top of the columns) and numbers (located to the left of the rows).

Example 1: To sum the values in columns

A, B, and C from row 8, the following is written into the cell: 8 + C B8 + 8A =

Example 2: To sum numbers from different rows (say rows 4, 5, and 6) and the same column (say column A), the following is typed into the cell: = A4 + A5 + A6

Axis 1 Exercise 8

1-Put (✓) or (X):

1.Cell data can be arranged alphabetically in Microsoft Excel. ( )

2.Excel is limited to performing addition and subtraction in math tables. ( )

3.The (=) command expresses division in Excel. ( )

4.Charts and tables cannot be used to share information. ( )

5.Columns are labeled with letters and rows are labeled with numbers in Excel. ( )

2- Choose the correct answer:

1-..... Network Allows information to be shared over the World Wide Web.

(a) Internet (b) Intranet (c) Closed

3- To sort or organize the cells, we go to the..... tab

(a) insert (b) view (c) data

4- The..... program is used to make calculation tables.

(a) Paint (b) Excel (c) Word

5- The..... Network is used is used to share information and is more secure.

(a) Mail (b) Intranet (c) Internet

6- Simple data (formulas) are transferred within..... in Excel.

(A) text messages (B) images (C) cells

Exam 1

1-Put (✓) or (X):

1- The smallest unit of data is the byte. ( )

2- The Internet is an example of a closed network that is available to a limited number of individuals. ( )

3- Home appliances can be connected to the Internet and controlled ( )

4- Searching through the Internet helps students find information. ( )

5- The intranet is a global and more secure network. ( )

2- Choose the correct answer:

1- A byte is a unit of .....measurement

(a) Processor speed (b) Network speed (c) Storage capacity

2- .....Helps students get information from the Internet

(a) hard disk (b) QR code (c) scanner

3- Files can be stored and shared through.....

(a) Flash memory (b) Scanner (c) Keyboard

4- A connection between a computer and a printer is considered a ..... network

(a) global (b) LAN (c) WWW

5- ..... technology allows devices to be connected wirelessly over short distances.

(a) Bluetooth (b) Internet of Things (c) Telephony

3- Complete the following sentences using words between brackets:

(Gigahertz - Networks - Folder - Excel - Problem Identification)

1.Processor Speed is measured by .....

2..... Gives People of Determination to be independent in accomplishing their various tasks

3.The first step in solving a problem is .....

4. The ..... Program allows Creating formulas and calculation tables

5..... is used to manage and organize files and subfolders

Exam 2

1-Put (✓) or (X):

1- The Ethernet cable is used to connect the computer to the router. ( )

2- Megabytes of computer accessories. ( )

3- Companies and organizations use open networks only to share information ( )

4- The operating system allows you to add a subfolder inside a main folder. ( )

5- When solving a problem, all solutions should be tried until one of them works. ( )

2- Choose the correct answer:

1- Images should be placed in the ..... folder

(a) Document (b) Image (c) Sound

2- The smallest unit of measurement is.....

(a) Bit (b) Mega (c) Tera

3- Buying things online is known as.....

(a) Bluetooth (b) E-commerce (c) Intranet

4- A Bluetooth speaker is an example of.....

(a) Internet (b) Privacy (c) Internet of Things

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5- Make sure the router is connected if.....

(a) there is no internet connection (b) the download is slow
(c) the computer is slow

3:Match column A with the corresponding column B

	A		B
1	Scanner	( )	Used to create a new folder
2	Internet	( )	A collection of pages on the Internet that has a specific name
3	External Disk Drive	( )	Used to share information over the World Wide Web
4	New	( )	It is used to insert images for later use
5	Website	( )	It is used to store and share information and works faster

Answer Key

	Lesson 1			
Question 1				
1- X	2- ✓	3- X	4- ✓	5- X
Question 2				
1- zoom	2- experienced	3- youtube	4- virtual meetings	5- presentations

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	Lesson 2			
Question 1				
1- ✓	2- X	3- ✓	4- X	5- X
Question 2				
1- 1024 byte	2- Isp connection	3- 4 Byte	4- flash memory	5- computer

	Lesson 3			
Question 1				
1- X	2- ✓	3- ✓	4- ✓	5- X
Question 2				
1- www	2- intranet	3- Wi-Fi	4- LAN	

	Lesson 4			
Question 1				
1- X	2- X	3- ✓	4- ✓	5- X
Question 2				
1- internet of things	2- online shopping	3- internet of things	4- Blutooth	5- Digital refrigerator

	Lesson 5			
Question 1				
1- X	2- X	3- ✓	4- X	5- ✓
Question 2				
1- Problem identification	2- Shutting down and restarting the computer	3- No internet connection	4- ask the help of a family member	5- law space

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	Lesson 6				
Question 1					
1- X	2- ✓	3- ✓	4- ✓	5- X	6- X
Question 2					
1- document	2- title	3- subfolders	4- folder	5- organize	6- new

	Lesson 7				
Question 1					
1- X	2- X	3- ✓	4- X	5- ✓	6- ✓
Question 2					
1- smallest	2- first	3- sharing	4- different		

	Lesson 8			
Question 1				
1- ✓	2- X	3- X	4- X	5- ✓
Question 2				
1- internet	2- data	3- Excel	4- entranet	5- cell

	Exam 1			
Question 1				
1- X	2- X	3- ✓	4- ✓	5- X
Question 2				
1- storage	2- Qr code	3- flash memory	4- Lan	5- Blutooth
Question 3				
1- Giga Hertz	2- Networks	3- Excel	4- Folder	

	Exam 2			
Question 1				
1- ✓	2- X	3- X	4- ✓	5- X
Question 2				
1- Image	2- Bit	3- e-commerce	4- IOT	5- No internet connection
Question 3				
1- 4	2- 5	3- 2	4- 1	5- 3

Axes 2

Sharing Information

1

Jeff Kirby

- Jeff Kerby is an ecologist and a photographer .
- He has worked on exciting photography expeditions in Africa, North America, and the Arctic.
- He mainly photographs landscapes and animals.

Photography Expeditions

They are trips to places where one takes photographs of the area.

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Tools used in a photography trip:

1- Camera and camera lenses

2- Batteries for the camera

3- A laptop

4- Hard drives

5 - drone (optional)

6 -Phone (for quick photos and GPS navigation)

Jeff Kerby's Trip Preparations

- He thinks about where he's going, what he's going to do, and how to do it safely.
- He carries his own camera and drone to capture aerial views of nature.
- Uses his phone to take quick photos and navigate with his GPS.
- Uses mobile apps to share any photos with colleagues instantly.
- Backs up all the photos he takes at the end of each day on an external hard drive.

Respect Copyright!

Everyone owns the copyright to the images they take, unless they sell those rights before or after taking them.

Owning photos means having copyright to publisher sell the photos

Copyright Infringement

Some people use photographs that were taken by others without their permission or without purchasing the right to use the image .

Photographers can protect their work in multiple ways:

- Watermarking images.

- Adding copyright information such as the name or metadata of each image.

- Many Egyptian laws protecting copyright were drafted based on Article 69 of the 2014 Egyptian Constitution, which states:

"The state is committed to protecting intellectual property rights of all kinds in all fields, and it shall establish a specialized agency to take care of these rights and their legal protection, and this shall be regulated by law."

Copyright Infringement

1- He shares high-resolution photos only with people he trusts.

2- He shares low-resolution photos that won't look good if printed or uploaded to a website.

3- He also uses reverse image searches to find out if any of his photos are being used without his permission.

Axis 2 Exercise 1

1-Put (✓) or (X):

1- It's important to prepare well and plan before going on a photography trip.( )

2- Everyone owns the copyrights of the photos they take. ( )

3- Adding copyright information to your photos protects them from copyright infringement. ( )

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4- You can use your cell phone camera to take pictures of animals. ( )

5- The state is not committed to protecting intellectual property rights of all kinds. ( )

2- Complete the following sentences using words between brackets:

(Save Photos - put watermark - Protect - Copyright Infringement - Owning Photos)

1- You must..... To protect photos from copyright infringement

2- Creating backups of your important photos helps you .....

3- The country has passed laws to ..... copyright.

4- If Copyright it is not protected or the images are published is called .....

5- Having a legal right to publish or sell photos means .....

Axes 2 Protecting ourselves and our information 2

Personal information

- It includes your **name**, **address**, **date of birth**, and **passwords**.

- It is called "Personally Identifiable Information (PII)."

Hackers can:

1- Use the internet to break into a computer system and steal personal information.

2- Use someone's email address and password to send a virus to all the email addresses in your email account.

3-Use an adult's bank account number to take money from that account

To protect yourself from hackers:

- Limit the personal information you share online

-Use strong passwords that contain numbers, letters and special signs.

-Use antivirus software on all of your devices.

-Make sure to update your devices regularly.

Lost files

1 -Viruses

2- Software problems

3 -Human errors (such as dropping and breaking your laptop.)

Ways to Back up Your Data

1- Some apps and software programs back up data automatically.

2- You can use a data-storage device that you attach to your computer,

Such as: **a. a flash memory** **b. An external hard drive**

This is called a hybrid backup; it is a safer way to back up and store files.

The hard drive and the flash memory are used for the same purposes.

-Use them to:

a. Save your files.

b. Securely backup copies of your files.

The hard disk has more space than the flash memory.

Axis 2 **Exercise** 2

1-Put (✓) or (X):

1- Learning how to protect and store files on devices is unnecessary. ( )

2- To protect your files from loss, create backups. ( )

3- Hackers use people's email address to send them gifts. ( )

4- It is preferable to subscribe to a website that asks for a lot of personal information ( )

5- The camera is used to save large information. ( )

2- Choose the correct answer:

1- You should use ..... passwords for the websites you use.

(a) similar (b) easy to guess (c) different (d) predictable

2- Your name, age and address represent information: .....

(a) public (b) non-confidential (c) personally identifiable (d) Internet

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3- You should use ..... programs to protect your data on all your devices.

(a) Hacking (b) Photo editing (c) Antivirus (d) Writing

4- External hard disk space is considered ..... flash memory space.

(a) smaller than (b) equal to (c) larger than (d) the same as

5- To create a strong password, it must contain: .....

(a) letters only (b) numbers only
(c) letters and numbers (d) letters, numbers, and special characters

Axes 2

PASSWORD SECURITY

3

Reasons to Protect Your Password

There are many ways that hackers can get your Password. One way is called **phishing**

Smishing	Phishing
It is another type of phishing that is done by text messages instead of email	It is sending a message via E-mail or social networking applications that looks real, but it is not

Types of phishing scam:

- A message that says that have won a prize, but you have to give your bank account details to get the prize.
- A message that encourages you to act quickly

Password Managers

1- It creates a strong, unique password for each of your accounts.

2 - It also tells you if the passwords you already have are too weak or if you've reused them.

3- It can even tell you if one of your passwords has been stolen online

Multi-Factor Authentication (MFA)

- Multi-factor authentication (MFA) is used to strengthen your passwords.

- You provide at least two ways of identifying yourself, such as:

1-A password or PIN (personal identification number)

2 -An email or a one-time code.

Axis 2 Exercise 3

1-Put (✓) or (X):

1.Phishing is the act of sending an email with a real message to users. ( )

2.A password manager generates the same password for each of a user's accounts. ( )

3.Multi-factor authentication protects hackers' access to a user's personal accounts. ( )

4.Multi-factor authentication is one way to protect your password and email. ( )

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5.Phishing emails contain spelling and grammatical errors. ( )

6.Passwords can be strengthened with multi-factor authentication. ( )

7.The password manager alerts the user if their passwords are stolen. ( )

2- Complete the following sentences using words between brackets:

(Multi-Factor Authentication - Email - SMS - Data Breach - Password)

1- Hacking done by ..... is called Smishing.

2- Hacking done by ..... is called Phishing.

3- Hackers access passwords used online through.....

4- Offering two ways for the user to identify themselves is called.....

Axes 2 — How to deal with fake websites — 4

Scam Websites

They are phishing websites that present fake situations and try to get your information.

1 Online Shopping Scams

They never send you the correct items you bought.

2 Scareware Scams

They say your computer has a problem and you need to download something

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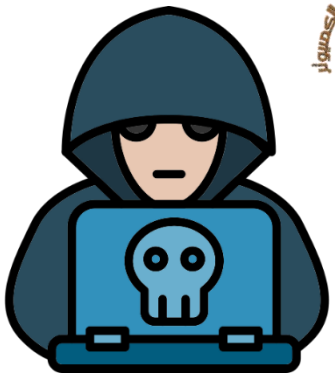
3 Sweepstakes Scam



They offer you a prize that never comes.

How do scam websites operate?

All of these phishing sites operate on the same principles.

-**First**, they try to bait you. They want you to get excited or draw your attention to the site.

-**Next**, they try to compromise your privacy by getting your personal information or by getting access to your device.

-**Finally**, they exploit the information they have gained about you in a bad way or hack your device to make money for themselves.

Each time, it will look different, but all scam websites follow these basic principles

How to avoid scam websites?

1-Check that the URL (Uniform Resource Locator) of the website is credible.

2- Check for misspelling or bad grammar, a reliable source will be well-written, with almost no mistakes.

3- Do a search online to see if it is a known scam. If something doesn't look right, it is most likely a scam website.

If you are a victim of a scam website:

1-Report it. Tell a trusted adult, like your parents or teacher.

2-You can also contact the Child Helpline or The General Department for Combating Internet Crimes.

3- Report the scam website to the service provider, the e-commerce store, and your bank with the help of your teacher or a family member.

Dissecting the URL

All URLs are made up of three main parts:

https://www.ekb.com/index.html

(Protocol)	(Resource Name)	(File Path)

- **Protocol**: Specifies how information is transmitted. Examples of protocols are HTTP and HTTPS

- **Resource Name**: This is the Web Server or website requested. Indicates who owns the site. Often ends with: .net, .org, .gov, .edu, .com.

- **File Path**: This is the last part of the URL and specifies the name of the resource to which the URL gives access.

Axis 2 Exercise 4

1-Put (✓) or (X):

1- An information locator consists of four main parts. ( )

2- If you fall victim to a fraudulent website, keep it quiet. ( )

3- All fraudulent websites operate according to the same principles. ( )

4- Fraudulent websites are free of spelling and grammatical errors. ( )

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5- The URL enables you to access the website you want. ( )

2- Complete the following sentences using words between brackets:

(Sweepstakes Scam - URL - Scareware – scam website – Protocol)

1-..... sites are sending fake warnings of a computer issue.

2- ..... sites do not send Websites do not send the requested items correctly.

3- Offering a prize that is not earned is considered to be .....

4- To avoid fraudulent sites, check .....

5- ..... specifies how to transfer information such as http.

Axes 2 — Intellectual property rights — 5

Copyright Law

It protects printed and digital content, as it gives creators and authors legal protection for the things they create.

Copyright

- International symbol for copyright is (letter C with a circle (c) around it)
- Website copyright always appears at the bottom of the page.

- When using copyrighted content, you must respect its owner and ask for permission before using it.

Copyright protects of creators' work including:

- Computer Software
- Websites
- Games
- Music
- Movies
- Images

What Creative works are not covered by copyright?

1- Works that are classified as public property.

2- Facts and facts.

3- Discoveries .

4- Works that have passed 50 years since the death of the owner.

5-Offical documents, such as laws.

Note

If you use a work created by someone else on your social media 0account or download a TV episode from YouTube, you have used copyrighted content.

Written content

You should only use a small part of some's writing

(few words or a few sentences).

There are two ways to use the writings of others:

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1-Use the exact words as they are without change.

2-paraphrase the ideas in your own style.

Images

- The images are also covered by copyright protection.

-When using an image, its

1-title

2- The artist's or photographer's name .

3-A Link to the original image

4-What kind of copyright it is protected by.

-If you don't want to get permission or buy images, you can make or take your own image instead.

Creative Commons reuse License:

- It means the owner of creative work gives permission to reuse his work anytime and anywhere.

-If you are searching for images online, you can filter your results to show only image with this license.

Public domain

-It includes all creative works that are not cov ered by copyright law.

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Axis 2 **Exercise** 5

1-Put (✓) or (X):

1- Publication protection is limited to written content only. ( )

2- Creative Commons is not giving the owner of the work permission to reuse their work. ( )

3- Permission must be requested after using copyrighted content. ( )

4- When using an image, the title of the image must be mentioned. ( )

5- Copyright law does not cover images and artwork. ( )

6- Copyright law protects printed and digital content ( )

2- Choose the correct answer:

1-..... Commons License is the giving of permission to reuse a work by the creator of the creative work.

(a) scientific (b) technical (c) electronic (d) creative

2- The international copyright symbol is.....

(a) @ (b) % (c) © (d) =

3- ..... is a copyrighted creative work.

(a) Facts (b) rules (c) Images (d) Discoveries

4- ..... is categorized as a non-copyrighted creative work.

(a) music (b) facts (c) images (d) movies

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5- Creative works may be used freely after the death of their owner, within..... years

(a) 50 (b) 20 (c) 70 (d) 90

Axes 2

Using Digital sources

6

Using reliable sources

1-Identify reliable digital sources.

2-Go to the site you want by typing the URL in the search engine (or browser).

3-you can ask your teacher or a family member for help while browsing a site for the first time

Opinions	Facts
- They are based on someone's view and experiences	- They result from research and observation
- They cannot be proven	- They can be proven
-They can be debated	- They cannot be debated
- They are not true for everyone	-They are true for everyone

Using multiple sources and facts:

1-It's a good decision to use multiple sources in your research.

2-This help make sure you know all the important facts about a topic.

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If two online sources have

The same information	Different information
• It often means that the facts are true. • Write notes for the first source. • Then, scan the next source for additional facts to add to your notes	• Double-check that both sites are reliable. • Then make sure the information is based on facts instead of opinion.

Note

- If two authoritative websites include the same information, it often means that the information is correct.
- Copyright rules and regulations should be followed when using digital sources.

There are other sources that contain important information other than texts and digital encyclopedias, such as

1- Maps, charts, infographics, and tables: Used to access facts that can be measurable.

2- Photos and videos: They help us gain information by watching better than reading text and can be a reliable source.

3- Records and databases: They contain materials in which information, maps, and images are stored and can be reliable sources.

Note

- **The Egyptian Knowledge Bank** is an example of a reliable database

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Axis 2 **Exercise** 6

1-Put (✓) or (X):

1- Facts are based on a person's views and experiences. ( )

2- Using multiple sources during research is not important. ( )

3- Having the same information in two authoritative websites often means that the information is correct. ( )

4- Copyright rules and laws must be followed when using digital sources. ( )

5- Maps and charts provide measurable facts. ( )

6- The Knowledge Bank is one of the reliable sources for searching for information. ( )

7- Records and databases can be reliable sources. ( )

2- Complete the following sentences using words between brackets:

(Multiple Sources - Opinions - Online - Bookmarks - Facts)

1-..... Doesn't apply to everyone

2- .....Applies to everyone

3- Use the..... browser to save websites.

4- Using ..... while researching ensures that all the facts are known

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Axes 2

Advanced Searches

7

Specific search terms

How to get specific search results?

Start with a specific topic and research questions

Example: you want to know about the construction of Aswan Dam . How can you search?

A-Use a specific search topic:

The Aswan Dam is not a specific topic.

The construction of the Aswan Dam is a specific topic.

B-use research questions about the topic,such as:

- What materials were used to build The Aswan Dam?
- How many workers built The Aswan Dam?

Some precise search terms

- **Use synonyms:** Helps increase the accuracy of the search.
- **Use personalization tags** to more precisely define the results.
- **Suggest similar search engines and tools**: To optimize your search results.
- **Use an advanced search tool**: To combine or exclude keywords and result

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Boolean Operators and Search

AND	OR	Not	*	( )	" "
Will include both terms Example Video games and teenagers	Will include either term Example Child or teenager	Will not include the terms Example Video games not online	Will include all forms of the word Example *Teens	Prioritize what is in parentheses. Example (Video games) teenagers	Will include the exact terms. Example "Video games"

Tips to Find the Best Search Results

1- Scan the summary for each search result.

2- Look for the titles connected to your topic and keywords in bold.

3- Scan for facts that answer your research questions.

4 - Choose the results that have many of these items. Then, click on each possible source and skim the content.

5- Look for titles, headers, and keywords that match your research topic and questions.

6- Choose the sources with the best match.

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Axis 2 Exercise 7

1-Put (✓) or (X):

1- The topic and research questions must be defined to get accurate online search results. ( )

2- It is impossible to narrow down search results to certain ranges. ( )

3- The use of synonyms makes search results less accurate. ( )

4- Mentioned words are excluded from search results when “AND” is used. ( )

5- The summary of each search result should be scrutinized. ( )

6- Examples of logical operators include AND - OR. ( )

2- Complete the following sentences using words between brackets:

(OR-search-quotation marks-narrow-search-advanced)

1- For results that include the exact words mentioned, use.....

2- A keyword is a word used in.....

3- When using the Boolean operator ....., it includes the results of one of the two words.

4- Search engines use a..... tool that leads to more accurate search results and narrows the search results.

5- The advanced search tool is used to get search results with a scope of.....

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Axes 2

Documenting Information

8

Taking Notes

Research papers should be written in your own words. To do this, start by taking notes in your own words.

1- For each source, add the **URL** and the author's name at the top of your notes.
2- Reread each note. If information is missing, return to the source and find the missing information.
3- When an author's words are important or unforgettable, use quotation marks to add those exact words to your notes.

»To search an online source by a keyword:

1- Press (CTRL+F) on the keyboard.
2 Enter the term in the search box.
3- The keyword will be highlighted everywhere it appears on the page.

Paraphrasing

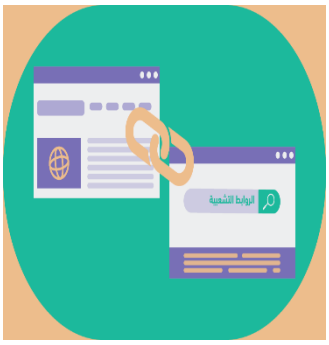
It's using your own words to explain the ideas of

«Some ways to do this:

1- Change some of the vocabulary words.

2- Change the order of the ideas.

3-Change the sentence structure.



- By paraphrasing, you are showing respect for the author's work

Citing Sources

-At the end of a research report, you list your sources on a "Works Cited" page.

«Some online sources include a permalink to use as the cited web address because websites change.

Permalink:- It is a permanent hyperlink, a highlighted word or picture you click on to take you to another web location.

- Look for a "share" or "cite this" button to find the permalink.

- You can ask your teacher for help to view one of these hyperlinks.

When you cite a source, you should use the following method:

1- The citations should be in alphabetical order.

a- If the source has an author:

The citations should be ordered by the author's last name.

b - If the source doesn't have an author:

•The citations should be ordered by the title of the article.

Egypt beach resorts fight global scourge of plastic trash. (2019, December 21). Arab News. Retrieved (2022, August 12), https://arab.news/pwhre

2- Write the source: the name of the book, journal, or website.

3- Write the date: the year the source was published.

4-Mention the URL.

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Axis 2 **Exercise** 8

1-Put (✓) or (X):

1. Adding the author's statements as they appear in the paper is impossible. ( )
2. When paraphrasing sources, it is necessary to ignore their names. ( )
3. Online research includes links that we need to change websites. ( )
4. Prefer to use quotes that do not support your ideas. ( )
5. Taking notes while reading a paper is unimportant. ( )
6. Taking notes when writing a research paper is essential. ( )

2- Choose the correct answer:

1- Use ..... instead of the author's name when quoting from YouTube:

(a) the name of the person who uploaded the video (b) the URL
(c) the date the video was uploaded (d) the name of the site

2- Changing some synonyms for a text written by someone else is known as .....:

(a) citing sources (b) paraphrasing the text
(c) taking notes (d) using quotations

3- Searching for an online source with a keyword by pressing Ctrl+..... on the keyboard:

(a) C (b) R (c) M (d) F

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4- Use ..... to cite the sources used in the paper:

(a) Introduction and research topic (b) Method used
(c) List of works cited

5- ..... is used is used to cite the website that was cited:

(a) fraudulent link (b) self-loading links
(c) special method inserted by the site (d) permalink

Exam 1

1-Put (✓) or (X):

1- Opinions are based on personal views. ( )

2- Click on the Share button to get the permalink. ( )

3- Photos can be quickly shared with colleagues using a mobile phone. ( )

4- Taking notes when writing a research paper is not important. ( )

5- The international copyright symbol is the letter C . ( )

2- Choose the correct answer:

1- Hackers can use email addresses to send..... to the computer

(a) malware (b) money (c) useful programs

2-..... Commons License is the permission to reuse a work by the owner of the creative work

(a) electronic (b) creative (c) technical

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3- You must cite..... Writers when quoting their words or ideas

(a) ages (b) titles (c) names

4- You can go to the site you want through.....

(a) Create an email (b) Delete the hyperlink (c) Click on the hyperlink

5- The password must be..... so that hackers can't hack it

(a) similar (b) sensitive (c) different

3- Complete the following sentences using words between brackets:

(Personally Identifiable Information - URL - Password - Discoveries - Paraphrasing)

1. To avoid fraudulent websites, always check .....
2. Of creative works that are not covered by copyright .....
3. It is necessary to protect ..... when communicating online
4. Multi-factor authentication promotes .....
5. ..... is Changing some vocabulary and order of thoughts based on text written by someone else

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Exam 2

1-Put (✓) or (X):

1- There is no difference between facts and opinions ( )

2- Multi-factor authentication adopts a single method of authentication ( ).

3- Copyright must be followed when using digital sources. ( )

4- Backup protects your files from loss or damage ( )

5- The content of the trusted source contains spelling errors ( )

2- Choose the correct answer:

1- .....is from your personally identifiable information

(a) password (b) favorite meal (c) favorite sport

2- Phishing done using email is called .....

(a) Phishing (b) Data breaches (c) Smishing

3- Offering a prize you can't get is called .....

(a) Rewards fraud (b) sweepstakes sites (c) Shopping sites

4- An information locator is called .....

(a) HTML (b) URL (c) MFA

5- Facts in trusted sources are characterized as .....

(a) provable (b) arguable (c) destinations

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3:Match column A with the corresponding column B

	A		B
1	Facts	( )	Unprovable
2	Opinions	( )	Supports ideas and proofs
3	Quotes	( )	Sending a message that looks real but isn't
4	Phishing	( )	A device attached to a computer that is used to save files.
5	External hard disk	( )	Can be proven

Model Exam

1-Put (✓) or (X):

1- The World Wide Web is part of a LAN. ( )

2- It is impossible to create a new folder in a computer. ( )

3- Presentation program slides must be easy to read. ( )

4- Copyright law protects printed and digital content. ( )

5- Information must be documented when writing a research paper ( )

2- Choose the correct answer:

1-You should follow ..... When experiencing a computer issue.

(a) Steps to conduct a digital search (b) Ways to avoid phishing
(c) Password rules

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2- A gigabyte is .....

(a) a means of communication (b) a unit of measurement of storage space
(c) a social media application

3- Proprietary rights include..... Creative works that are not covered by copyright.

(a) property rights (b) public domain (c) private property

4- Text message phishing is known as .....

(a) Smishing (b) SMS (c) Phishing

5- When the “ ” symbol is used to..... the search results

(a) Does not include the words mentioned (b) Includes the words mentioned
(c) Excludes the words mentioned

3- Complete the following sentences using words between brackets:

(Lan - Modem - Responsive - Flash Memory - Reliable - User Enabled)

1- .....is used to memorize information

2- .....is a computer connection to a network printer

3- The information can be searched through the Quick..... code

4- It is important to identify..... electronic sources when conducting a digital search

5-Multi-factor authentication combines a user-defined factor with a..... factor

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Answer Key

	Lesson 1			
Question 1				
1- ✓	2- ✓	3- ✓	4- ✓	5- X
Question 2				
1- Watermark	2- Save photos	3- Protect	4- Infringe copyrights	5- Possess images

	Lesson 2			
Question 1				
1- X	2- ✓	3- ✓	4- X	5- X
Question 2				
1- Different	2- personal identification	3- antivirus	4- Greater than	5- Letters, numbers and special signs

	Lesson 3					
Question 1						
1- X	2- X	3- ✓	4- ✓	5- ✓	6- ✓	7- ✓
Question 2						
1- SMS	2- Email	3- Password	4- Data breach	5- Multi-factor authentication		

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	Lesson 4			
Question 1				
1- X	2- X	3- ✓	4- X	5- ✓
Question 2				
1- Scareware	2- scam website	3- Sweepstakes Scam	4- URL	5- Protocol

	Lesson 5				
Question 1					
1- X	2- X	3- ✓	4- ✓	5- X	6- ✓
Question 2					
1- Creative	2- C	3- images	4- facts	5- 50	

	Lesson 6					
Question 1						
1- X	2- X	3- ✓	4- ✓	5- ✓	6- ✓	7- ✓
Question 2						
1- opinions	2- facts	3- Bookmark Tape	4- Multiple Sources			

	Lesson 7				
Question 1					
1- ✓	2- X	3- ✓	4- X	5- ✓	6- ✓
Question 2					
1- Quotation marks	2- Search	3- or	4- Advanced Search	5- Narrow	

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	Lesson 8				
Question 1					
1- ✓	2- X	3- X	4- X	5- ✓	
Question 2					
1- Name of whoever uploaded the video	2- Paraphrase text	3- F	4- List of works quoted	5- Permalink	6- Paraphrase text

	Exam 1			
Question 1				
✓1-	2- ✓	3- ✓	4- X	5- ✓
Question 2				
1- Malware	2- Creative	3- Names	4- Clicking on the hyperlink	5- Different
Question 3				
1- URL	2- discoveries	3- Personally identifiable information	4- Password	4- Paraphrasing

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	Exam 2			
Question 1				
1- X	2- X	3- ✓	4- ✓	5- X
Question 2				
1- Password	2- phishing	3- Reward fraud(sweapstakes)	4- URL	5- Verifiable
Question 3				
1- 2	2- 3	3- 4	4- 5	5- 1

	Model Exam			
Question 1				
1- X	2- X	3- ✓	4- ✓	5- ✓
Question 2				
1- Steps to conduct a digital search	2- Storage unit of measure	3- Public domain	4- Smishing	5- Include the words mentioned
Question 3				
1- Flash memory	2- Lan	3- Responsive	4- Reliable	5- User-owned

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