ACTIVITY

B. Text (C) is a document found on the desktop of your classroom computer.
Apply the necessary formats to look like text (D).

C

A story map helps you learn more about the elements of a story. It includes the story setting, characters, problem, events, and solution. The basic story map focuses on the beginning, middle, and ending of the story. More advanced organizers focus more on the plot or character traits.

D

A story map helps you learn more about the **elements** of a story. It includes the story setting, characters, problem, events, and solution. The basic story map focuses on the beginning, middle, and ending of the story. ~~More advanced~~ organizers focus more on the **plot** or character traits.

ACTIVITY

A. Text (A) is a document found on the desktop of your classroom computer.
Apply the necessary formats to look like text (B).

A

Goods are things that are either made or grown for people. Clothes, mobile phones, and cars are only a few examples of goods that are made. On the other hand, fruits and vegetables are examples of goods that are grown.

B

Goods are **things** that are either made or grown for people. Clothes, mobile phones, ~~and cars are only~~ a few examples of goods that are made. On the other hand, fruits and vegetables are examples of goods that are grown.

Basic Formatting Tools

The following are some basic formatting tools you can use to format a text.

COMPUTER

ACTIVITY

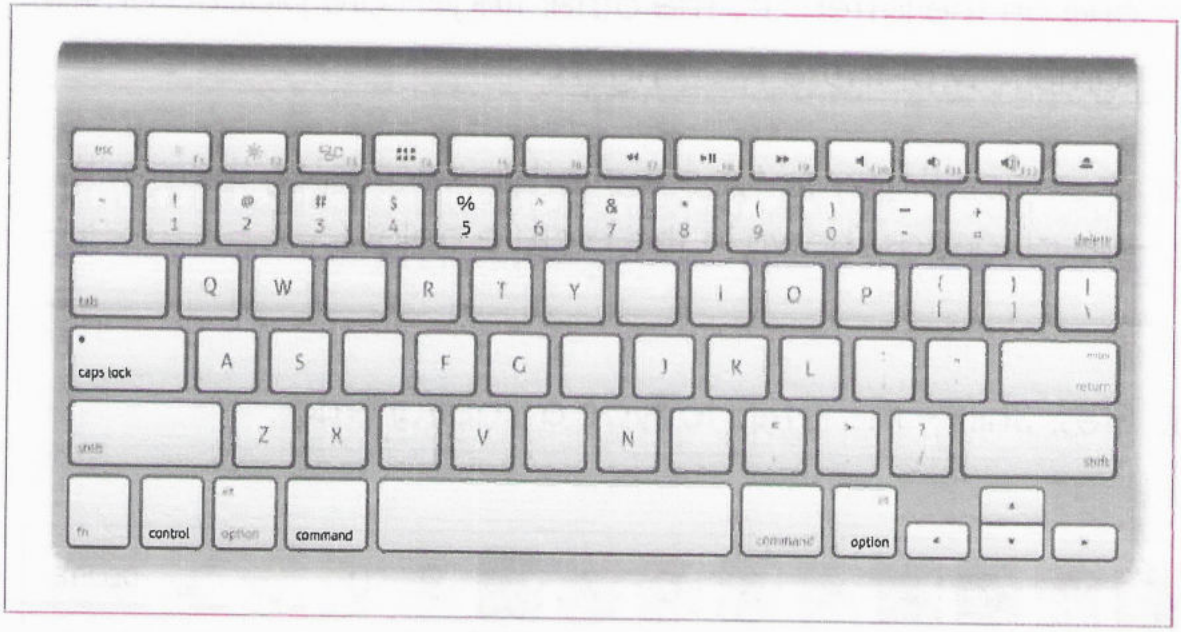
C. **Open** the **MS Word** file on your desktop.
Correct the grammatical and spelling errors.
Note: English writing system goes from left to right.

Sally threw the bol to her pet dog, Rex. The ball landed on a tall treee. It got stuck in the branches. Rex barked and barked. Then a gust of wnd blew the ball loose. Rex finally caught the ball. Sally and Rex plyd happily until noon.

LESSON 22 TYPING IN MS WORD

ACTIVITY

A. **Write** the missing letters.



B. **Draw** a circle around the letters you write using your index fingers.



The following are the steps to type correctly.

1. Place the left index finger on the letter "F" and the right one on the letter "J". The other fingers are placed on the same row of these two fingers.

2. Use each finger to type the letters, matching them with the colors, as shown in the picture below.

3. Press Shift + the letter to type a capital letter.



LESSON 22 TYPING IN MS WORD

To type in **MS Word,** follow the following rules.

- Capitalize the first letter of a sentence.

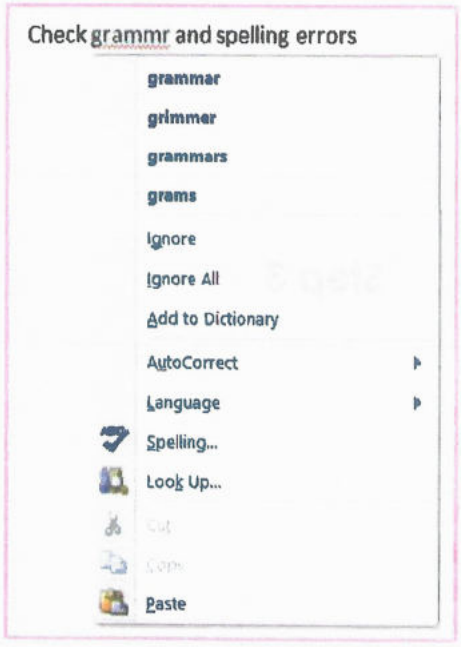
- Press Enter only once to end a paragraph.

- Add only one space between words.

- Write in English from left to right (Ctrl + Shift).

To check grammar and spelling errors, right-click the underlined word. Then select the correct word.

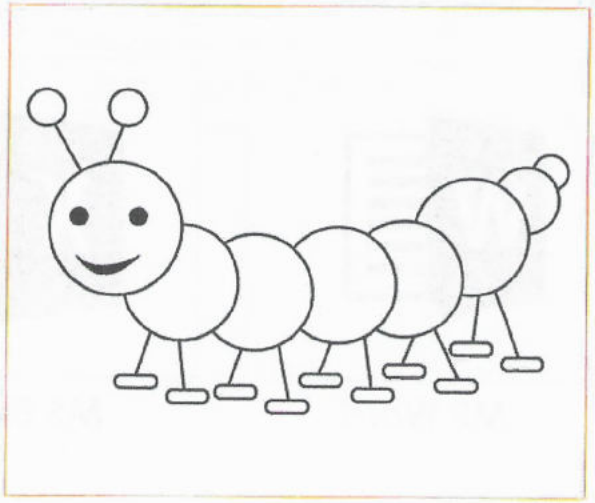
Example:



Step 3

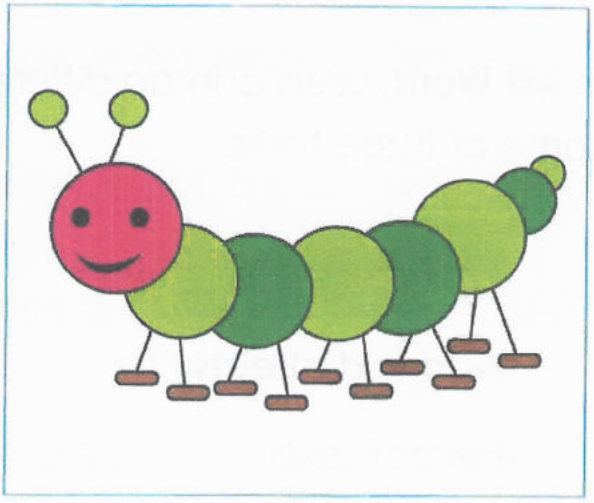
Add the following details.

1. lines for the legs
2. rounded rectangles for the feet
3. circles for the ears



Step 4

Color the caterpillar.



LESSON 20 DRAW A CATERPILLAR

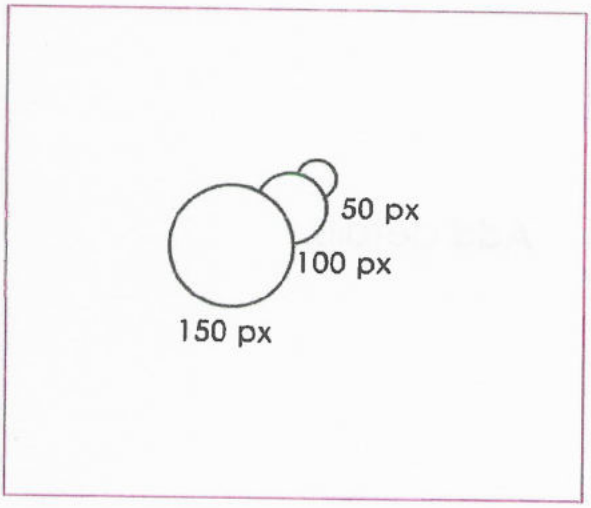
ACTIVITY

Draw a caterpillar using the geometric shapes from the toolbar, and then **color** the picture as shown below.

Step 1

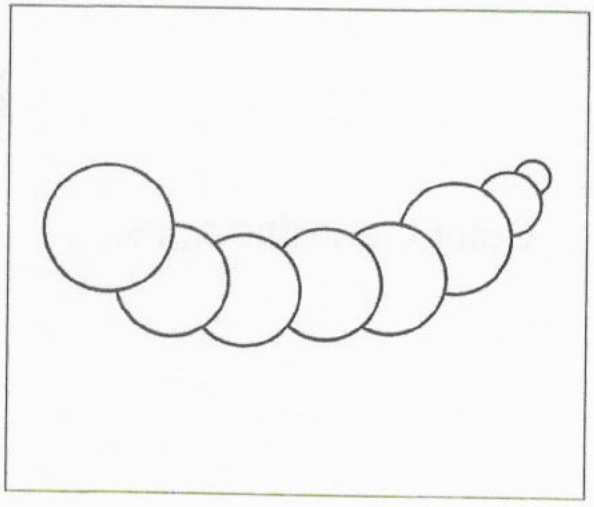
Draw three circles.

Size: 150 px
100 px
50 px



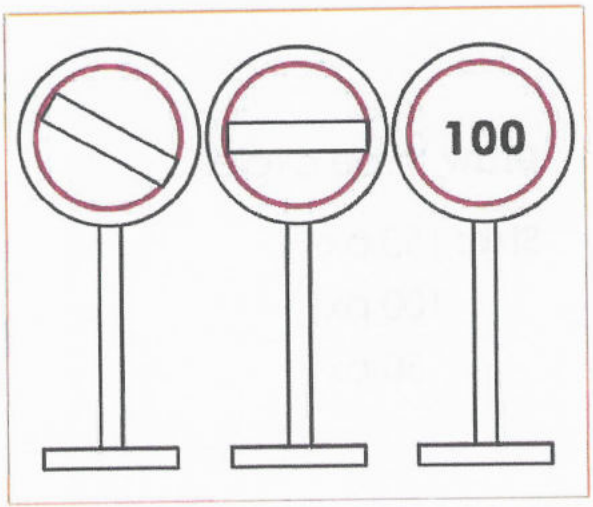
Step 2

Copy and **paste** the circle with size (150 px) several times.



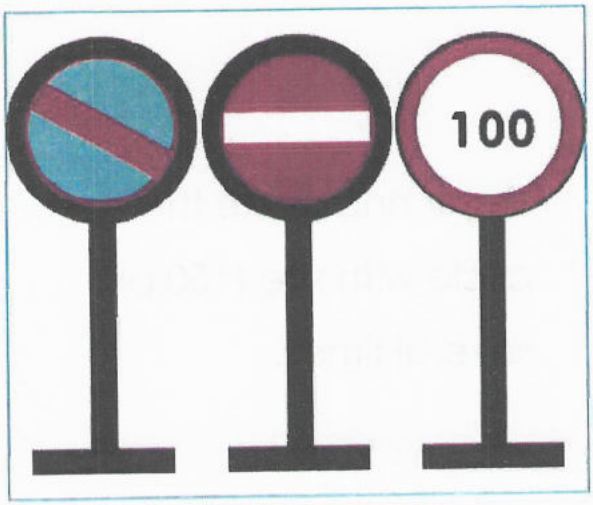
Step 3

Add details.



Step 4

Color the traffic signs.

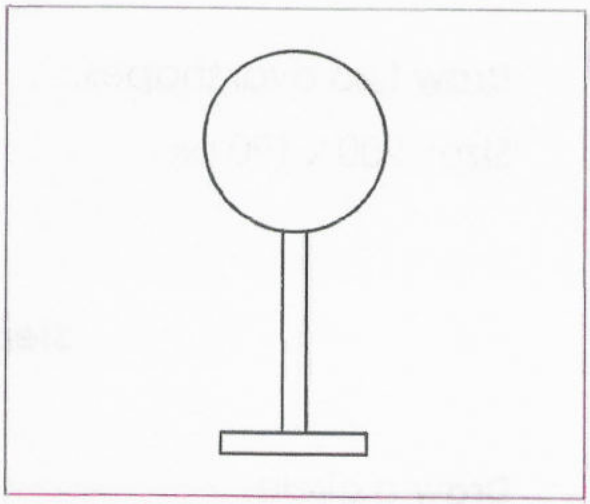


ACTIVITY

Draw traffic signs using the geometric shapes from the toolbar, and then **color** the picture as shown below.

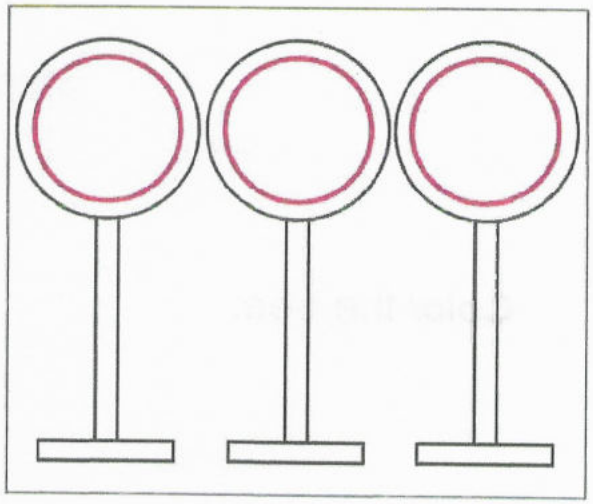
Step 1

Draw a horizontal rectangle.
Size: 15 x 150 px
Draw a vertical rectangle.
Size: 15 x 300 px
Draw a circle.
Size: 150 px



Step 2

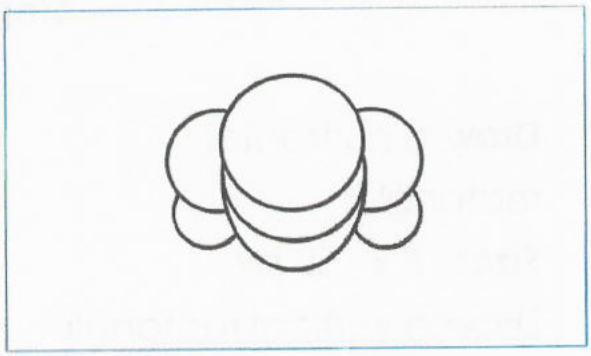
Draw a red circle.
Size: 120 px
Copy and **paste** this shape twice.



Step 4

Draw two oval shapes.

Size: 200 x 190 px

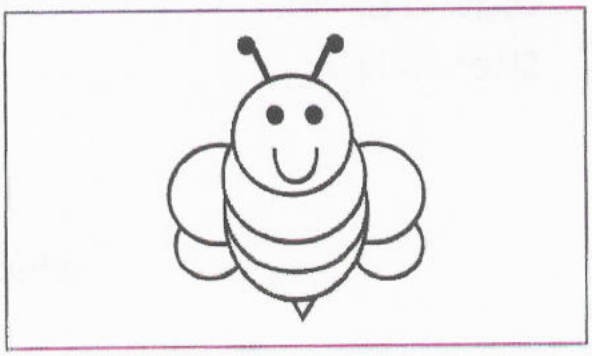


Step 5

Draw a circle.

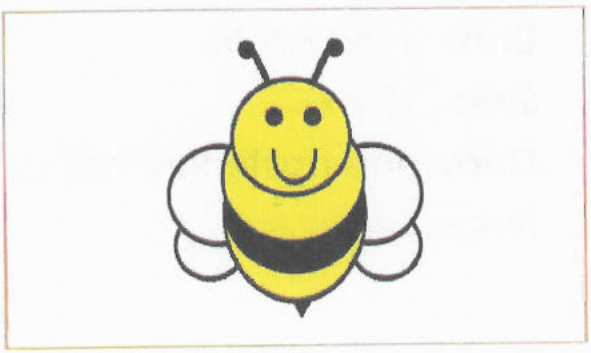
Size: 166 px

Add details.



Step 6

Color the bee.



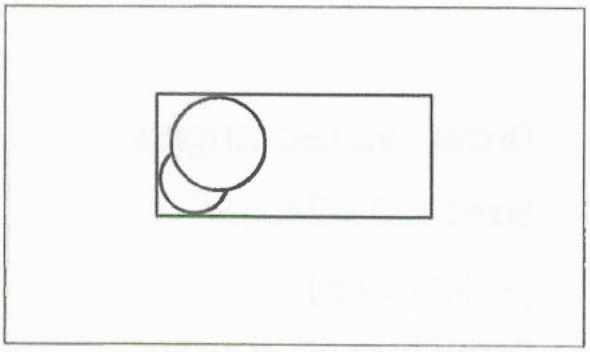
LESSON 19 DRAW A BEE

ACTIVITY

Draw a bee using the geometric shapes from the toolbar, and then **color** the picture as shown below.

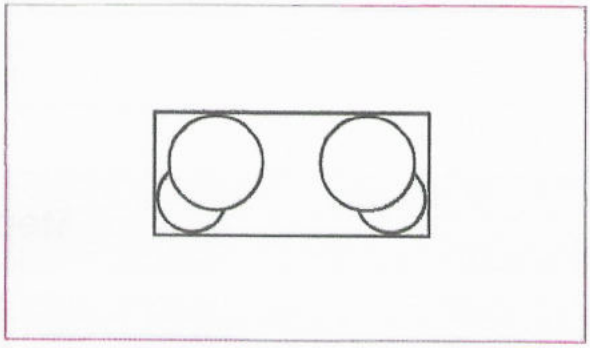
Step 1

Draw a rectangle.
Size: 360 x 195 px
Draw two circles.
Size: 140 px - 95 px



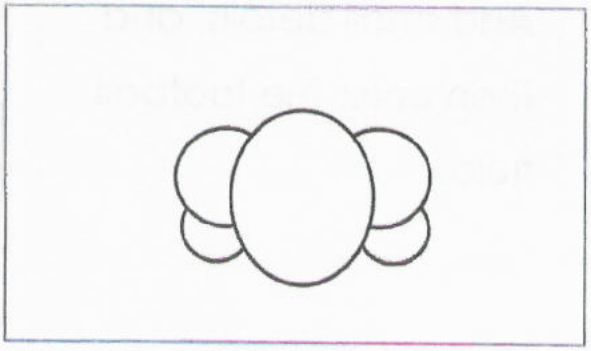
Step 2

Draw two other circles.
Size: 140 px - 95 px



Step 3

Erase the rectangle, and then **draw** an oval shape.
Size: 200 x 250 px



Step 3

Choose stars and clouds that are found in the toolbar.



Step 4

Color the picture.



LESSON 18 DRAW A SKY

ACTIVITY

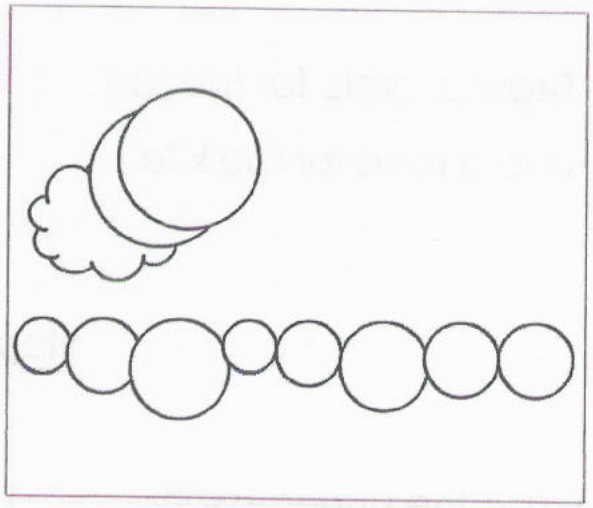
Draw a sky using the geometric shapes from the toolbar, and then **color** the picture as shown below.

Step 1

Draw a cloud.

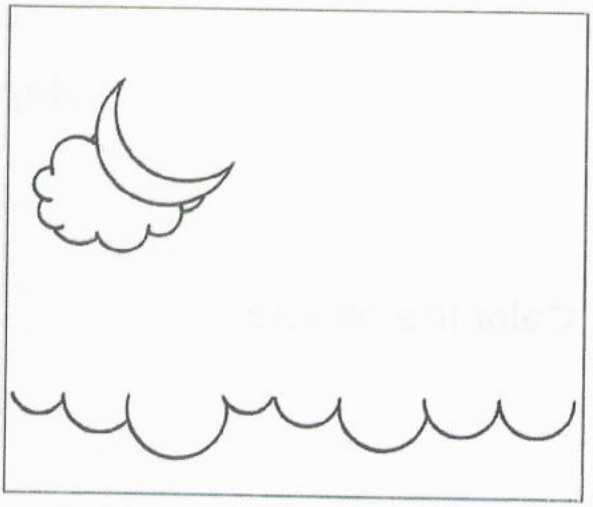
Draw two identical circles.

Draw circles of different sizes as shown.



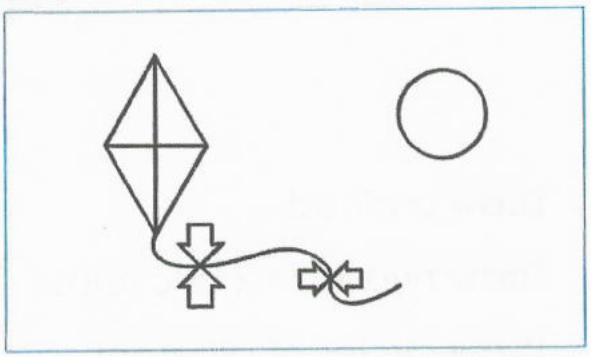
Step 2

Erase the upper sections of the circles.



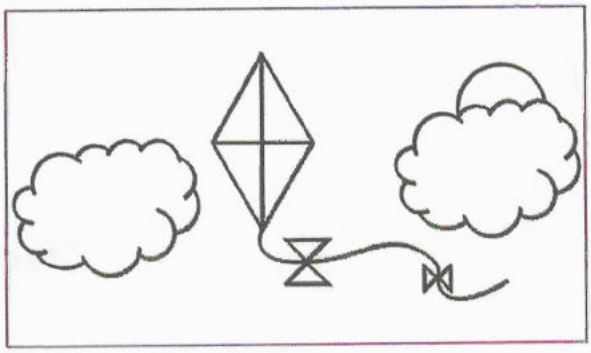
Step 4

Draw a circle for the sun and arrows for the kite.



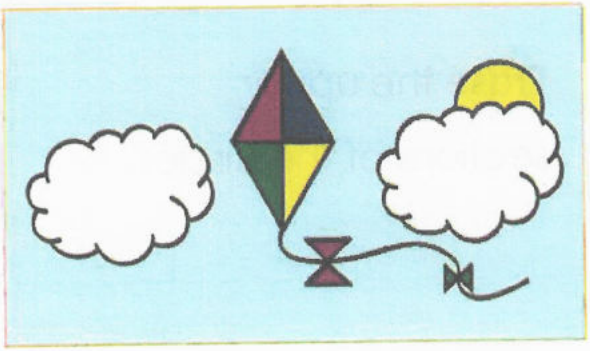
Step 5

Erase the unnecessary lines, and then **add** details (cloud - straight lines).



Step 6

Color the picture.



LESSON 18 DRAW A KITE

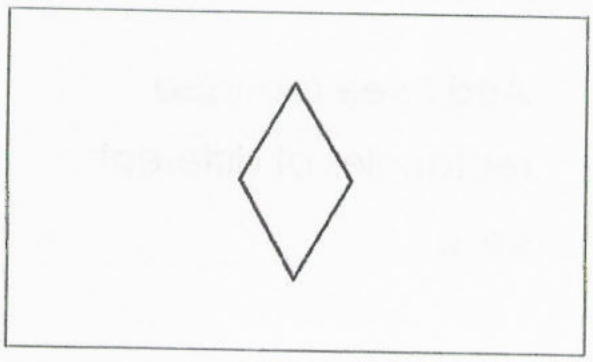
ACTIVITY

Draw a kite using the geometric shapes from the toolbar, and then **color** the picture as shown below.

Step 1

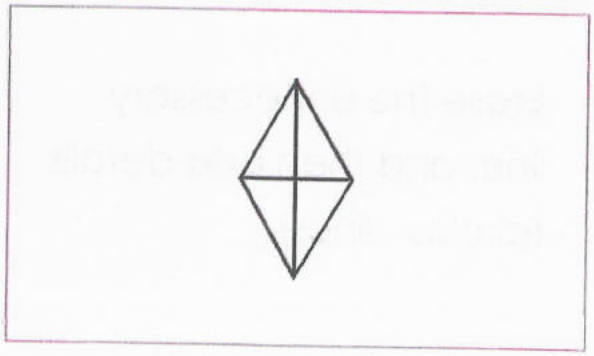
Draw a diamond shape.

Size: 180 x 250 px



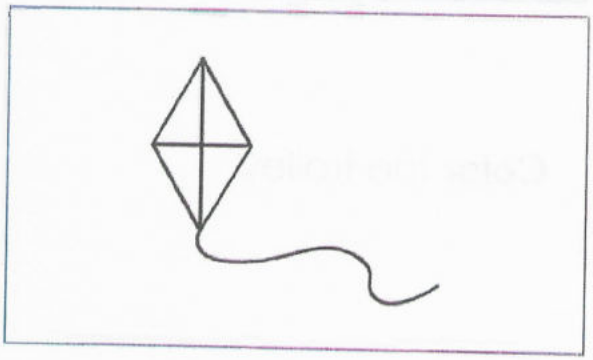
Step 2

Add two straight cross lines.



Step 3

Add a curved line.



Step 4

Add three rounded rectangles of different sizes.



Step 5

Erase the unnecessary line, and then **add** details (circles - lines).



Step 6

Color the trolley.



LESSON 17 DRAW A TROLLEY

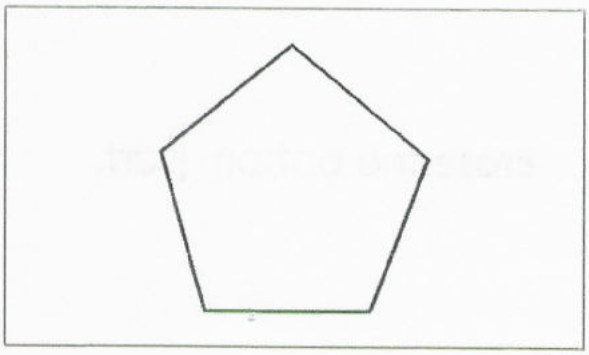
ACTIVITY

Draw a trolley using the geometric shapes from the toolbar, and then **color** the picture as shown below.

Step 1

Draw a pentagon.

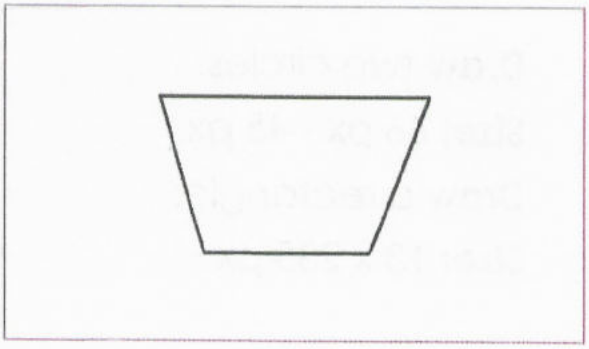
Size: 295 x 245 px



Step 2

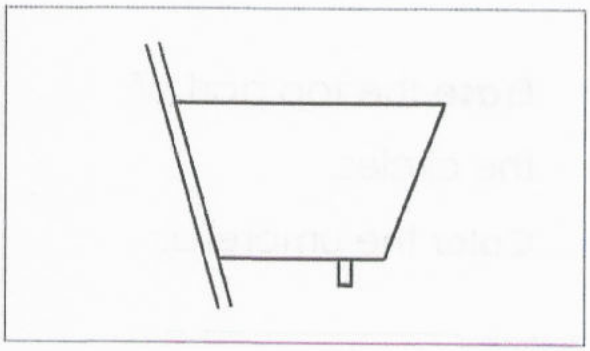
Erase the upper lines of the pentagon.

Draw a straight line.



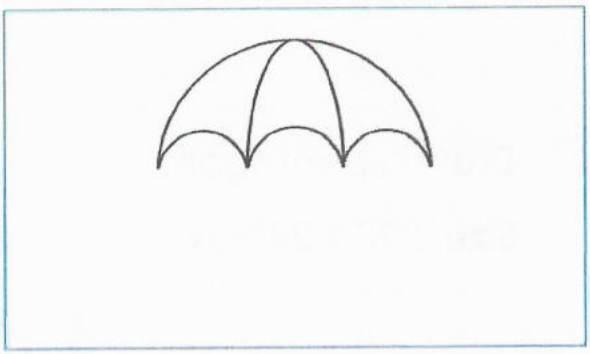
Step 3

Draw two oblique lines and a small rectangle.



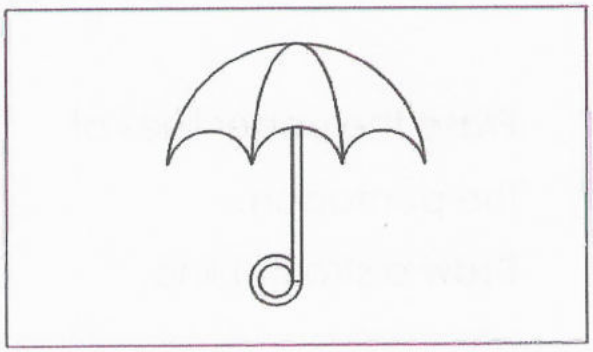
Step 4

Erase the bottom part.



Step 5

Draw two circles.
Size: 66 px - 45 px
Draw a rectangle.
Size: 13 x 235 px



Step 6

Erase the top part of the circles.

Color the umbrella.



LESSON 17 DRAW AN UMBRELLA

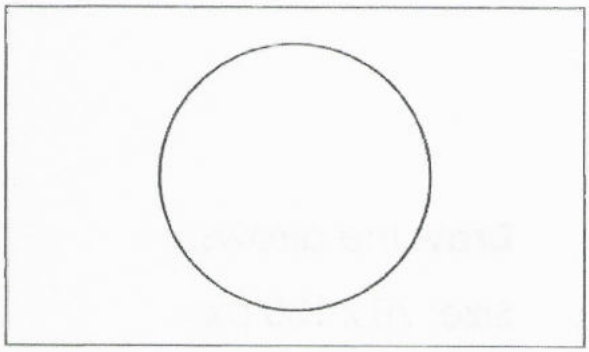
ACTIVITY

Draw an umbrella using the geometric shapes from the toolbar, and then **color** the picture as shown below.

Step 1

Draw a circle.

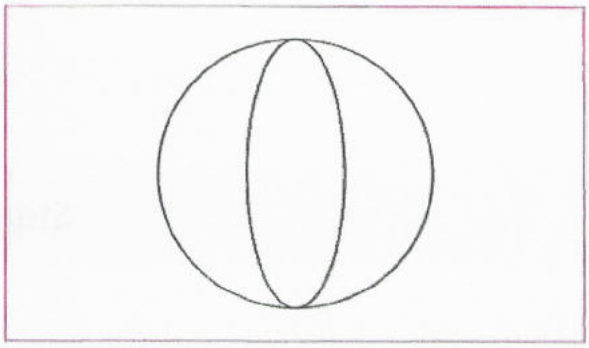
Size: 380 px



Step 2

Draw an oval shape.

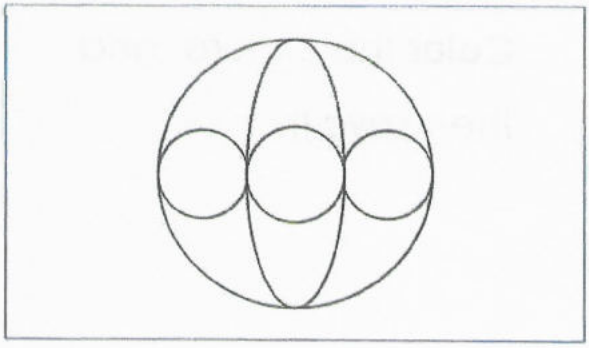
Size: 135 x 380 px



Step 3

Draw three circles.

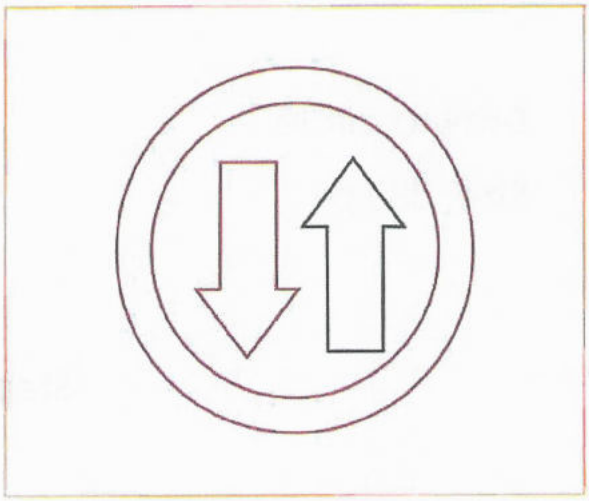
Size: 125 px
135 px
125 px



Step 3

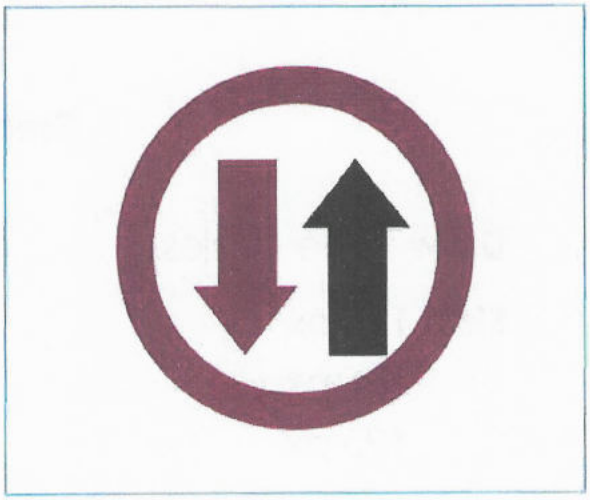
Draw the arrows.

Size: 70 x 130 px



Step 4

Color the picture, and then **save** it.



ACTIVITY

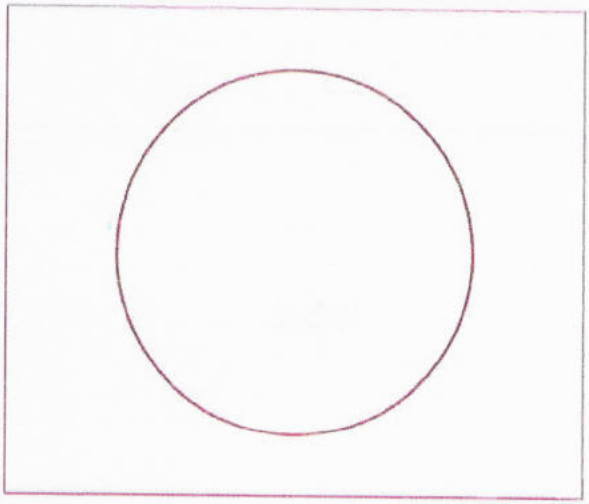
Open Paint program. Then **follow** the steps to draw the picture as shown below.

Step 1

Select the red color.

Draw a circle.

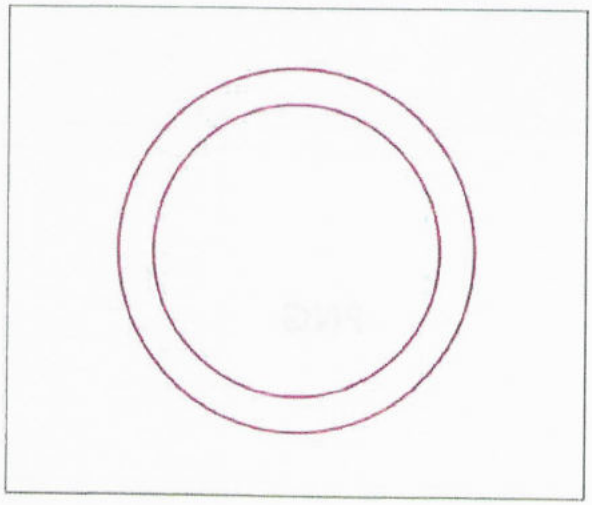
Size: 300 px



Step 2

Draw a circle.

Size: 230 px



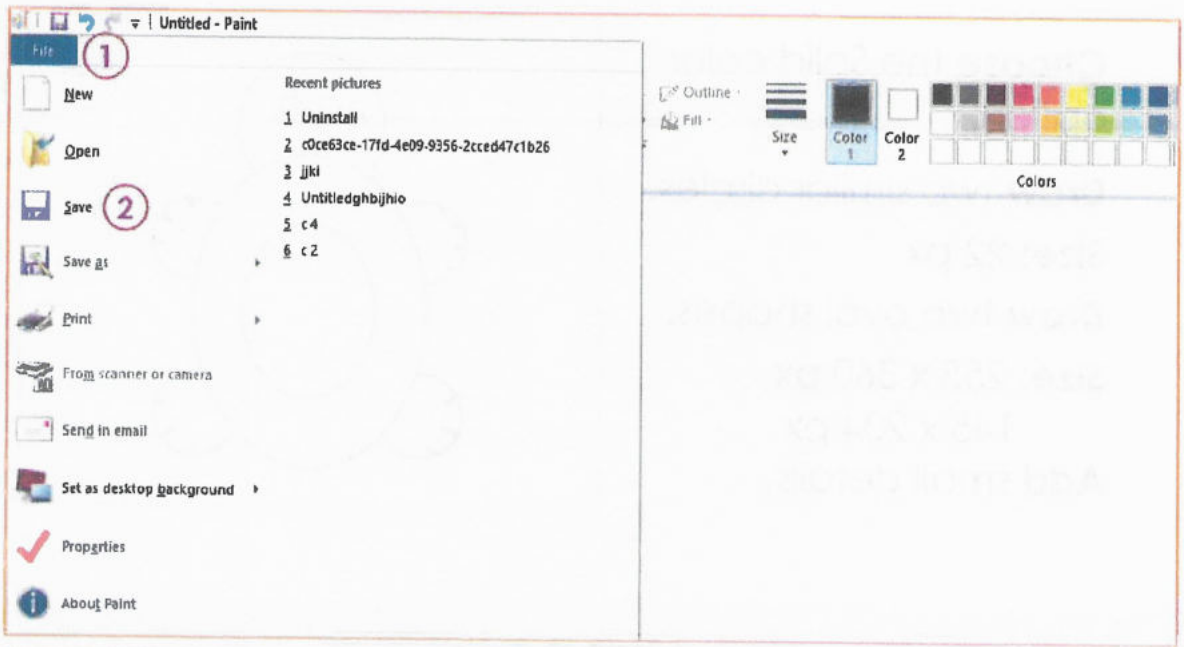
The Microsoft Paint program opens and saves files in **Bitmap image (BMP)**, **JPEG**, **GIF**, and **PNG** formats.

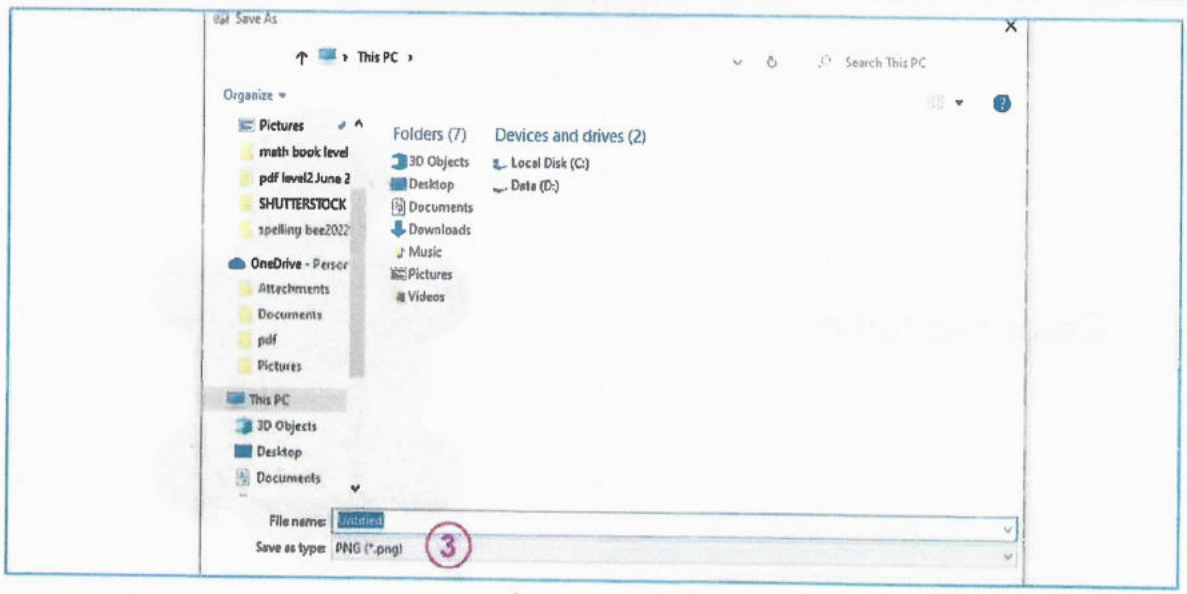
BMP (Bitmap image)	**It has a high-resolution image. It does not support transparency.**
JPEG	**It has a low-resolution image. It does not support transparency.**
GIF	**It supports transparency and animations.**
PNG	**It has high quality. It supports transparency.**

LESSON 16 SAVE IMAGE

Follow the steps below to save an image.

- **Click on** the **File** menu, and then **click on** the **Save** command.
- **Type** the file name, and **choose** the image type on the **Save as type** drop-down menu.
- **Click** on the **Save** button.





Step 3

Choose the Solid color option.

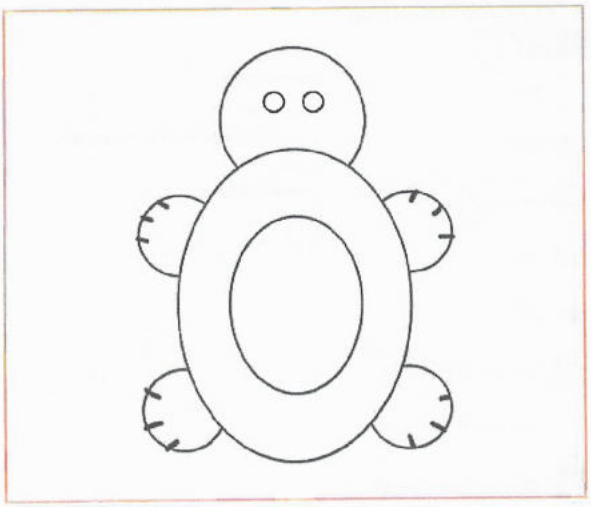
Draw two similar circles.

Size: 22 px

Draw two oval shapes.

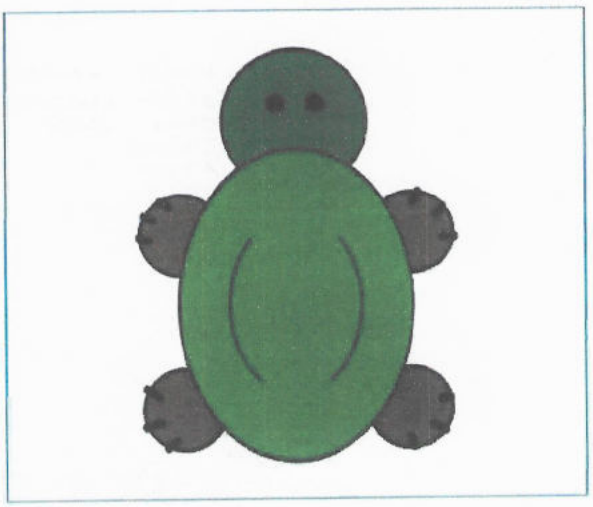
Size: 255 x 360 px
145 x 204 px

Add small details.



Step 4

Color the turtle.



ACTIVITY

Follow the steps below to draw a turtle.

Step 1

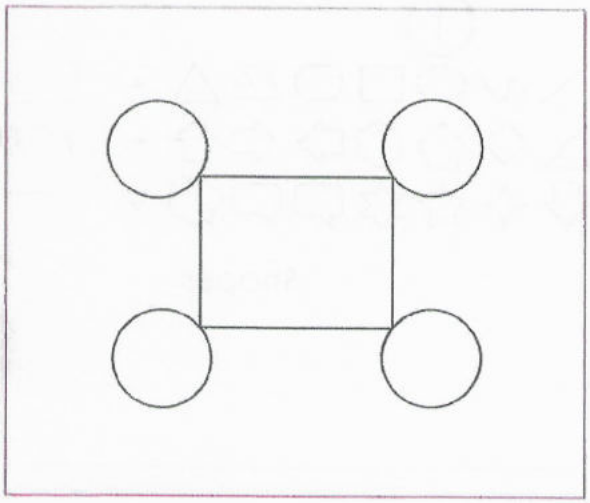
Pencil size: 3 px

Draw a rectangle.

Size: 140 x 175 px

Draw four similar circles.

Size: 90 px



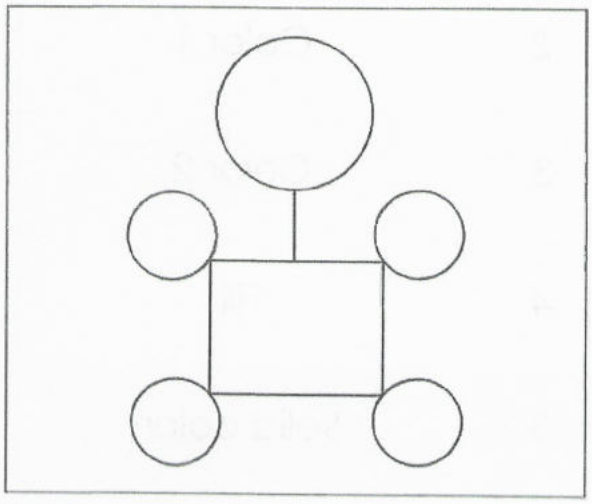
Step 2

Draw a line.

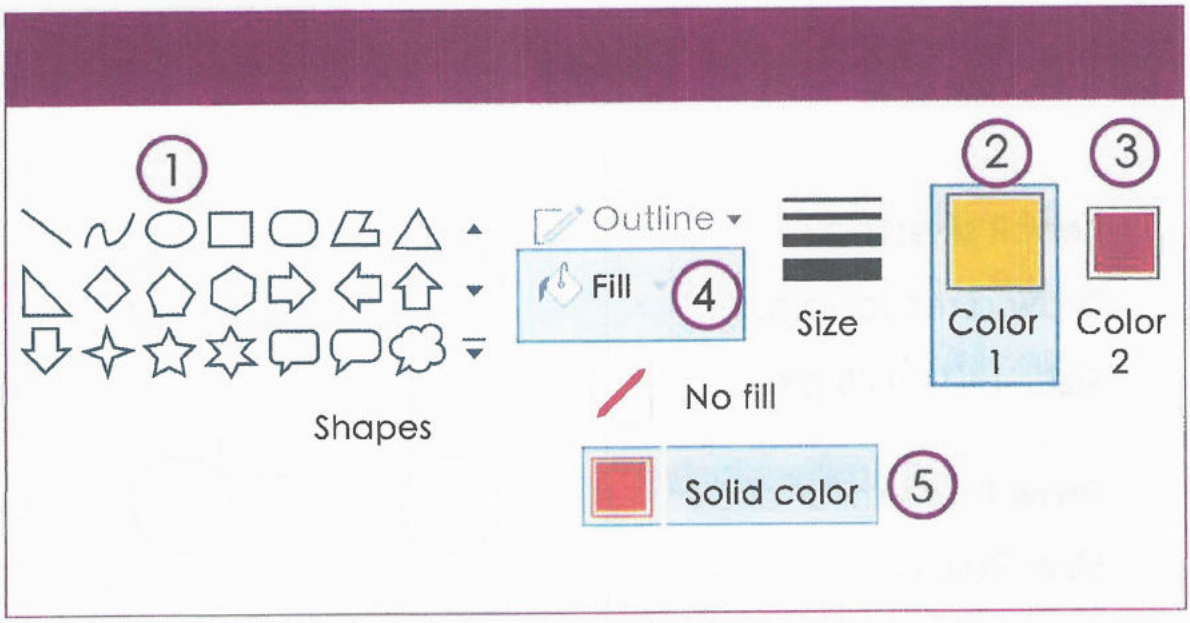
Size: 75 px

Draw a circle.

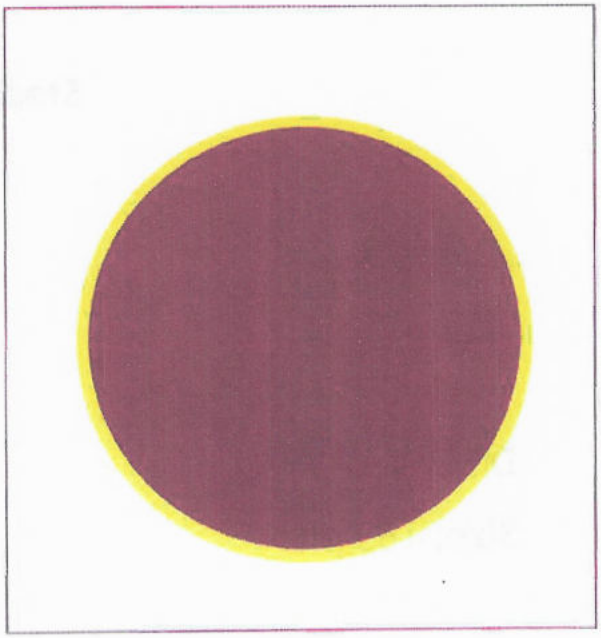
Size: 160 px



Fill with color is a tool used to fill any shape with the chosen color.

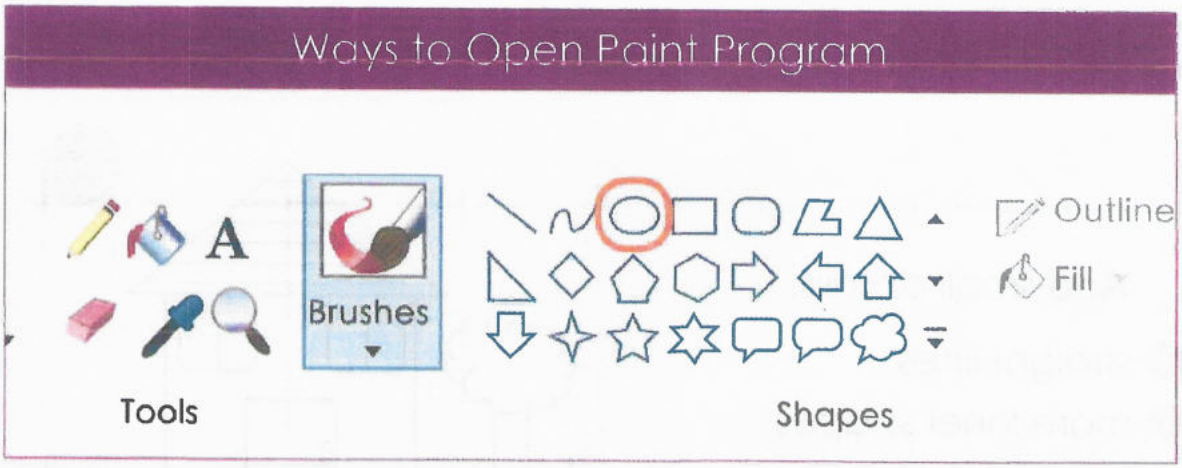


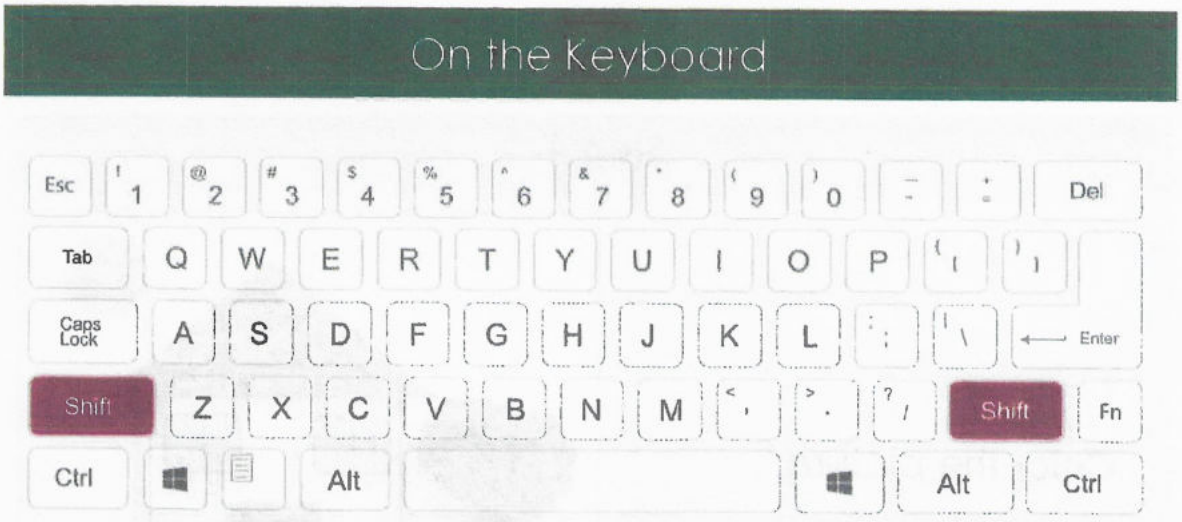
1	Oval
2	Color 1
3	Color 2
4	Fill
5	Solid color



LESSON 15 CIRCLE

To draw a **circle**, choose the **oval** shape from the toolbar, and press the **Shift key** on the keyboard at the same time. Then draw the circle.



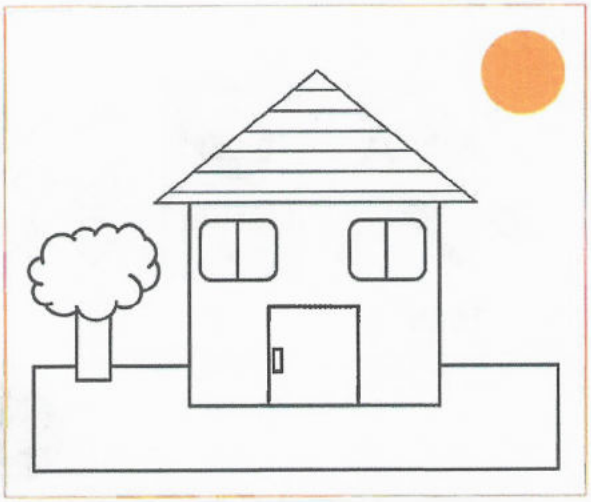


Do not release the Shift key unless you finish drawing the circle.

Step 3

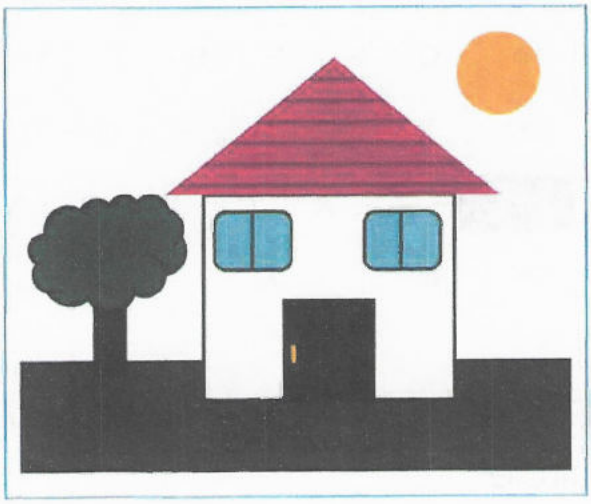
Add small details.

1. straight lines
2. more inner shapes



Step 4

Color the picture.



ACTIVITY

Follow the steps below to draw a house and a garden.

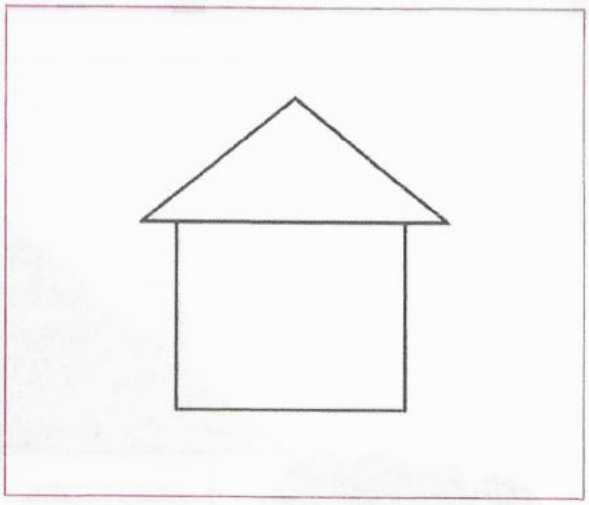
Step 1

Draw a rectangle.

Size: 320 x 250 px

Draw a triangle.

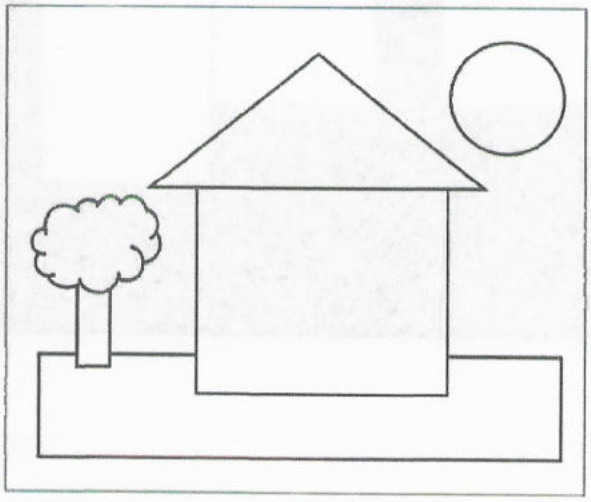
Size: 420 x 150 px



Step 2

Add outside details.

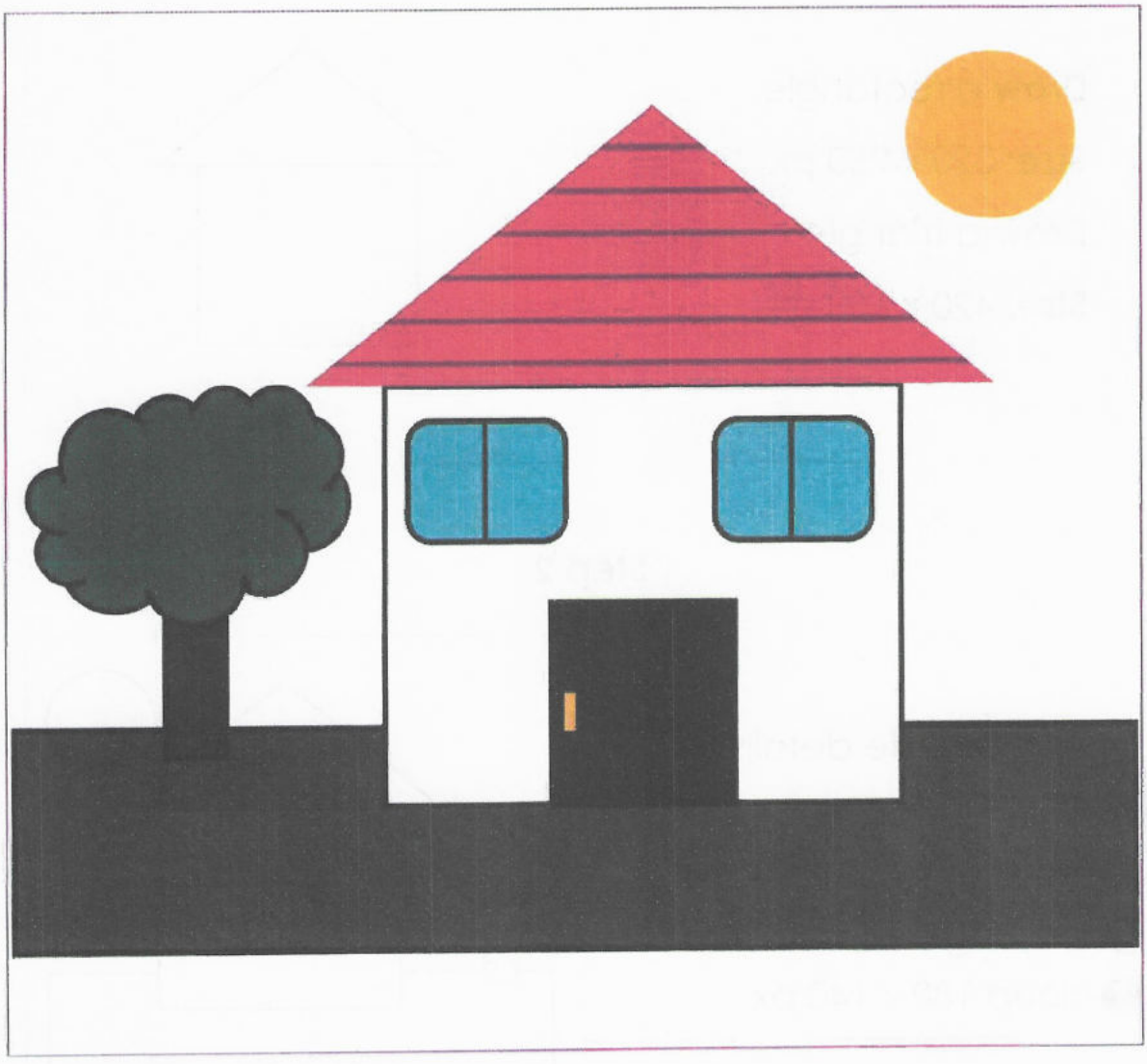
1. circle 100 px
2. rectangle 850 x 100 px
3. rectangle 25 x 100 px
4. cloud 180 x 140 px



ACTIVITY

Draw a house and a garden using the geometric shapes in the toolbar, and then **color** them paying attention to the following.

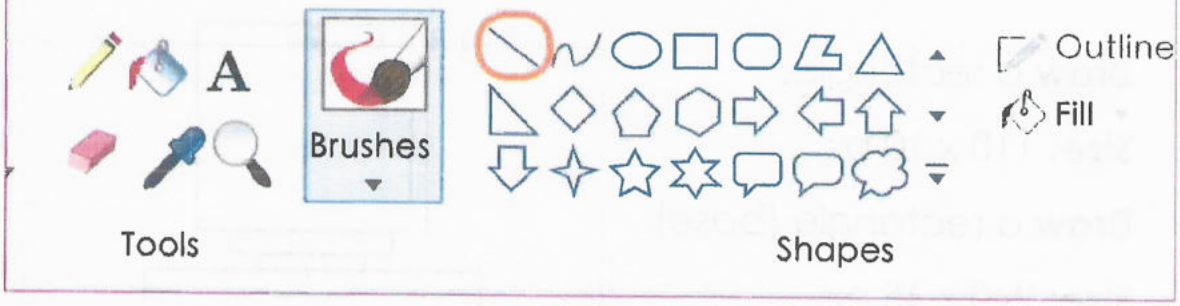
- **outside look**
- **small details**
- **coloring**



LESSON 14 STRAIGHT LINE

To draw a **straight line**, choose the **line** shape from the toolbar, and press the **Shift key** on the keyboard at the same time. Then draw the straight line.

Ways to Open Paint Program



+

On the Keyboard



Do not release the Shift key unless you finish drawing the line, and make sure it is straight.

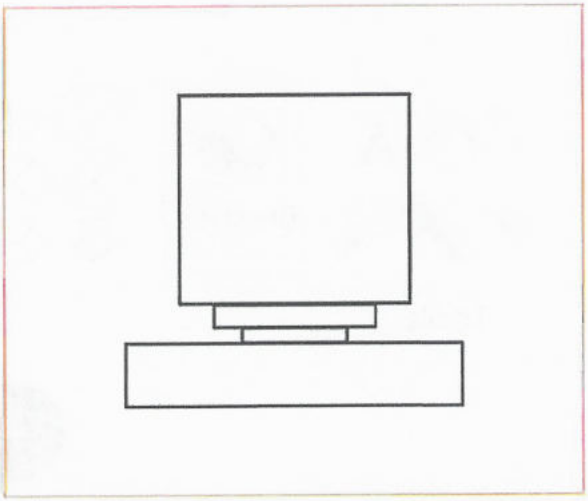
Step 3

Draw a rectangle.

Size: 110 x 10 px

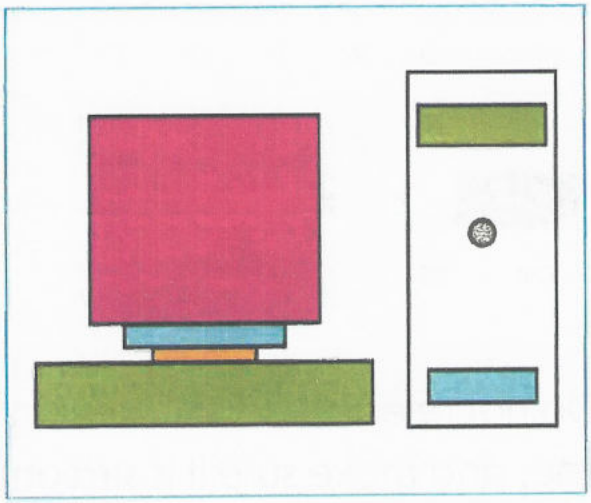
Draw a rectangle (base).

Size: 240 x 45 px



Step 4

Draw a rectangle (case).
Size: 110 x 260 px
Add details as shown on the case (two rectangles and a circle).
Color the computer.



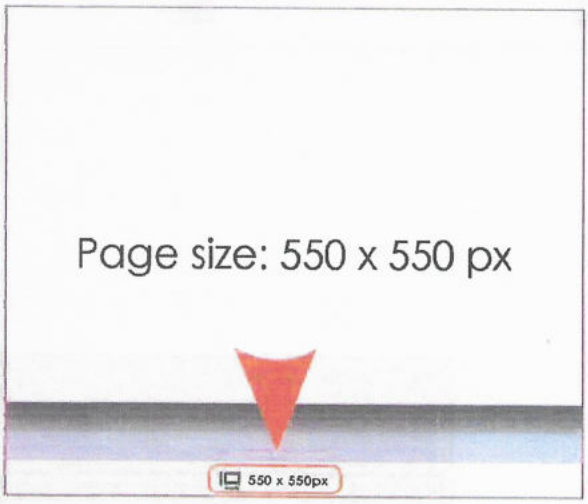
ACTIVITY

Follow the steps below to draw a computer.

Step 1

Choose a page.

Size: 550 x 550 px



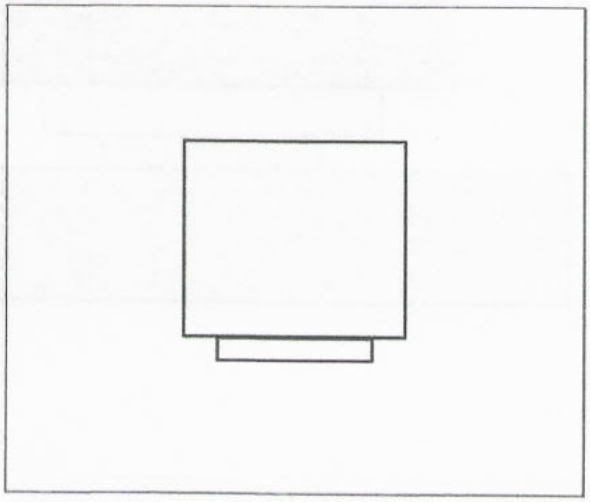
Step 2

Draw a rectangle.

Size: 180 x 160 px

Draw a rectangle.

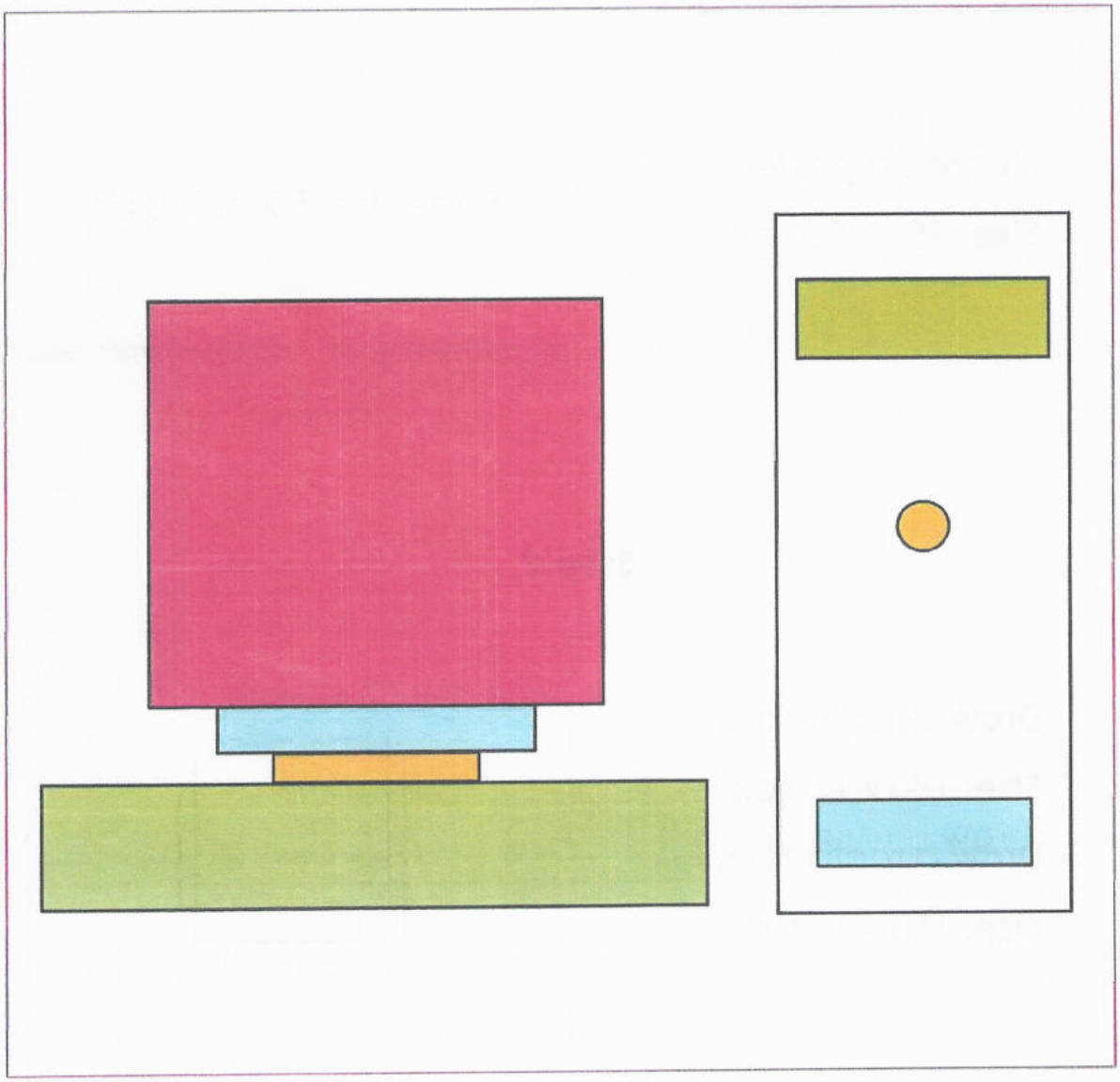
Size: 150 x 15 px



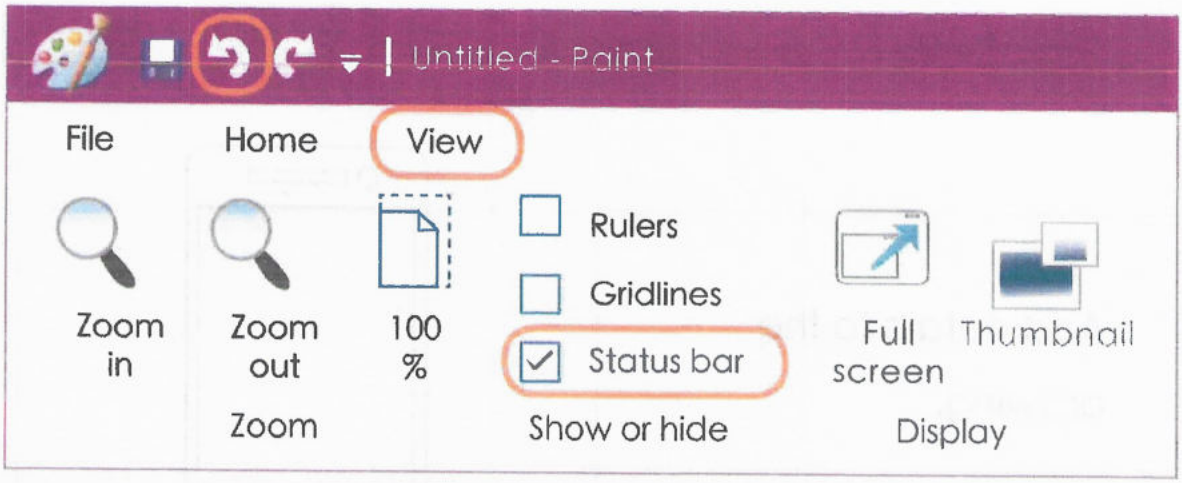
ACTIVITY

Draw a computer using the geometric shapes in the toolbar, and then **color** the drawing paying attention to the following.

- **outside look**
- **small details**
- **coloring**



- The **Status bar** should be displayed to specify the measurements during the drawing process.
- Undo any move using the **Undo** arrow or **ctrl + Z** keys.



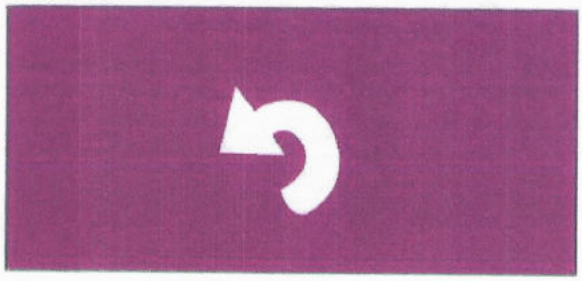
View button

View

Status bar

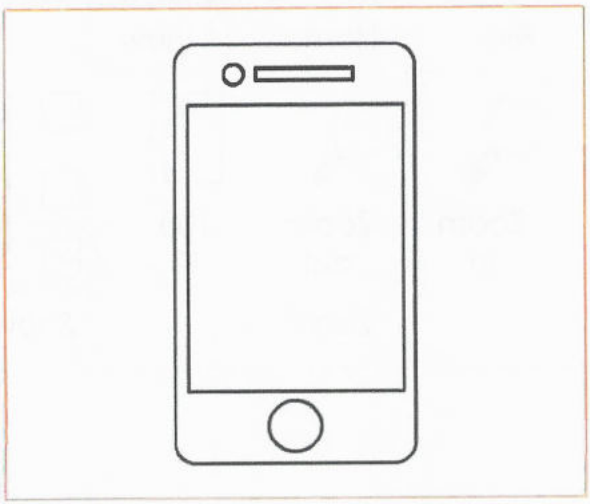
Status bar

Undo or (ctrl+z)



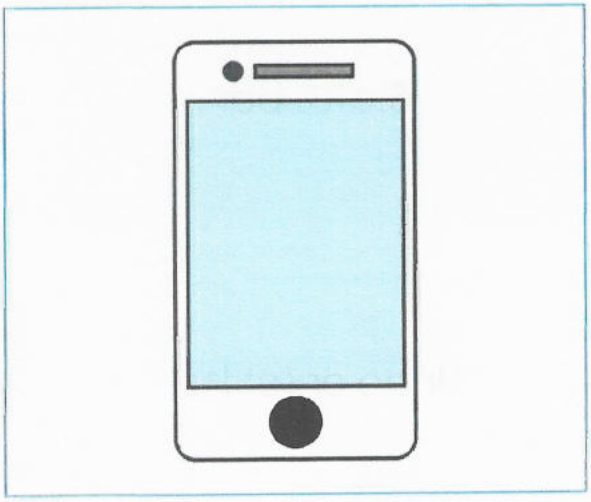
Step 3

Add details to the drawing.



Step 4

Color the phone.



ACTIVITY

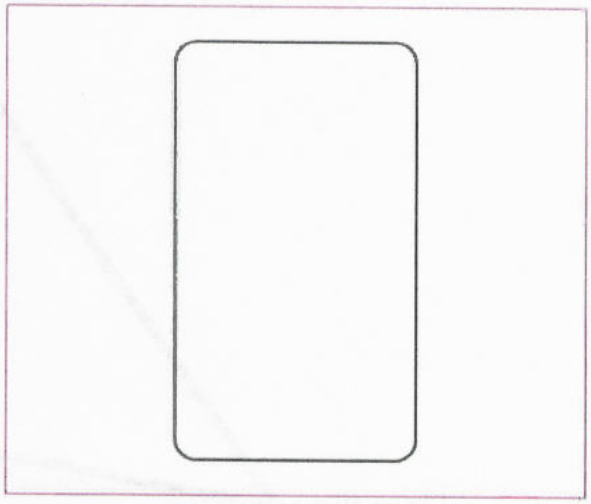
A. **Draw** a phone using the geometric shapes in the toolbar, and then **color** it as shown below.

Step 1

Draw a rounded rectangle.

Size: 260 x 440 px

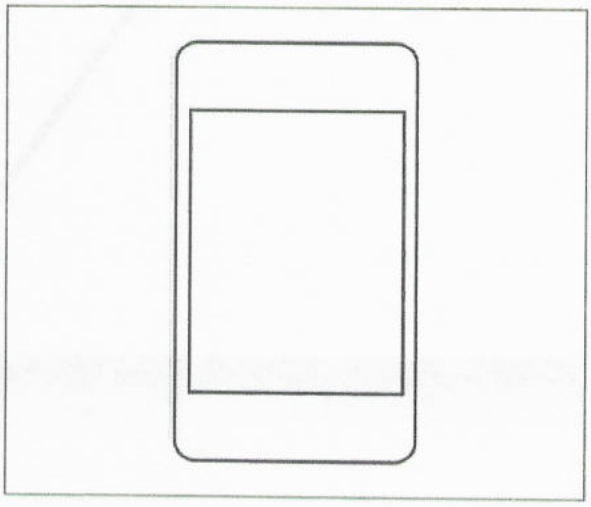
Pencil size: 3 px

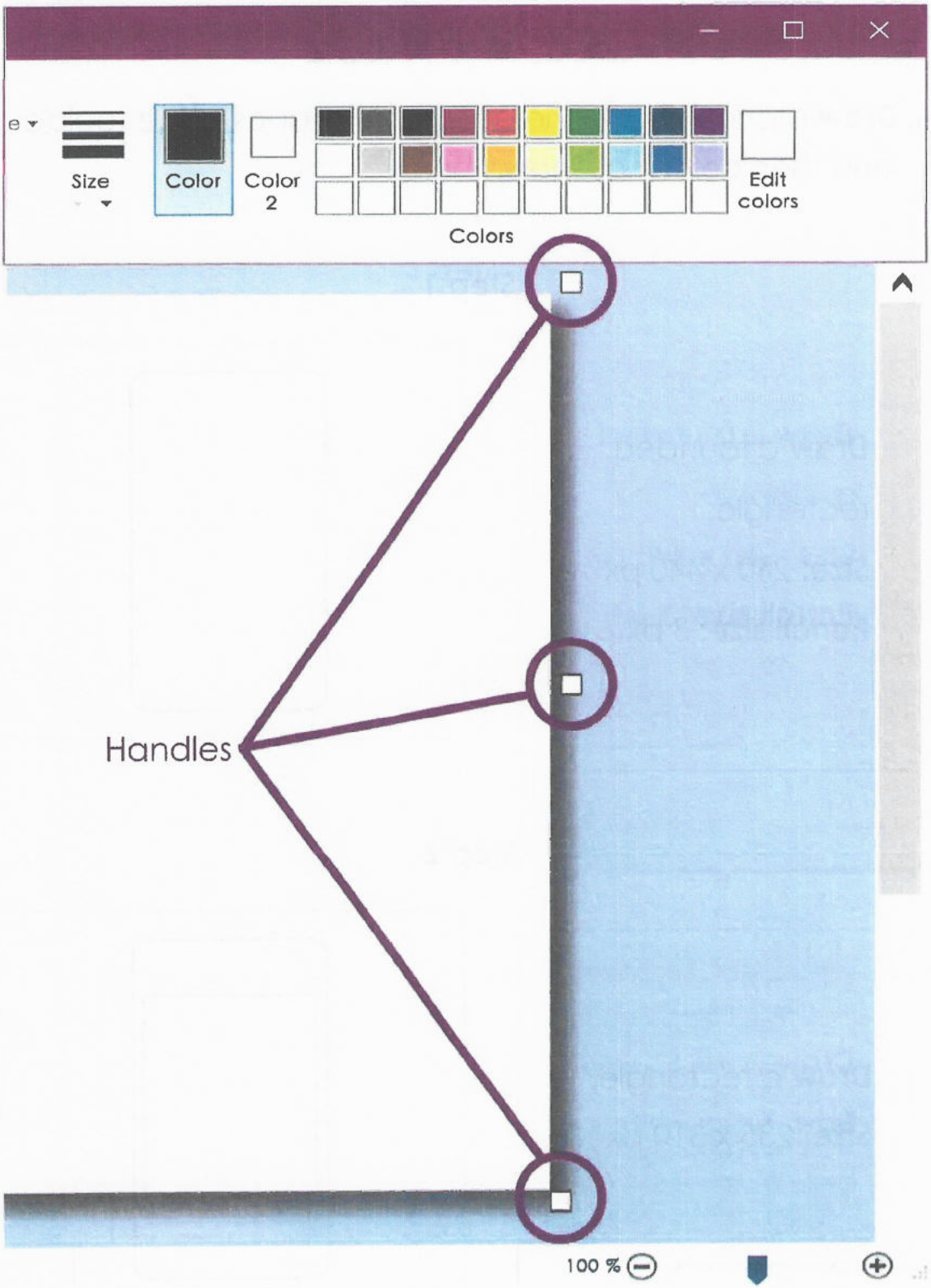


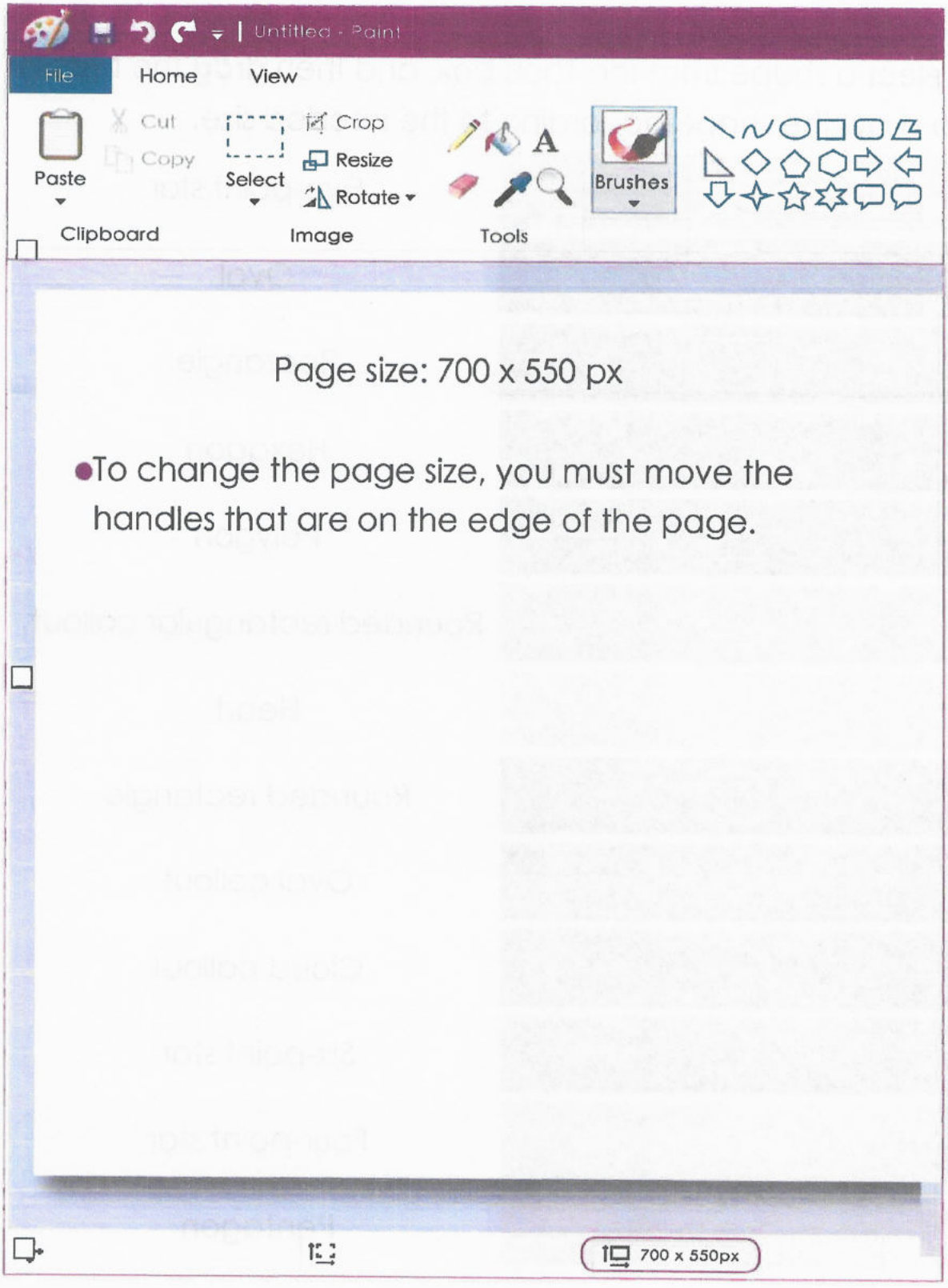
Step 2

Draw a rectangle.

Size: 235 x 310 px

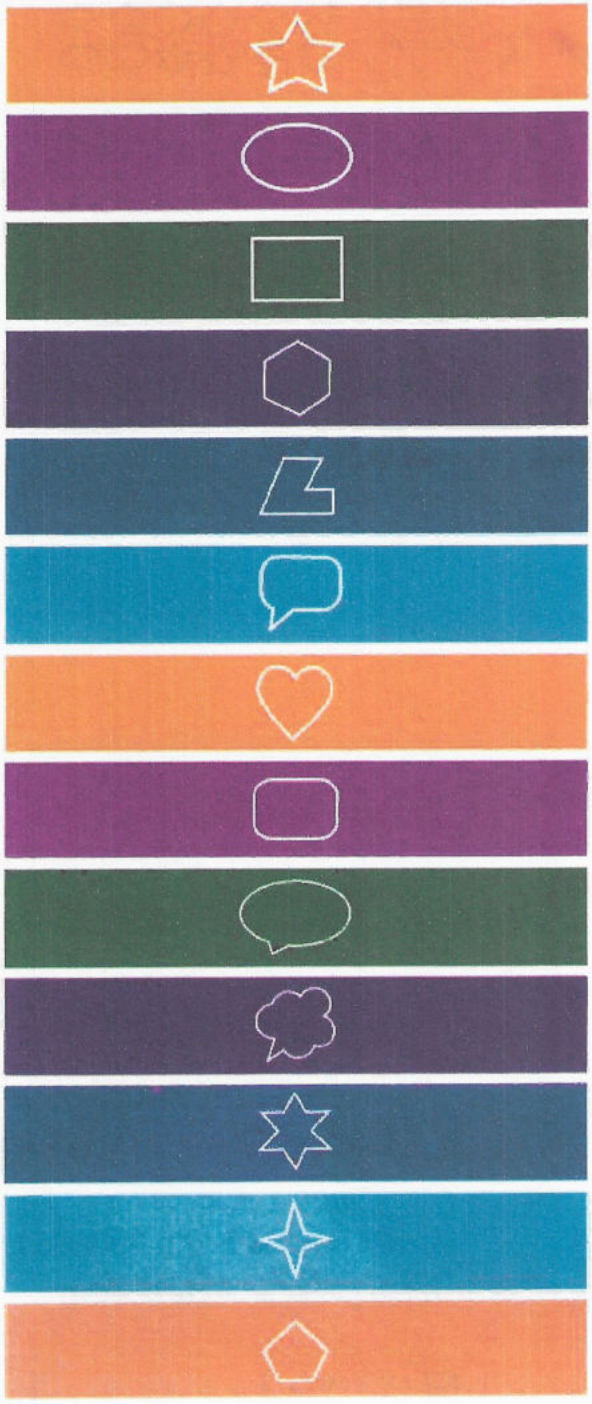



Size
Color
Color 2
Edit colors
Colors
Handles
100 %


Untitled - Paint
File
Home
View
Cut
Copy
Paste
Select
Crop
Resize
Rotate
A
Brushes
Clipboard
Image
Tools
Page size: 700 x 550 px
To change the page size, you must move the handles that are on the edge of the page.
700 x 550px

How to draw any shape?

Select a shape from the Tools box, and then **drag** the finger to draw the shape according to the needed size.



Five-point star

Oval

Rectangle

Hexagon

Polygon

Rounded rectangular callout

Heart

Rounded rectangle

Oval callout

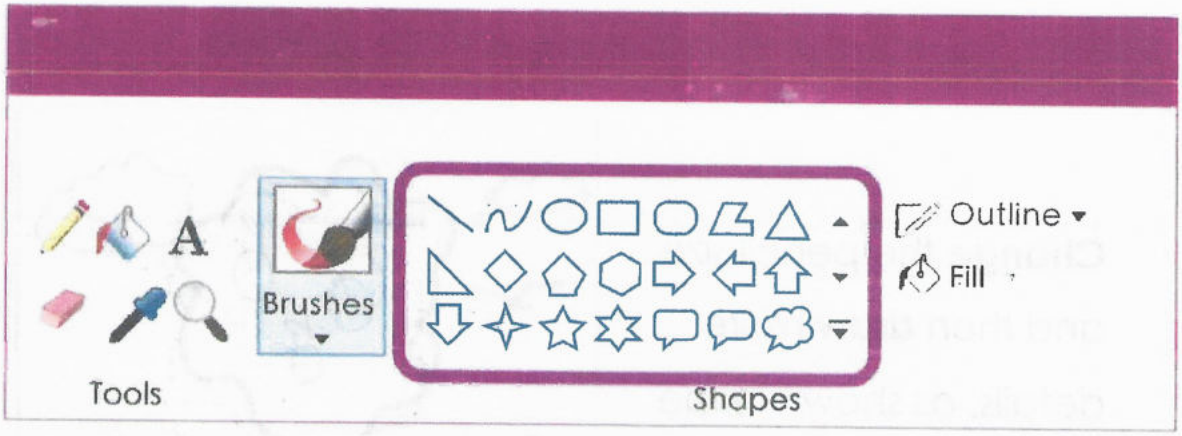
Cloud callout

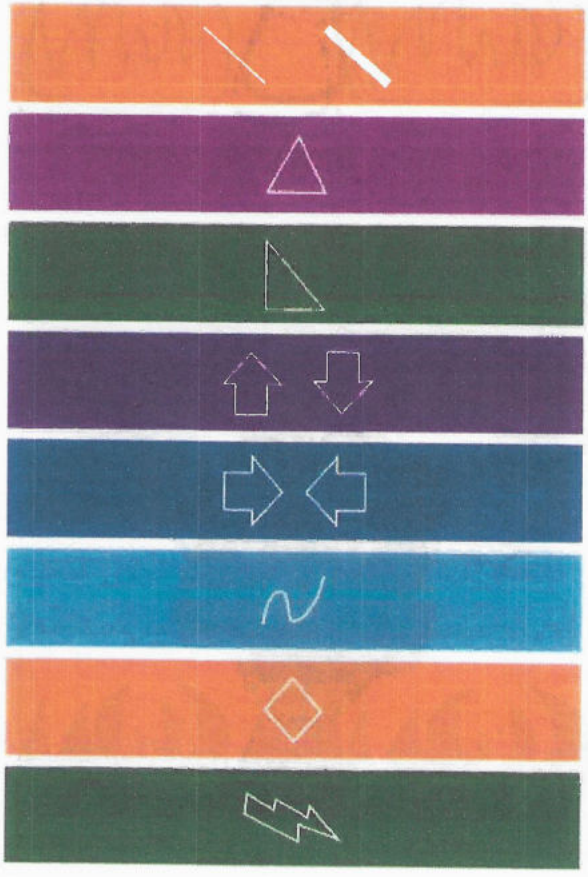
Six-point star

Four-point star

Pentagon

There is a list of different geometric shapes in **Microsoft Paint**, like the ones below.





Line

Triangle

Right triangle

(Up / Down) arrow

(Right / Left) arrow

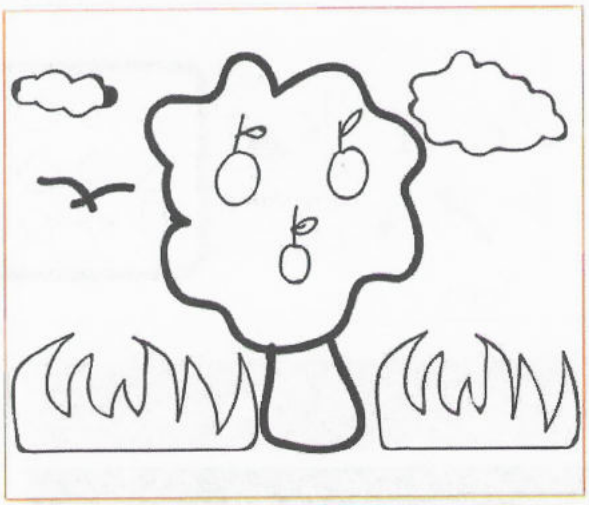
Curve

Diamond

Lightning bolt

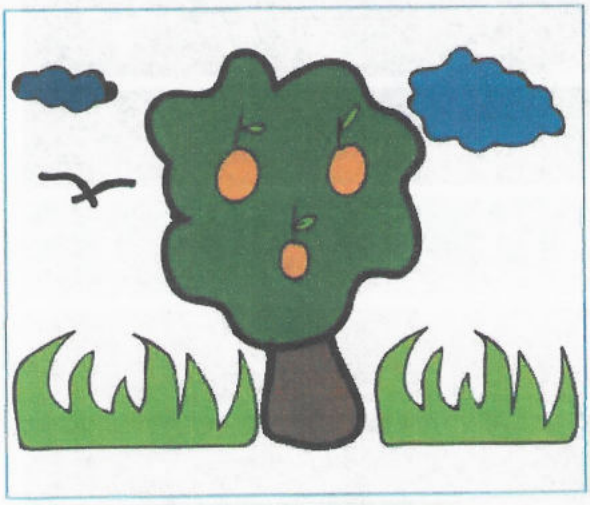
Step 3

Change the pencil size, and then **draw** more details, as shown in the picture.



Step 4

Color the picture.

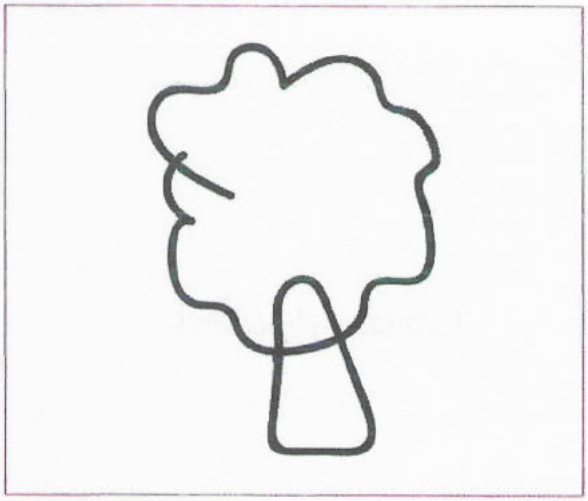


ACTIVITY

A. **Open** the Paint program, and then **follow** the steps to draw the picture as shown below.

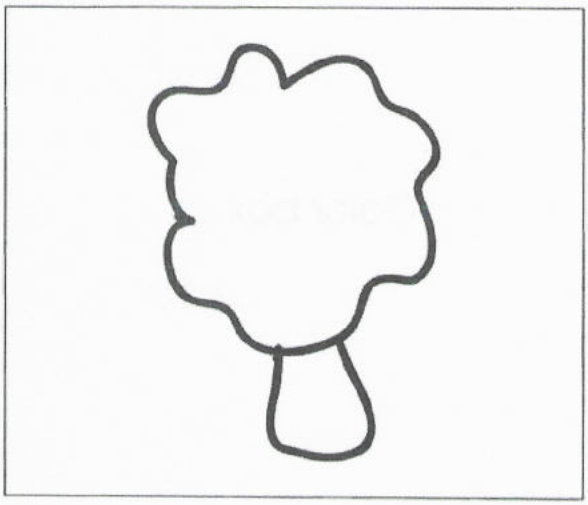
Step 1

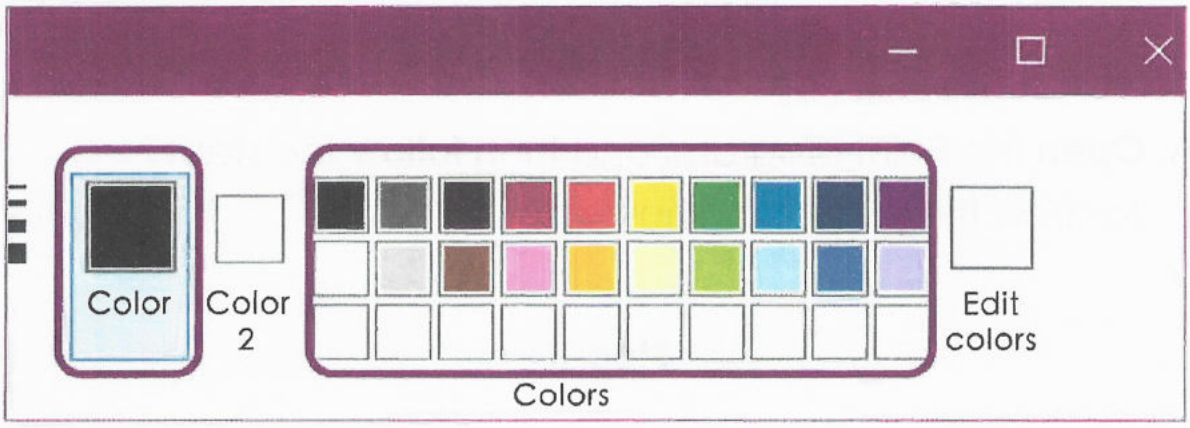
Use the pencil tool to draw a tree.



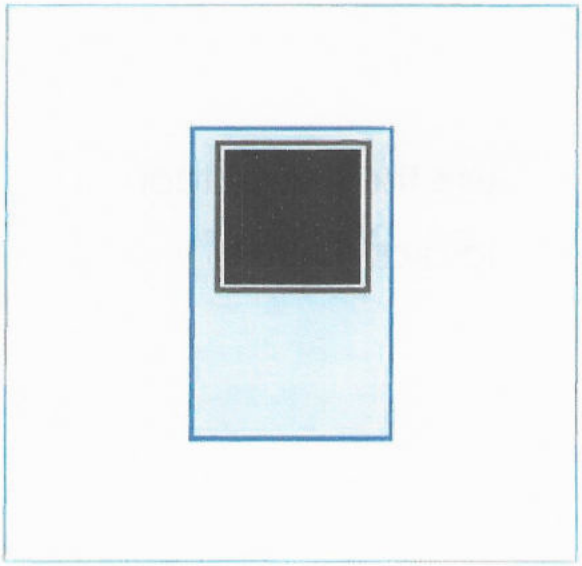
Step 2

Erase the additional details.



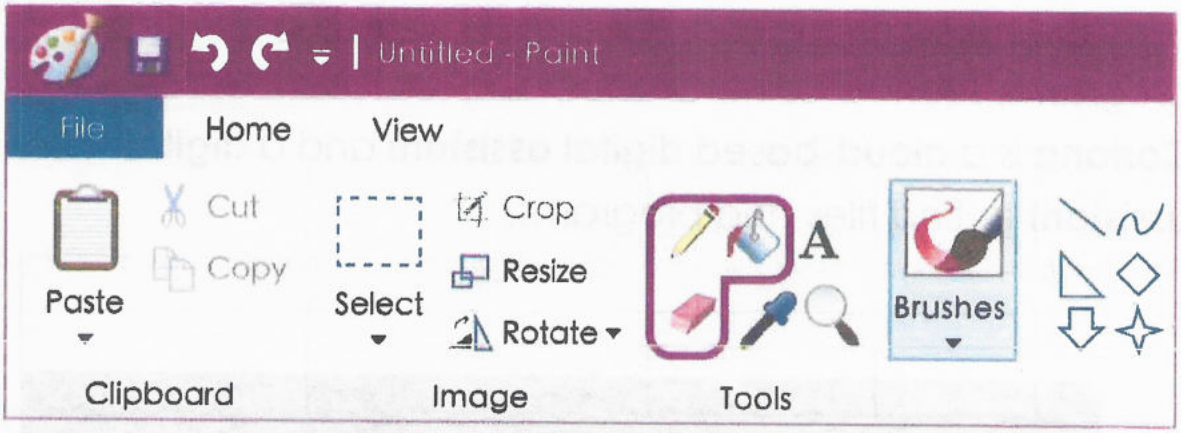


Color selected

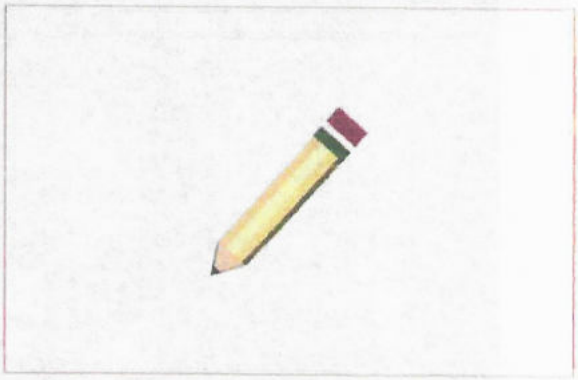


Color box

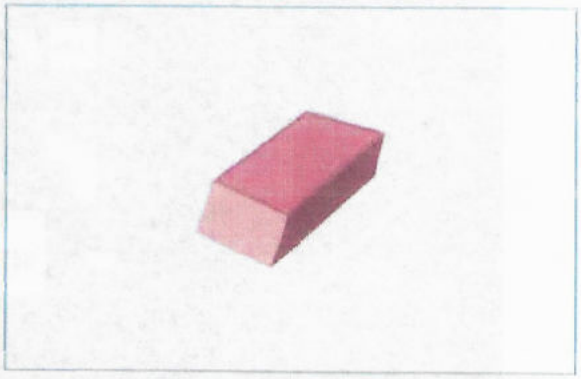




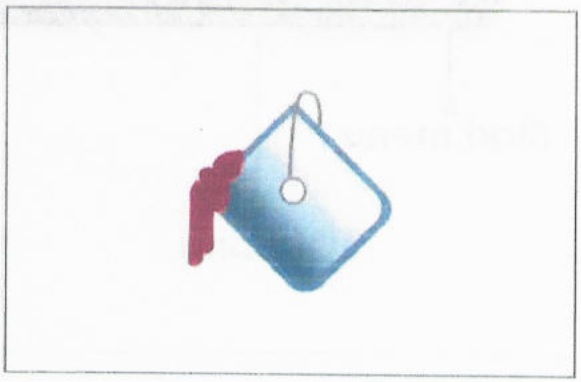
Pencil



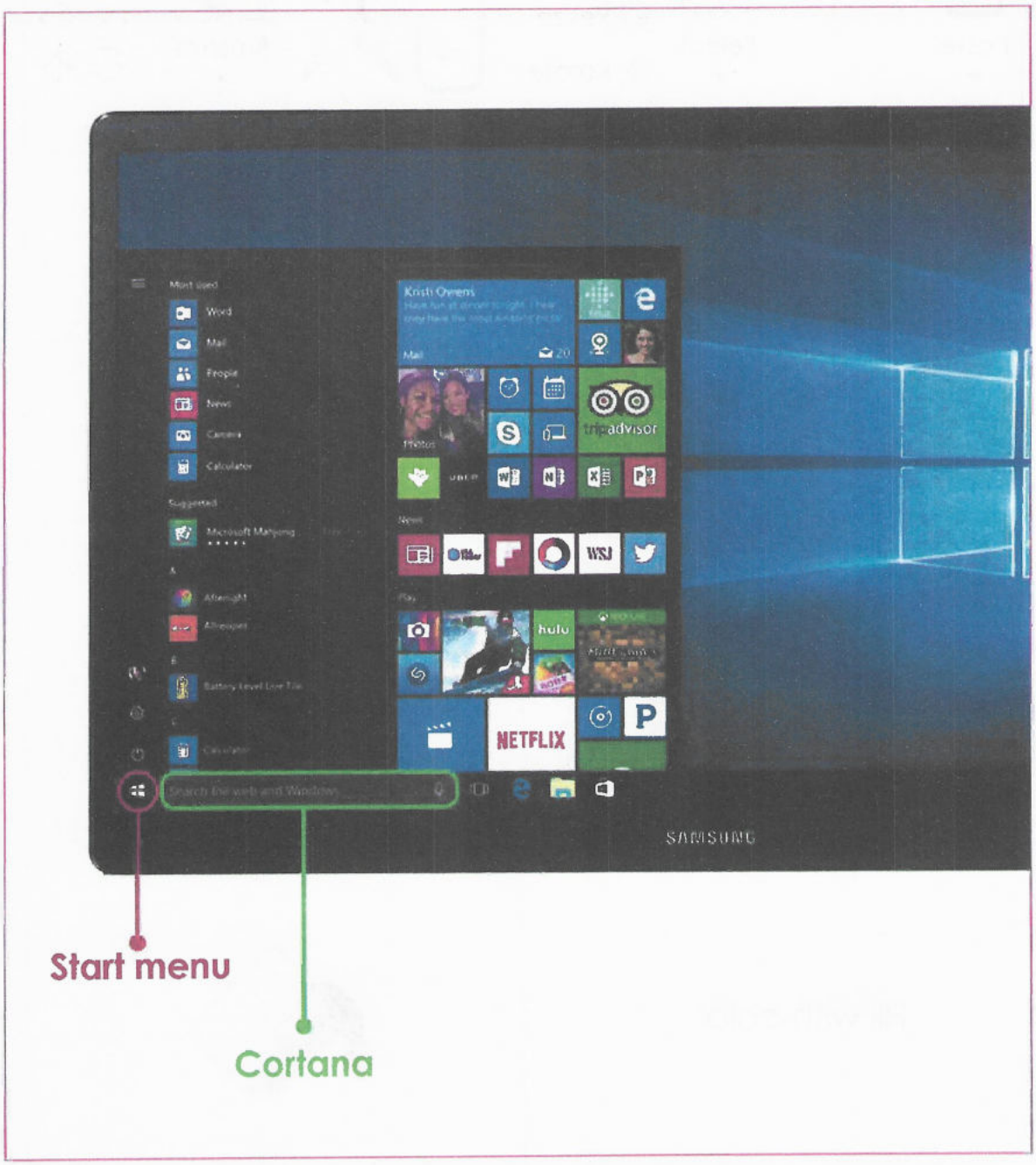
Eraser



Fill with color



The **Start menu** provides quick access to settings and all programs, such as Paint, Games, and Microsoft Word. **Cortana** is a **cloud-based digital assistant** and a **digital-voice assistant** to find files and programs.



Microsoft Paint is a program used for drawing.
The Paint program can function by either clicking the Start menu and choosing the program or asking Cortana to open the program.

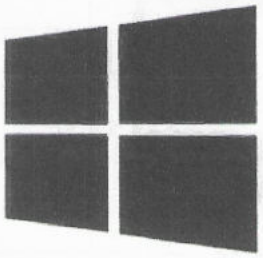
Paint logo
(icon)



Ways to Open Paint Program

Start menu

1. Start
2. Windows Accessories
3. Paint



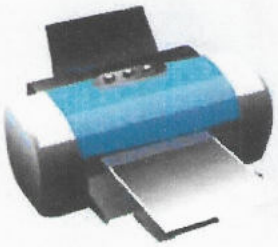
Cortana



ACTIVITY

B. **Find** and **cross out** the words that are related to the computer.

printer	mouse	case	~~computer~~	DVD
laptop	keyboard	app	server	screen







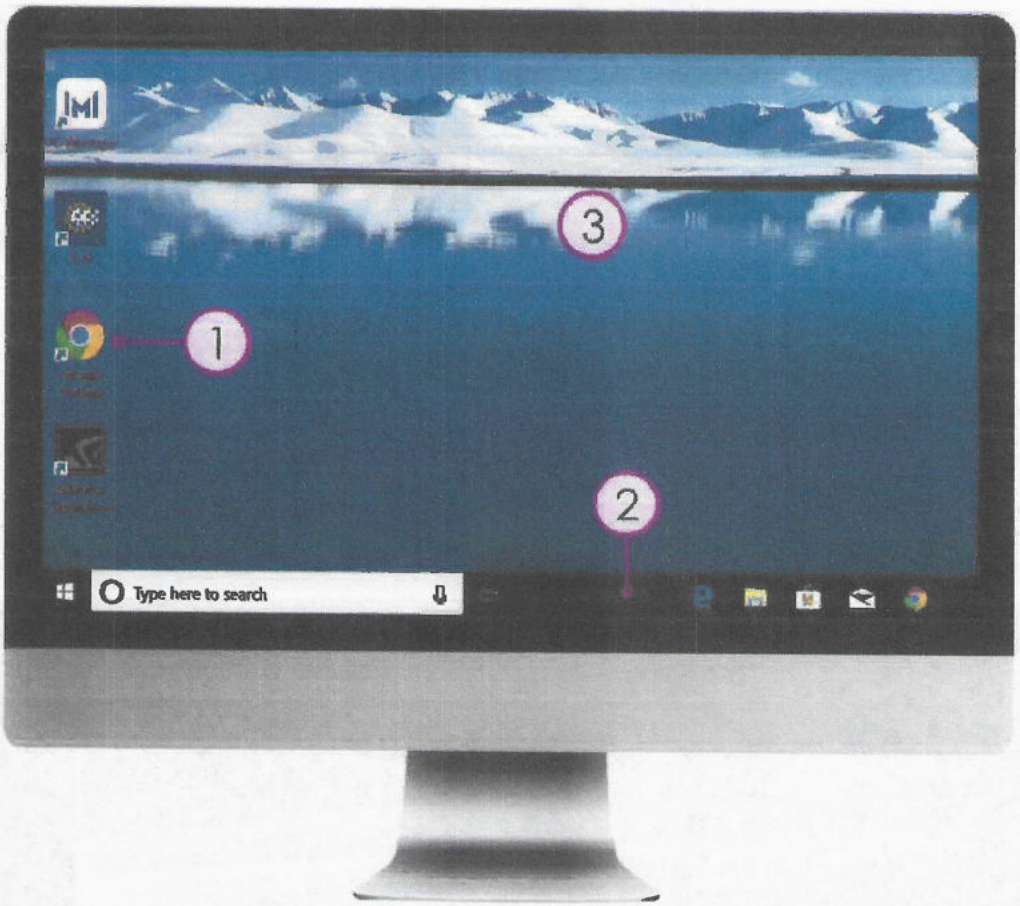




p	r	i	n	t	e	r
l						
a						
a	p	p	p		k	c
			t		e	m o
			o		y	o m
			p		b	u p
s	c	r	e	e	n	o s u
s	e	r	v	e	r	a e -
		c	a	s	e	r e
		D	V	D		d r

ACTIVITY

A. **Fill in** the blanks with the missing letters.

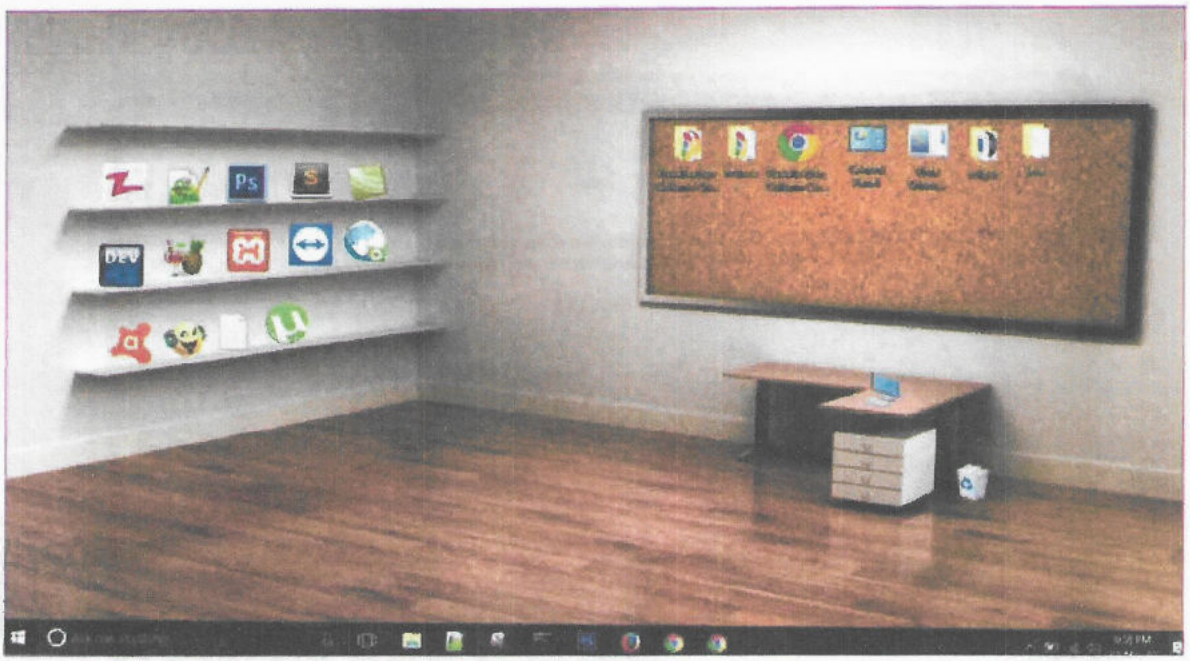


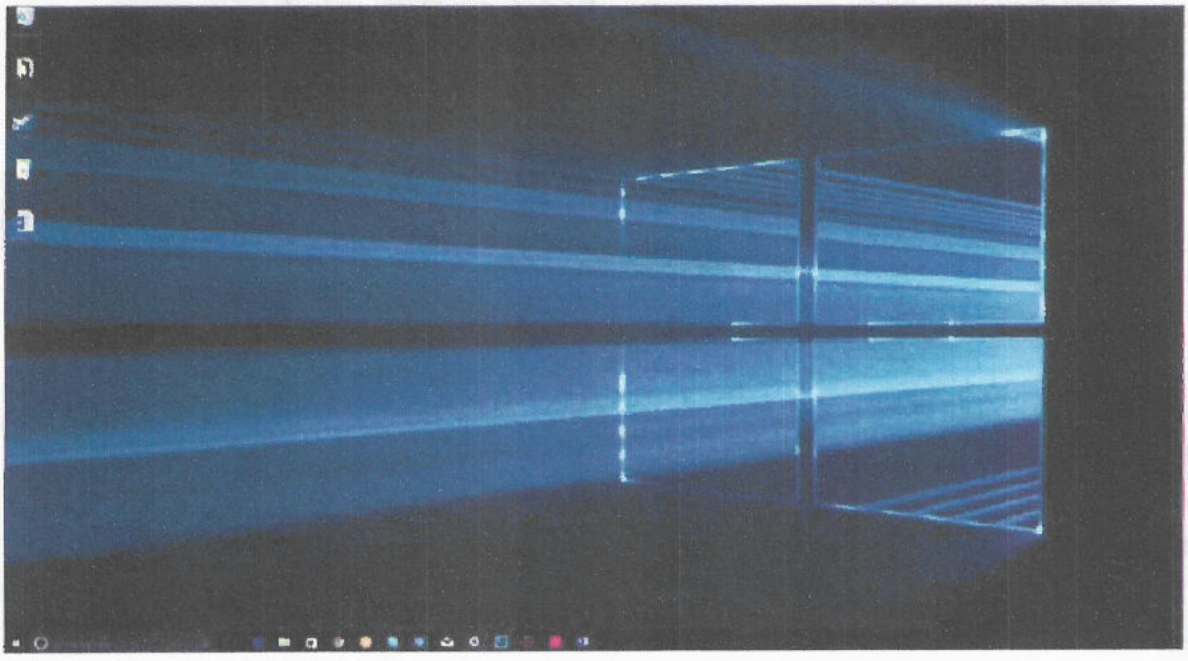
1 ____n

2 ___s_____

3 b_____d

The taskbar contains the Start menu, Cortana, pinned programs, notification area, and clock. It also shows the applications that are currently running.

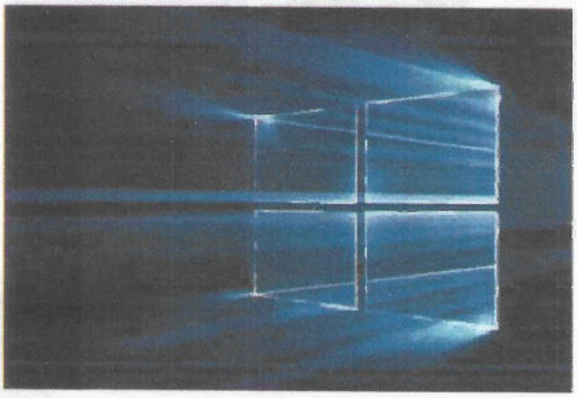




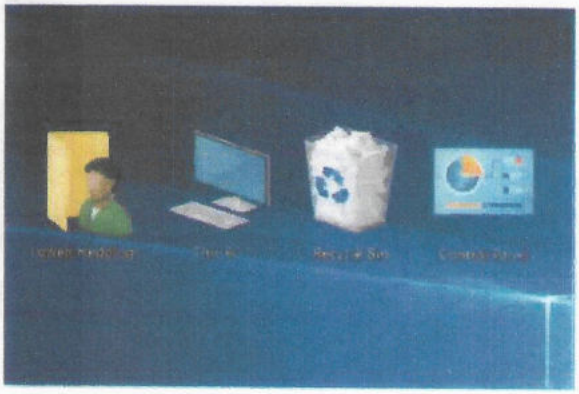
Microsoft Windows gets activated when the **desktop** appears. We can add shortcuts (icons) on the desktop for all files and programs that are installed on the computer.

Desktop Items

Background



Icons

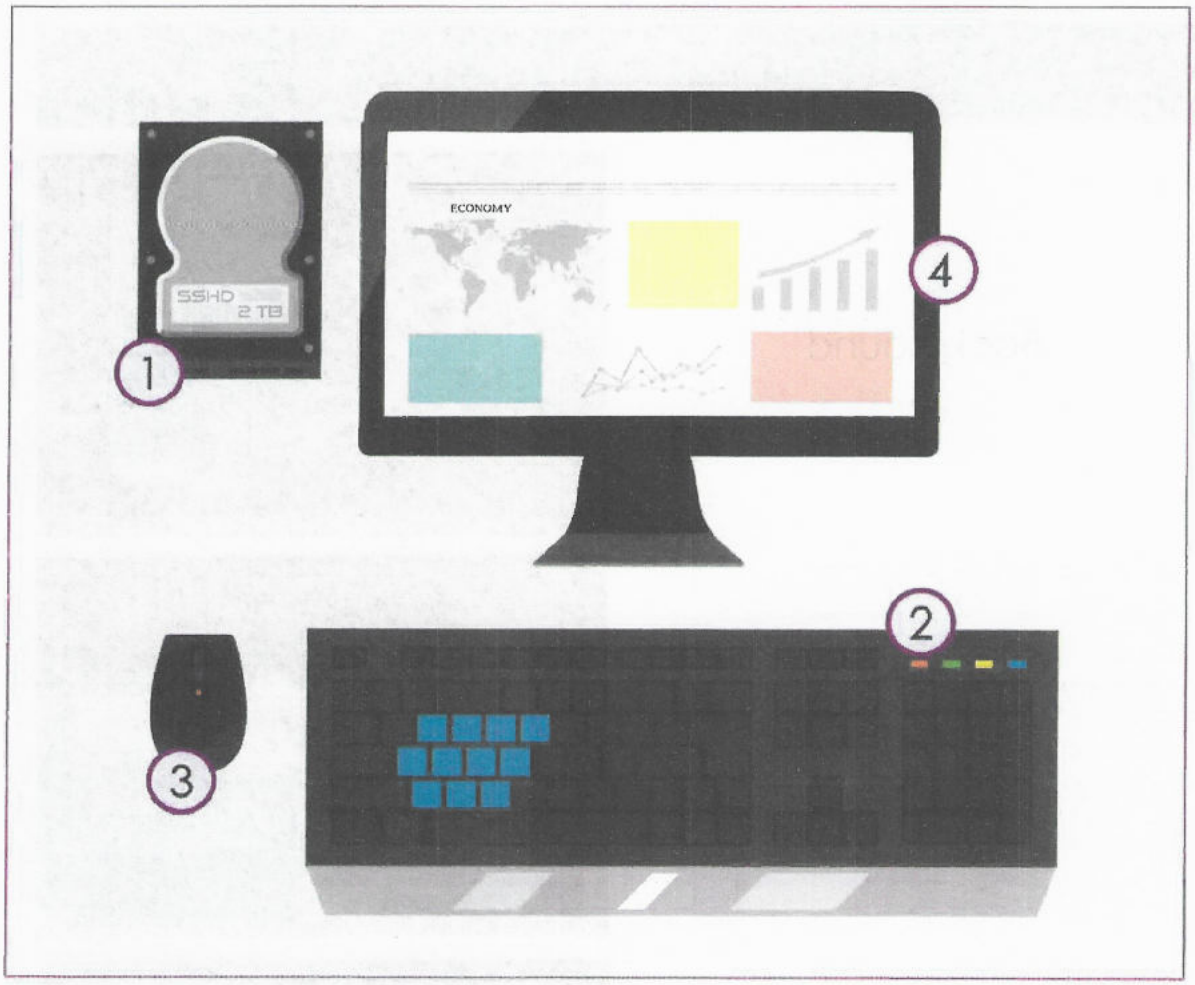


Taskbar



ACTIVITY

B. **Fill in** the blanks with the missing letters to find out the labeled parts of a computer.



1 ___ r__ d____

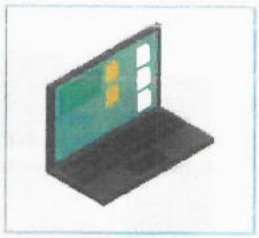
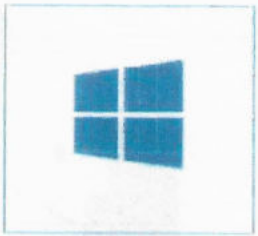
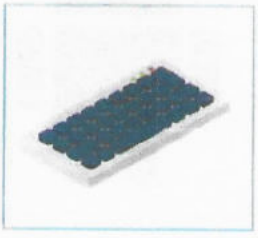
2 k_ _ _ _ _ _ _ _ _

3 m_ _ _ _ _

4 m_ _ _ _ _ _ _

ACTIVITY

A. **Look** at each picture, and **fill in** the blanks with letter (H) for hardware and letter (S) for software. Then **match** each picture to its name.

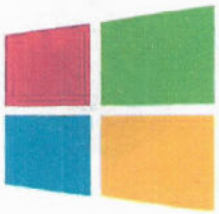
.....		●	● CRT
.....		●	● Qwerty
.....		●	● iPhone
.....	iOS	●	● Windows
.....		●	● Computer Type

The operating systems of a personal computer (PC) are **Windows** and **macOS.**

The mobile operating systems are **iOS** and **Android**.

iOS runs on iPhone, and **Android** runs on different phone brands, such as Samsung and Huawei.

Windows



macOS



iOS



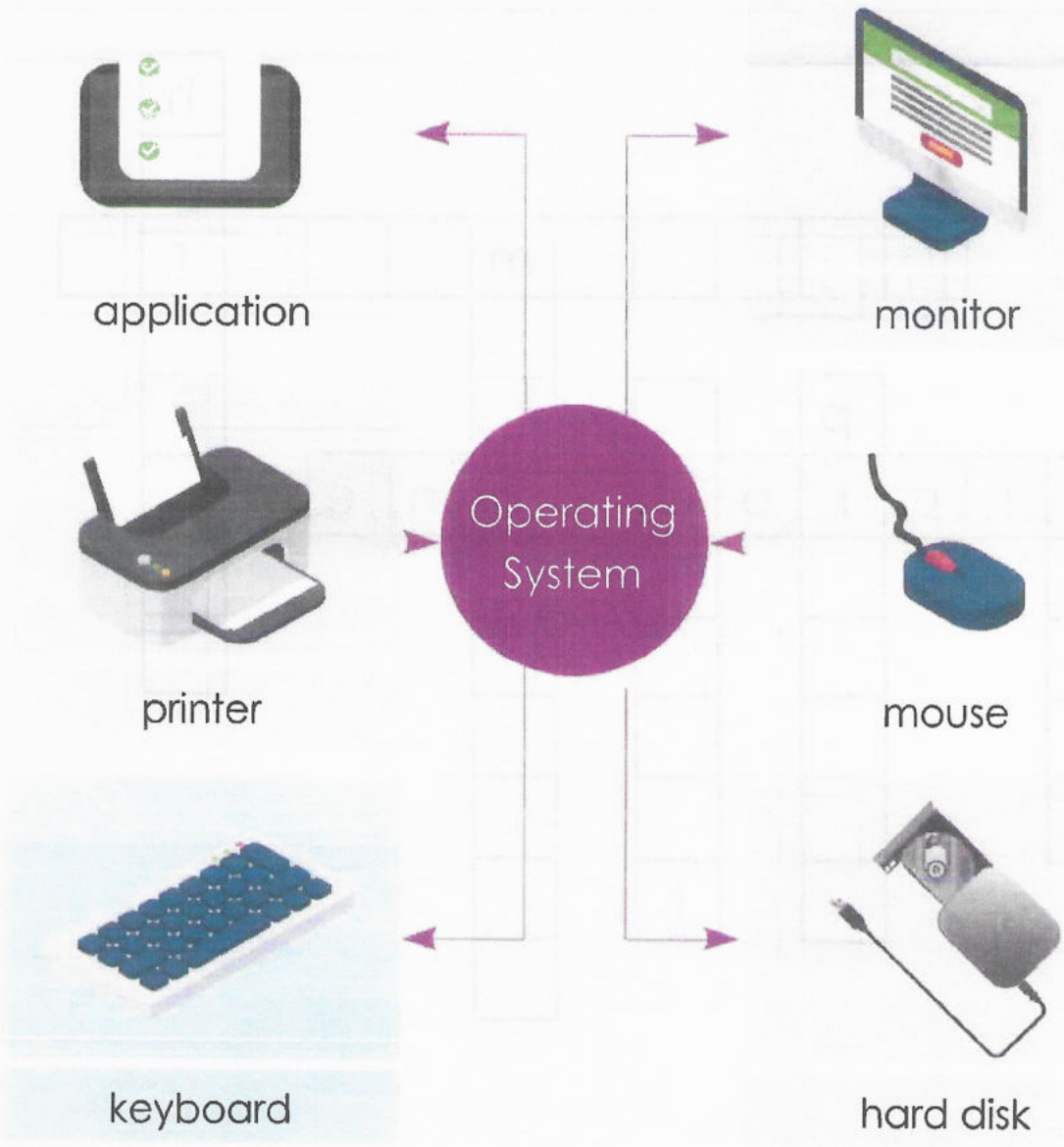
Android



LESSON 9 OPERATING SYSTEM

An **operating system** is a type of software that controls the operation of a computer and manages all application programs. Without an **operating system**, no software program could run.

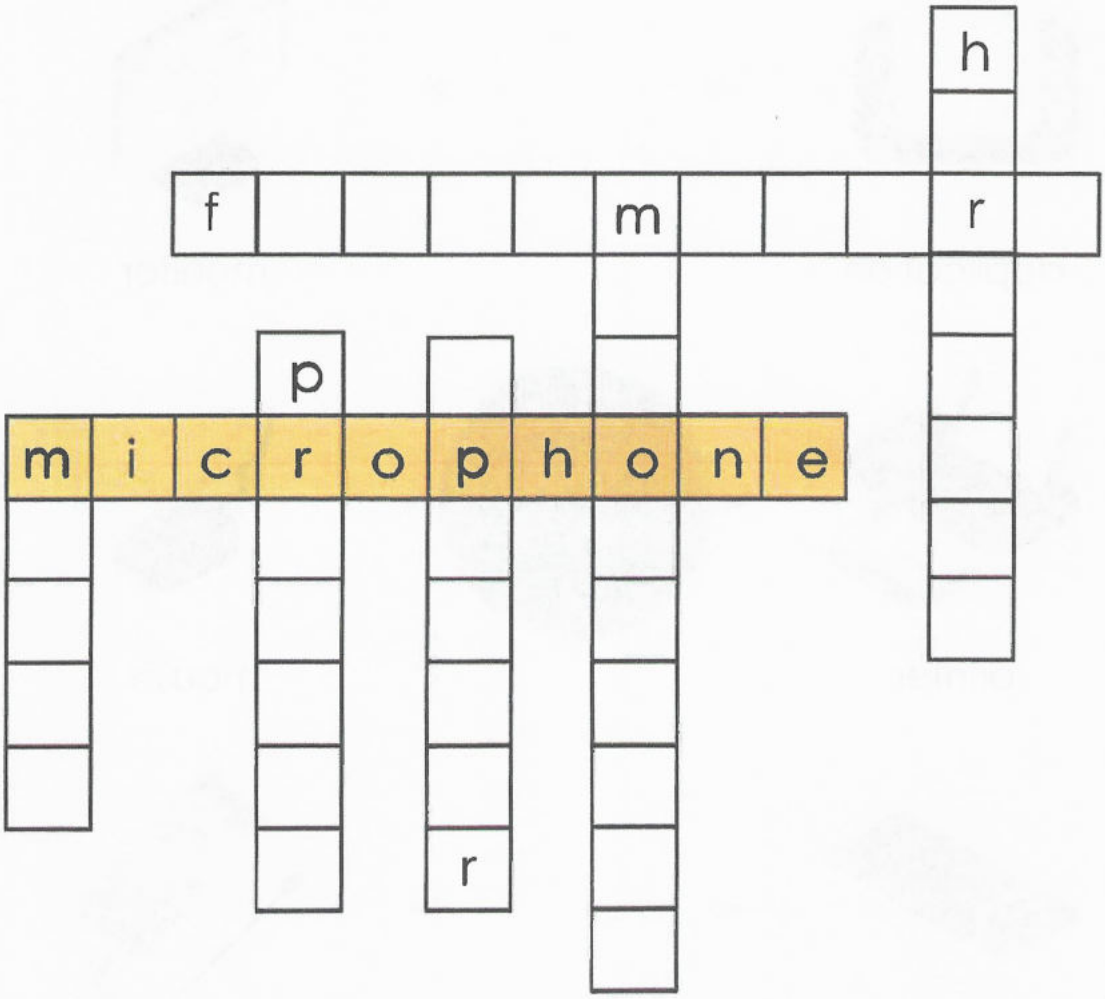
Operating System



ACTIVITY

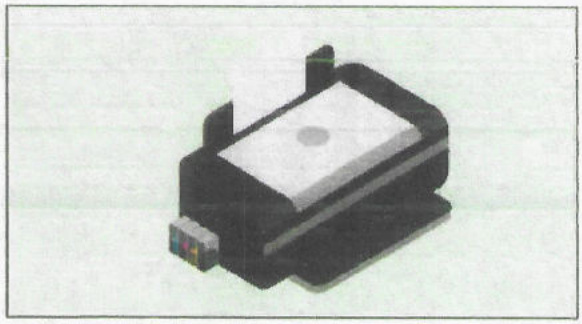
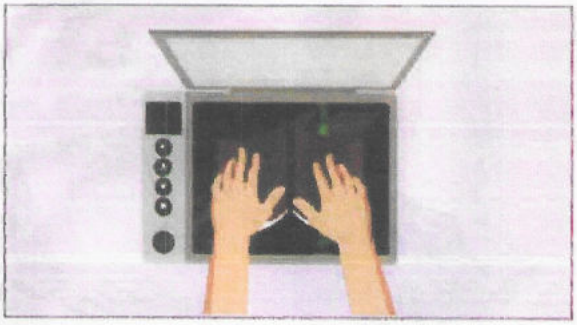
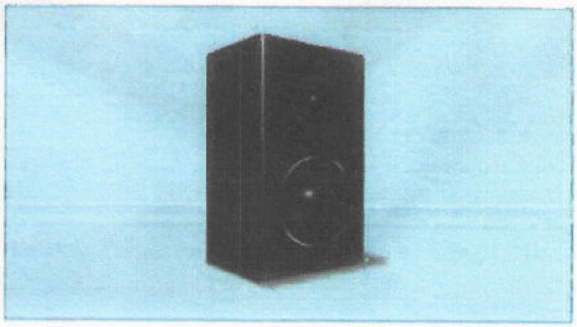
B. **Complete** the following crossword puzzle.

speaker	hard disk	printer	~~microphone~~
flash memory	memory card	mouse	



ACTIVITY

A. **Fill in** the blanks with the missing letters to identify the name of each peripheral device.

p _ _ _ _ _ _ _ _	
m _ _ _ _ _ _ _ _ _ _ e	
_ c _ _ _ _ _ _	
_ _ _ _ _ _ _ _ r	

Some devices perform several functions, like multifunction printers that are used for copying, printing, scanning, and so on.

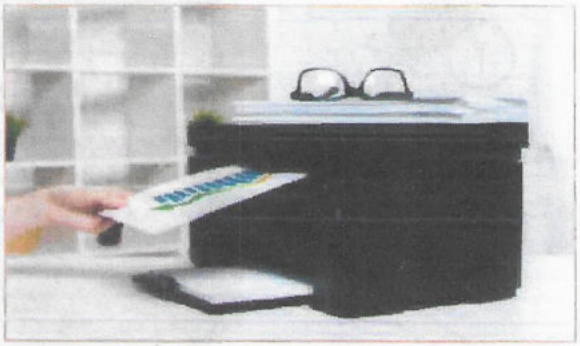


Peripheral devices are complementary but not essential devices. Microphones, printers, speakers, and scanners are examples of peripheral devices.

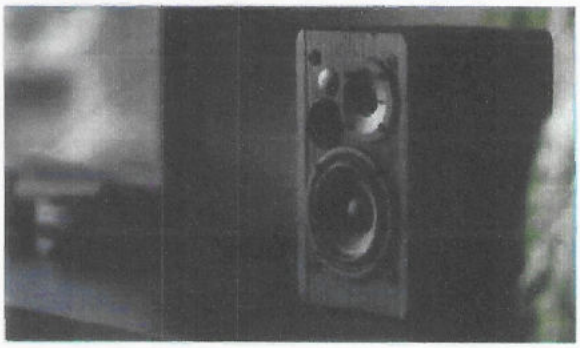
Microphone
It is used to enter sound into a computer.



Printer
It is used to print out texts and graphics on paper.



Speaker
It is used to make sound come out of a computer.

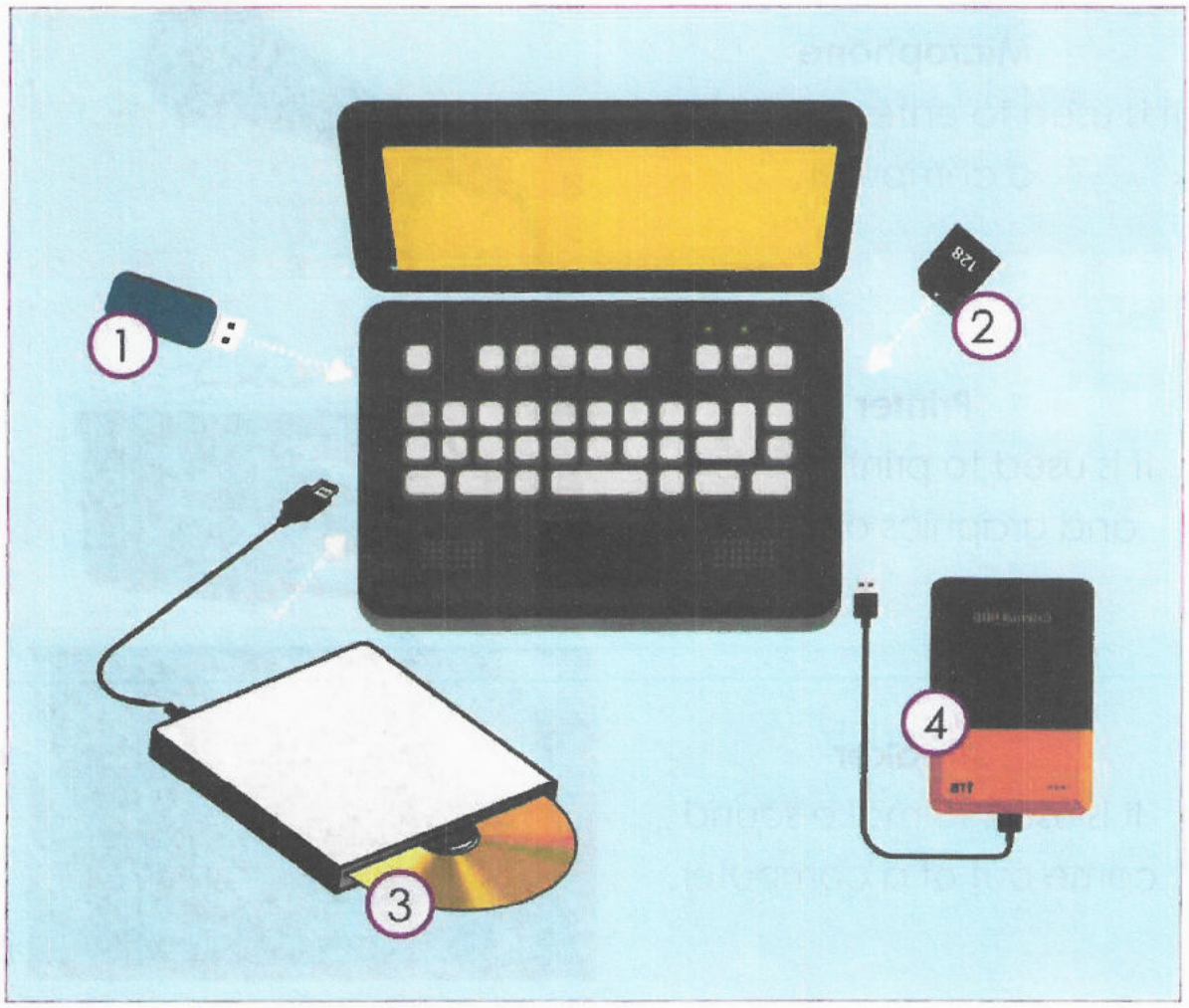


Scanner
It is used to scan pictures and texts and put them into a computer.



ACTIVITY

B. **Fill in** the blanks with the missing letters to find out the names of the storage devices.



1 f_____ m_____

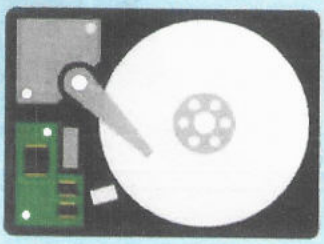
2 S__ _____

3 C__

4 h____ d____

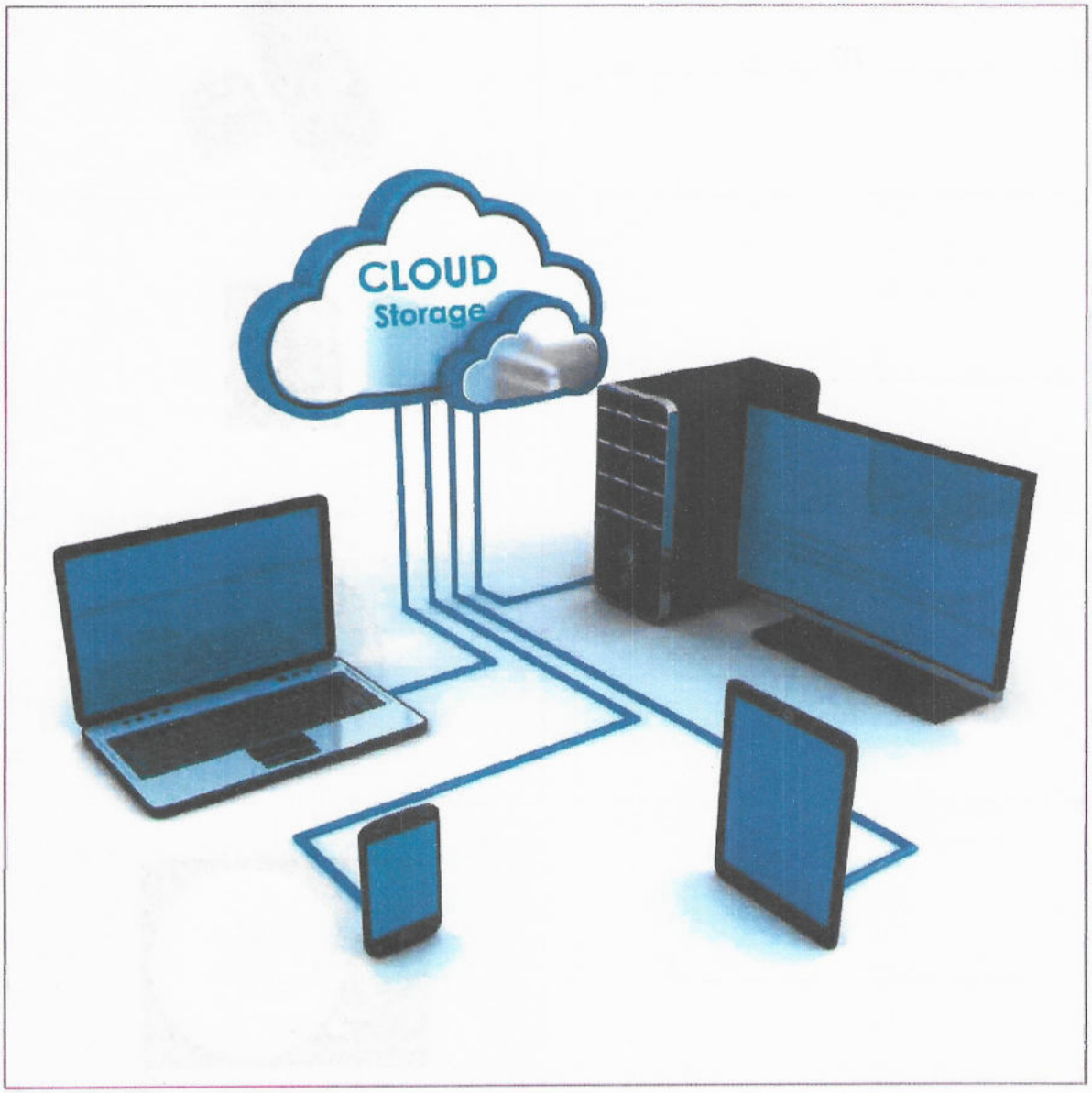
ACTIVITY

A. **Fill in** the blanks with the missing letters to form meaningful words.

f_ _ _ _ _ m_ _ _ _ _ _	
_ _ _ _ _ _ _ c_ _ _ _	
_ V _	
_ _ _ _ _ _ _ _ _ _ k	

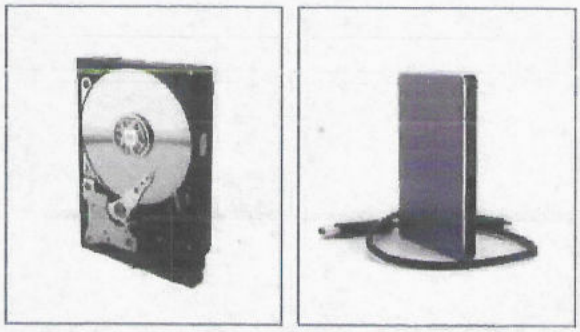
All these storage devices can be used as temporary and backup storage.

Cloud storage is a storage that saves our files on an internet server.



A **storage device** is used to save files and applications. There are many types of storage devices like hard disk, disk, flash memory, and memory card.

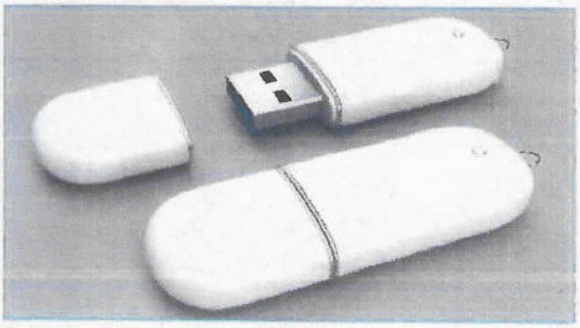
hard disk
(internal, external)



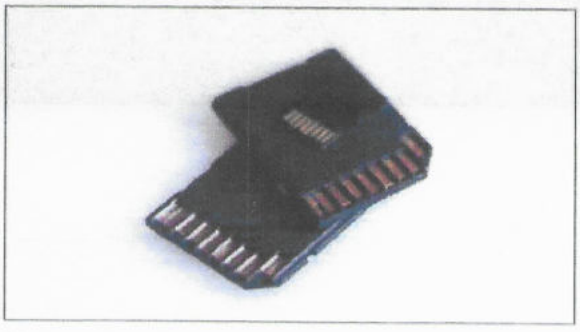
disk
(CD, DVD, Blu-ray)



flash memory

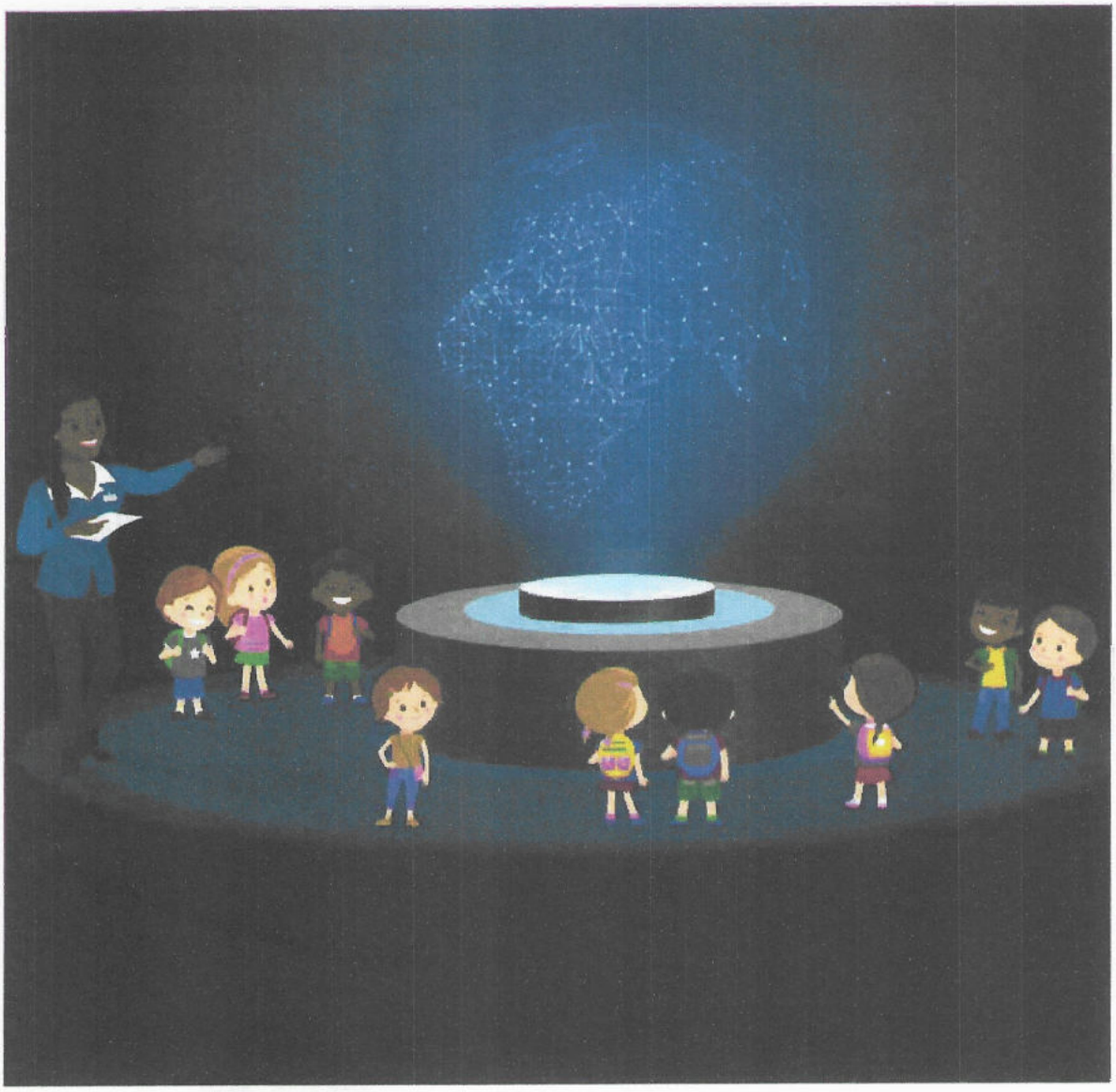


memory card
(SD card)



ACTIVITY

B. **Name** the type of the given screen.



_ _ _ _ _ _ _ _ _ _ _ _ c screen

ACTIVITY

A. **Fill in** the blanks with the missing letters to identify the types of screens.

__ E __ screen	
T _ _ _ _ screen	
_ _ _ _ screen	

One revolutionary screen is the **holographic screen**. It is like a 3D picture. The process of making holograms is called holography. A typical hologram is created with laser.



There are many **types of screens.** Below are some examples.

- **CRT**
- **Touch**
- **LCD**
- **3D**
- **LED**
- **Holographic**



CRT
Cathode Ray Tube



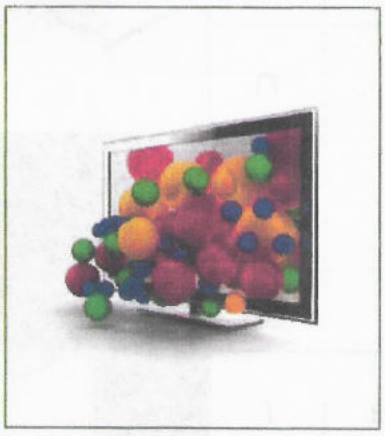
LCD
Liquid Crystal Display



LED
Light Emitting Diodes



Touch



3D
3 Dimensions

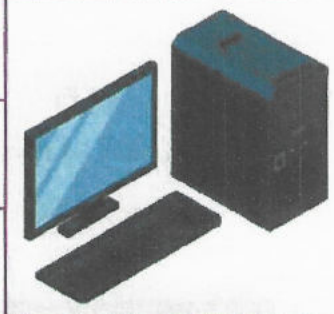
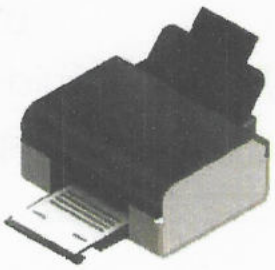
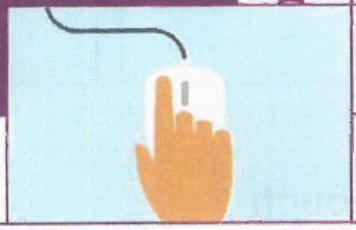


Holographic

ACTIVITY

B. **Cross out** the words and the names of the pictures to find the secret word.

server	cell phone	scanner	right click

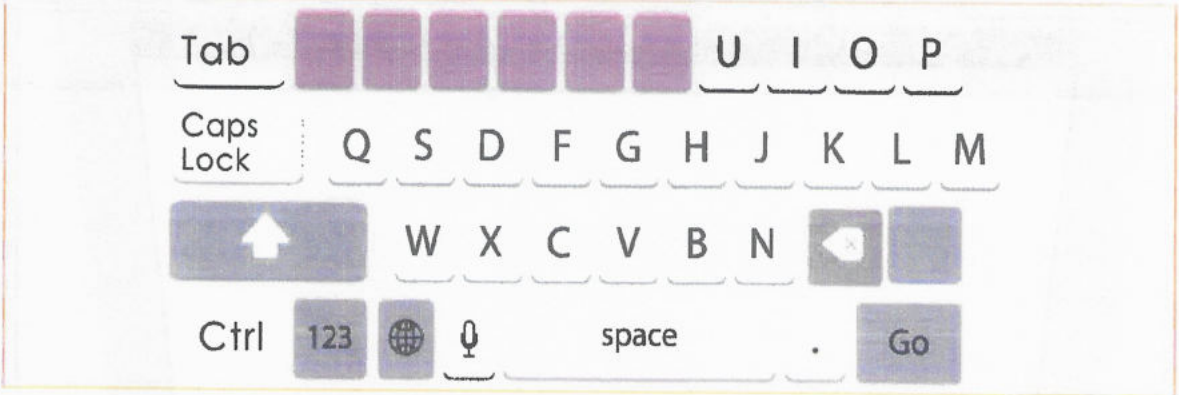
	s	c	a	n	n	e	r	
c	e	l	l	p	h	o	n	e	r
		d	e	s	k	t	o	p	i
l				p					g
a				r				m	h
p				i				o	t
t				n				u	c
o				t				s	l
p				e				e	i
c	a	s	e	r					c
s	e	r	v	e	r				k

The secret word is _____.

ACTIVITY

A. **Complete** each type of keyboard with the missing letters. Then **write** the name of each type on the line provided.

French

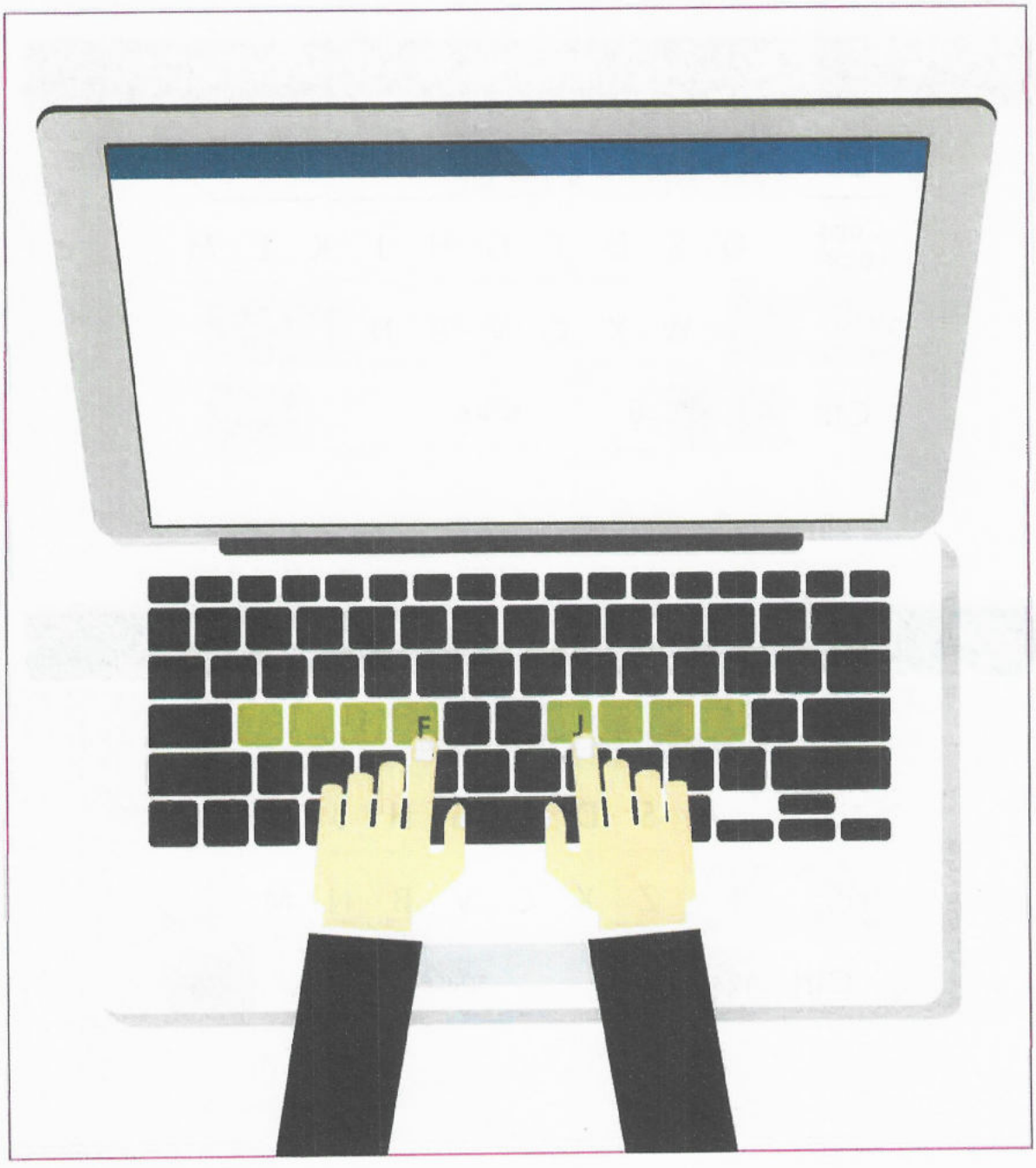


English



Keyboard finger position must be as the following:

- Place your left index on the key **F**.
- Place your right index on the key **J**.



LESSON 5 KEYBOARD

The **keyboard** is an input device. It is used to enter data into a computer or other devices.
QWERTY and AZERTY are two different types of keyboard layouts.

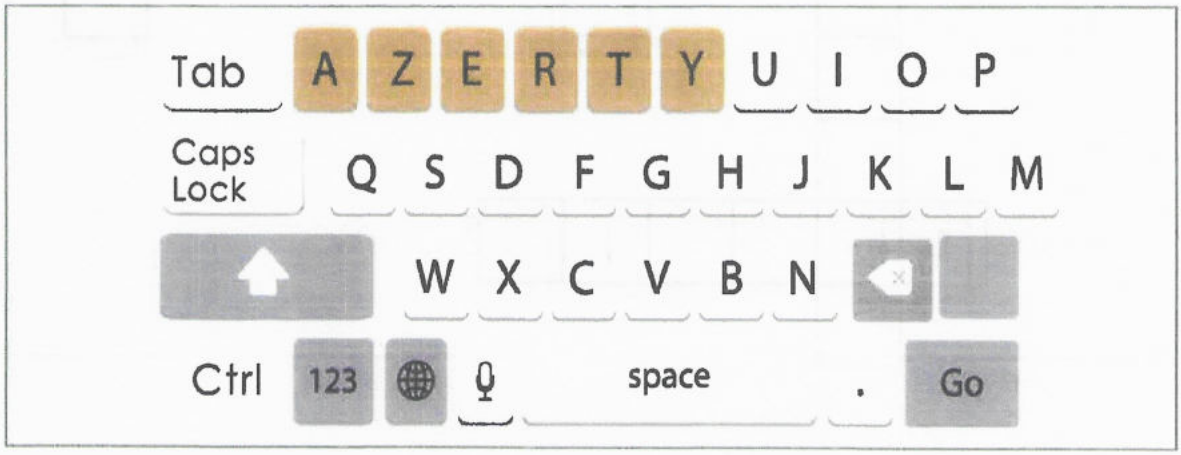
QWERTY

It is widely used in America (**English**).



AZERTY

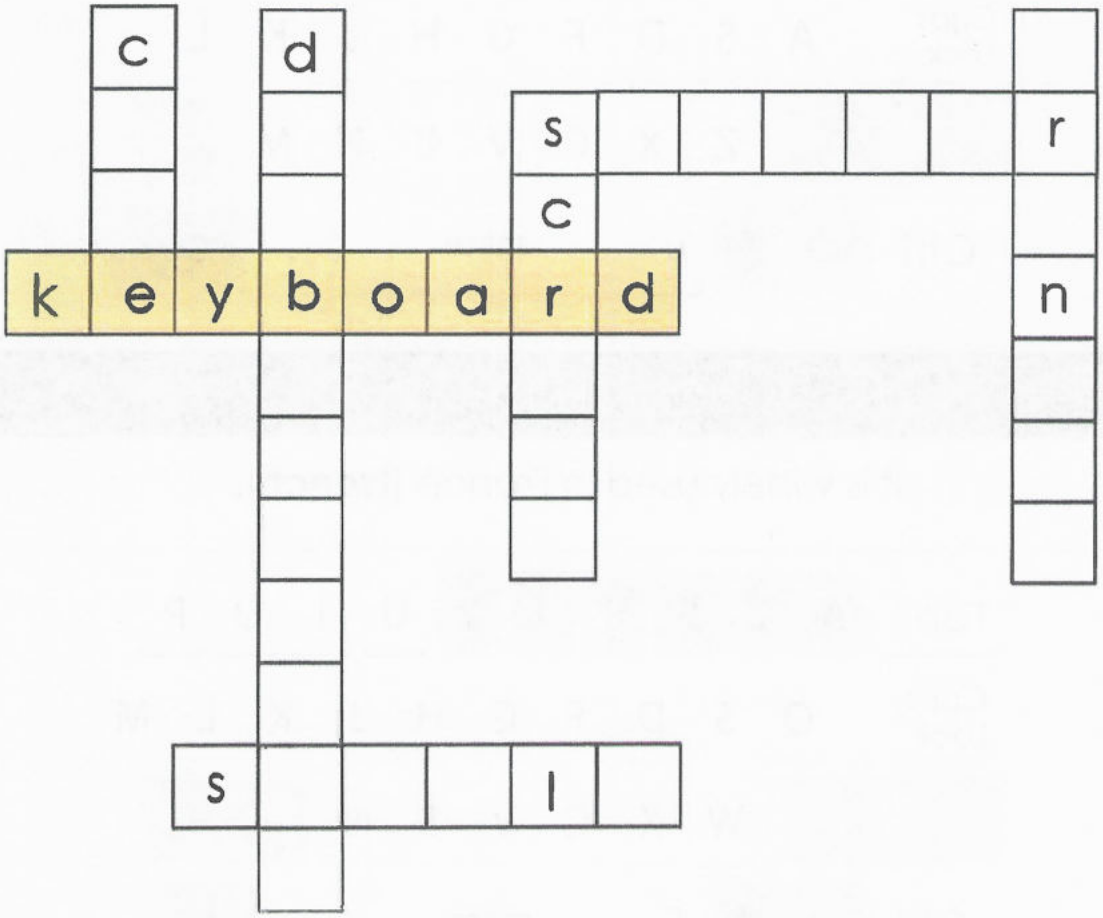
It is widely used in France (**French**).



ACTIVITY

B. **Complete** the following crossword puzzle.

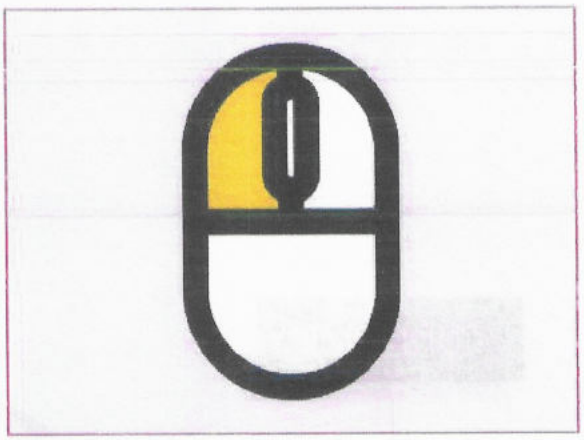
double click		scroll	printer
screen	scanner	case	~~keyboard~~



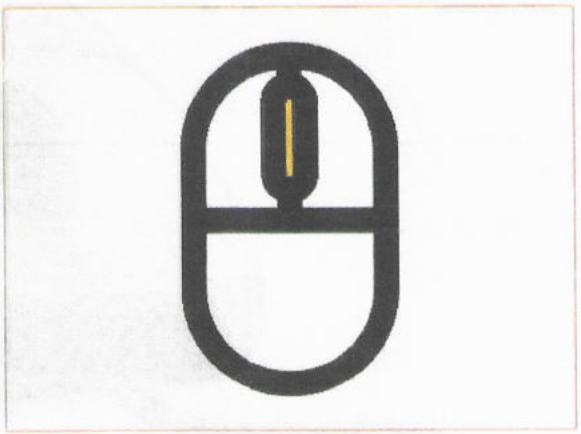
ACTIVITY

A. **Fill in** the blanks with the missing letters to form meaningful words.

c _ _ _ _ _



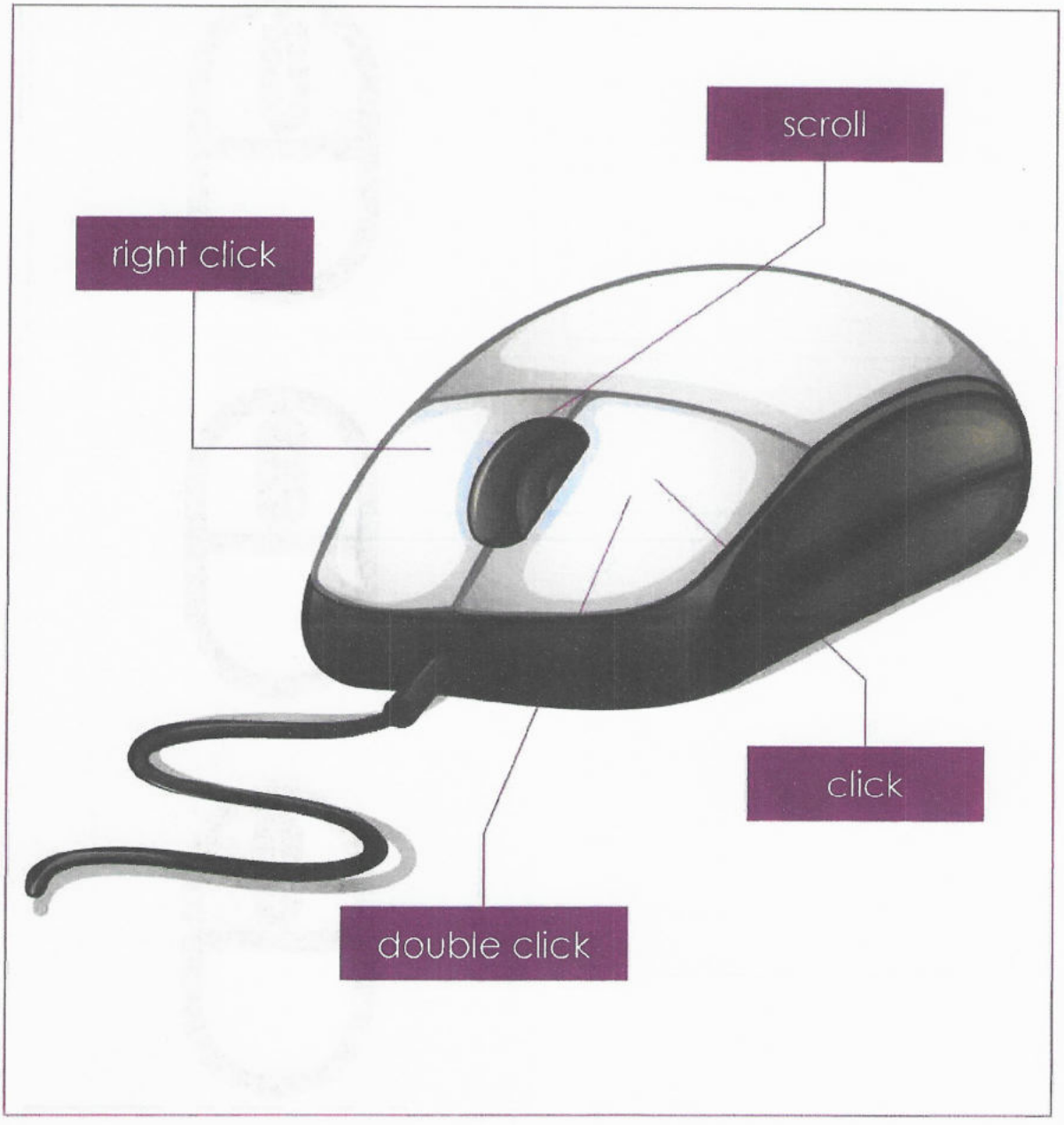
_ _ _ _ _ _ l



r _ _ _ _ _ _ _ i _ _



The **scroll button** is known as the "wheel mouse". It is used for easy scrolling up and down through a document or web page.



LESSON 4 MOUSE BUTTONS

The **mouse** is an input device. It is used to select instructions and items through various actions.

right click



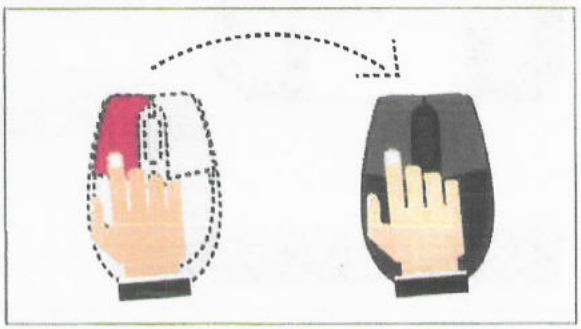
click



double click



drag and drop



ACTIVITY

B. **Fill in** the blanks with the missing letters to form meaningful words.

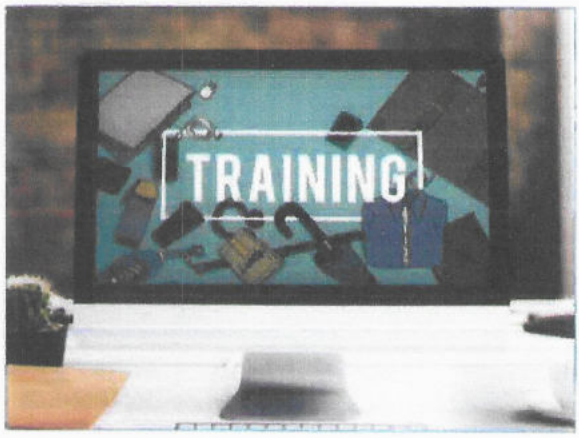
speaker	mouse	printer
monitor	keyboard	case



LESSON 3 COMPUTER PARTS

ACTIVITY

A. **Fill in** the blanks with the missing letters to form meaningful words.

k_ _ _ _ _ a_ _ _	
_ _ _ _ _ t_ _ _	
m_ _ _ _ _ _ _ _	

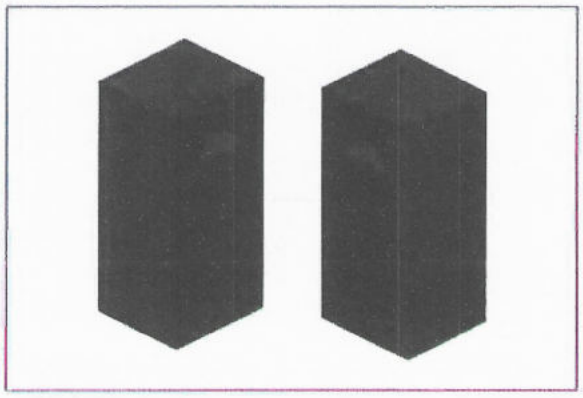
The **physical components** of the computer that can be touched are called hardware.

Outside Hardware Parts

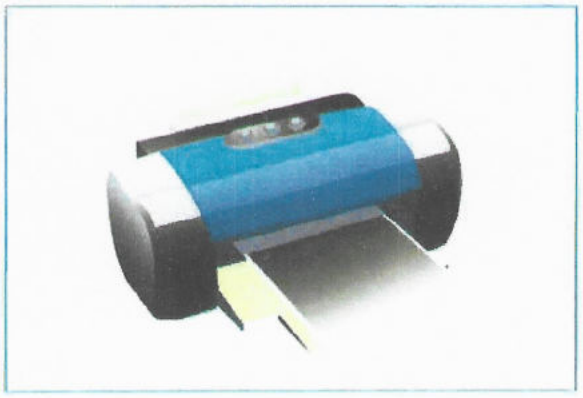
case



speakers



printer



LESSON 3 COMPUTER PARTS

A **computer system** is divided into two parts: hardware and software.

hardware
- inside parts
- outside parts

software
- applications
- programs

Outside Hardware Parts

mouse



monitor



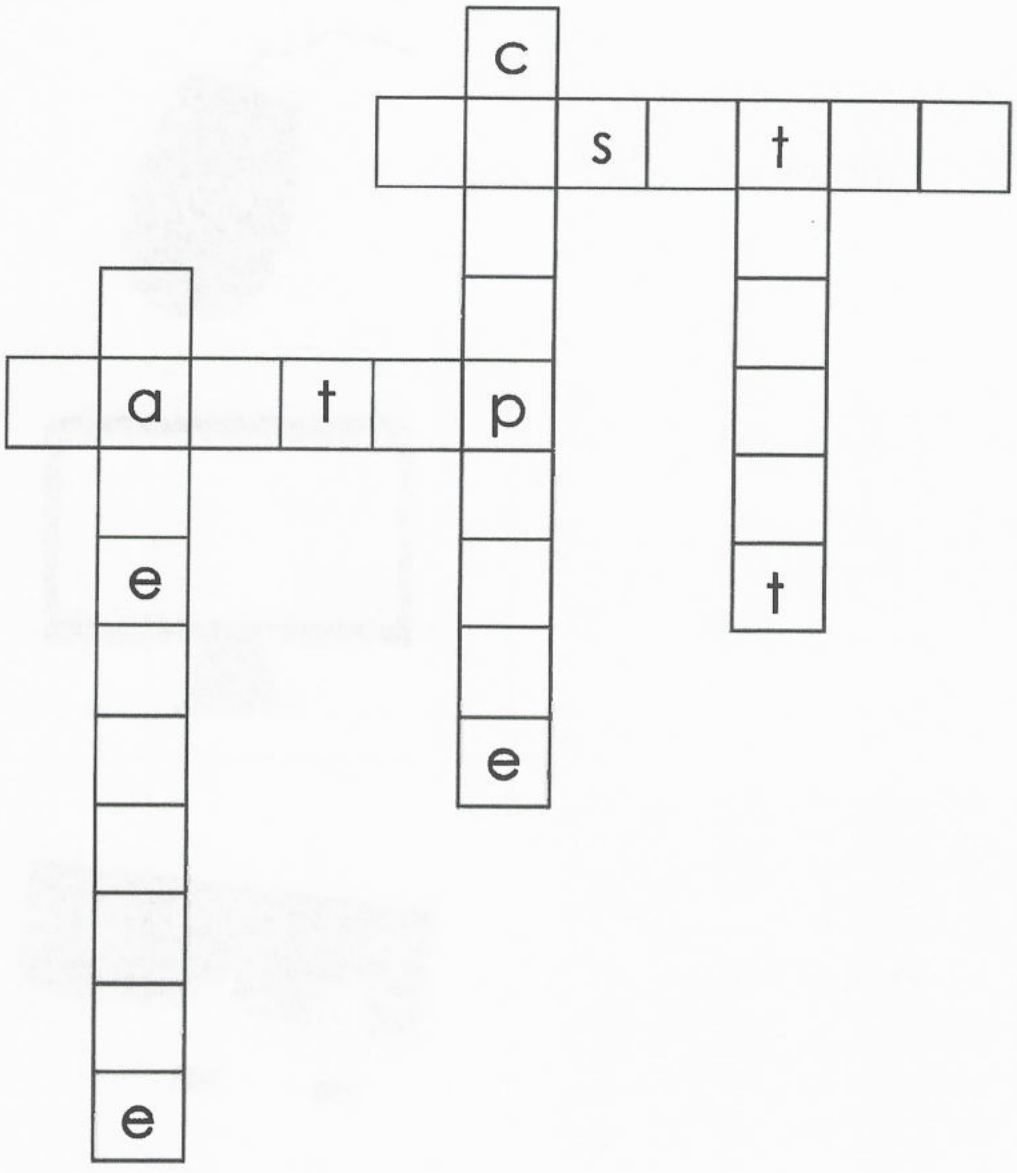
keyboard



ACTIVITY

B. **Complete** the following crossword puzzle.

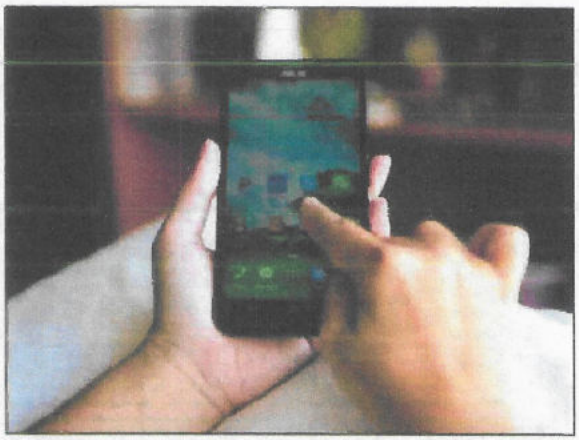
tablet	game device	laptop
desktop	cell phone	



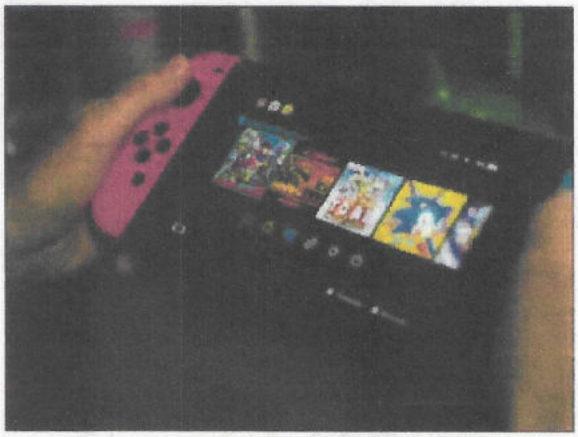
ACTIVITY

A. **Fill in** the blanks with the missing letters to form meaningful words.

s _ _ _ _ t p _ _ _ _ _



_ _ _ _ _ device



_ _ _ _ let



Some computers are portable, while others are not. Smartphones, gaming devices, and other digital devices are portable computers.



A **portable computer** is a computer that has been designed to be easily transported from one location to another. There are many types of portable computers. These types have many functions.

laptop



game device



tablet

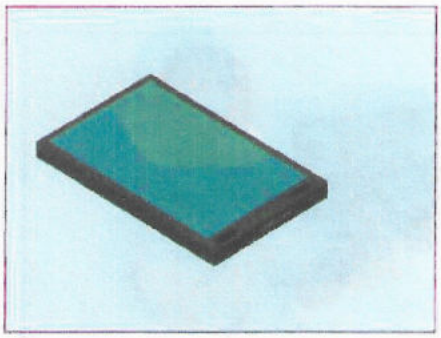


smartphone



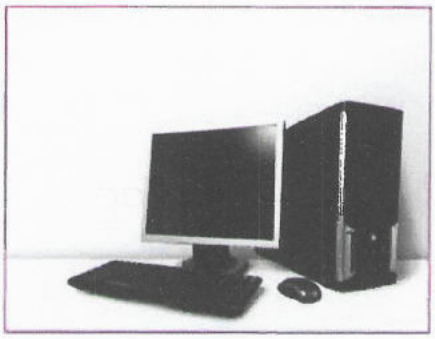
ACTIVITY

B. **Fill in** the blanks with the missing letters, and then **match** the similar figures.



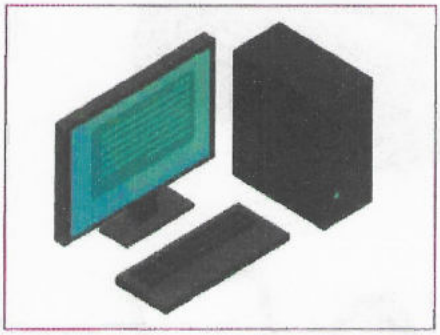
c_ _ _ _ _ _ _ _ e

ⓐ



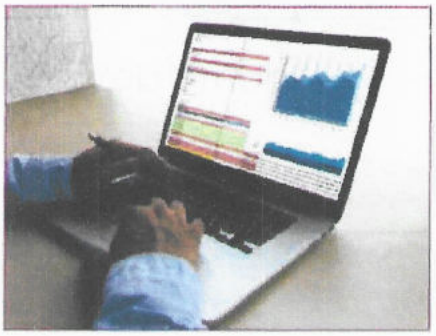
d_ _ _ _ _ _ _ _

①



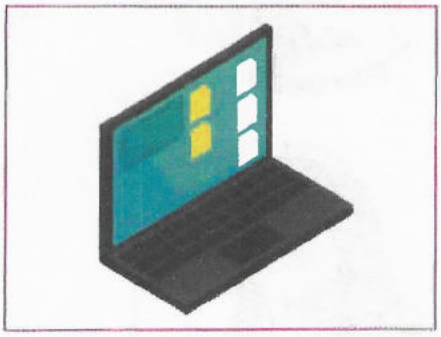
_ _ s _ _ _ _ _

ⓑ



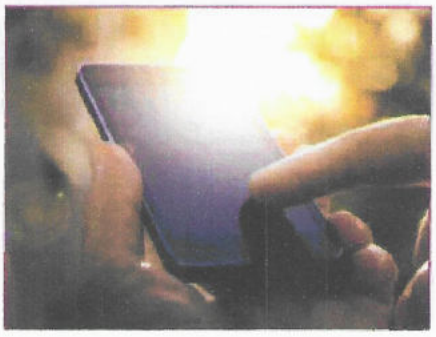
_ _ _ _ _ o _

②



l _ _ _ _ _ p

ⓒ

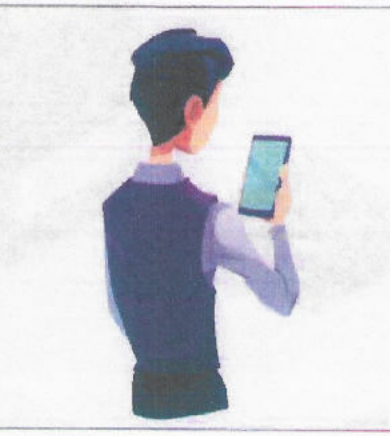


_ _ ll _ h _ _ _

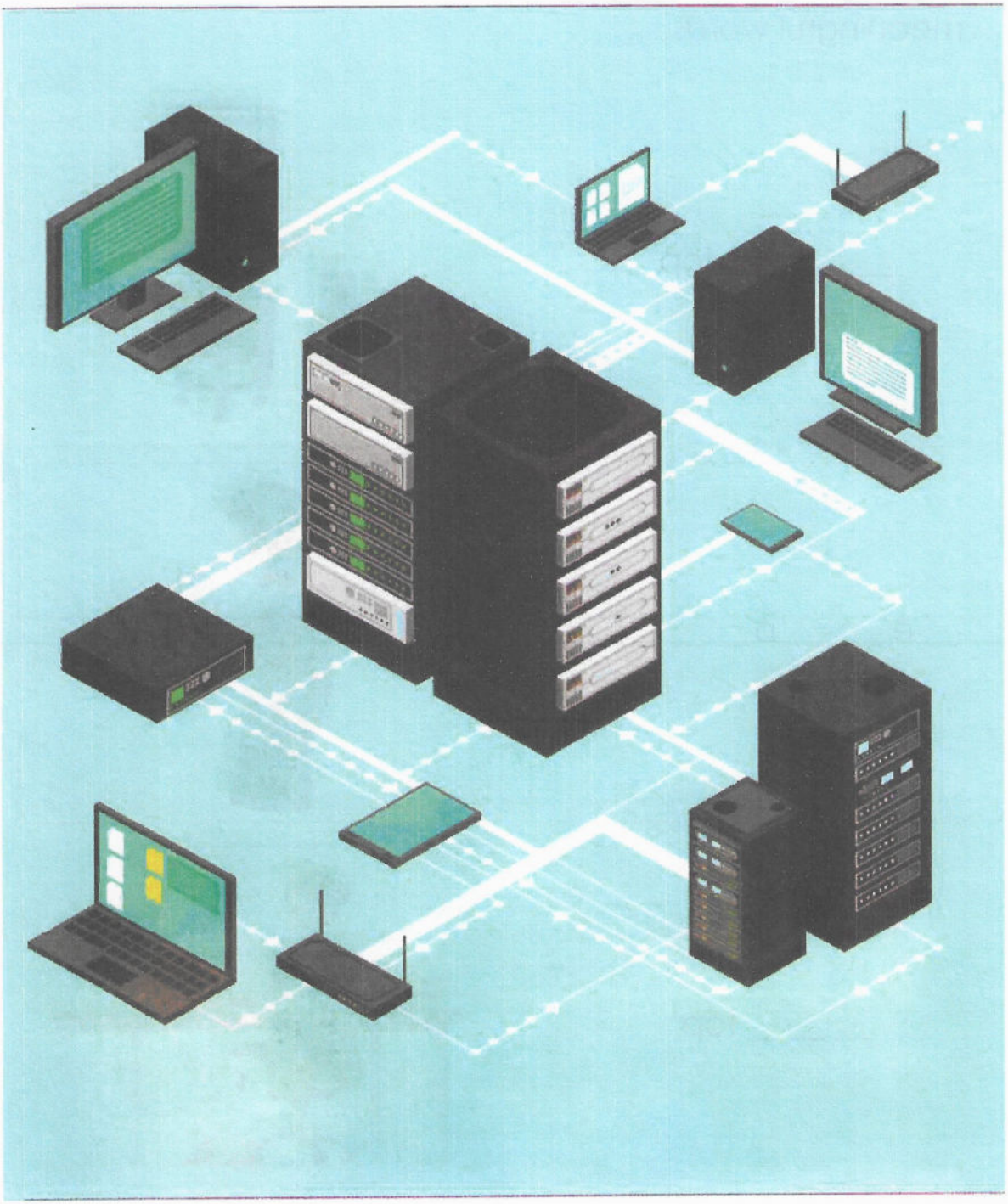
③

ACTIVITY

A. **Fill in** the blanks with the missing letters to form meaningful words.

_ _ _ _ _ top	
_ e _ _ _ p _ _ _ _ _	
_ _ _ _ top	

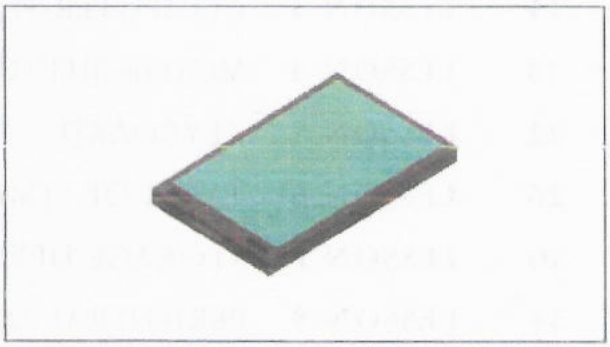
All these devices can be connected to each other by network or internet.



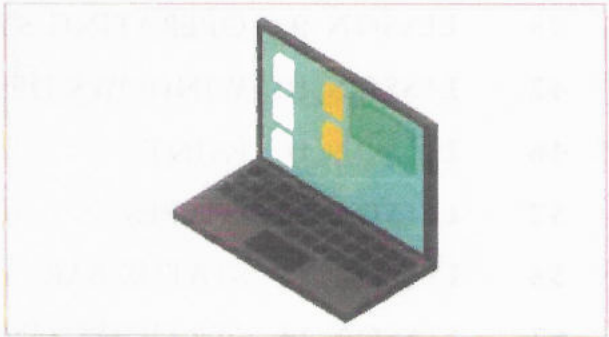
LESSON 1 TYPES OF COMPUTERS

Computers are used in many places, such as banks, offices, schools, and hospitals. Below are some examples of computer types.

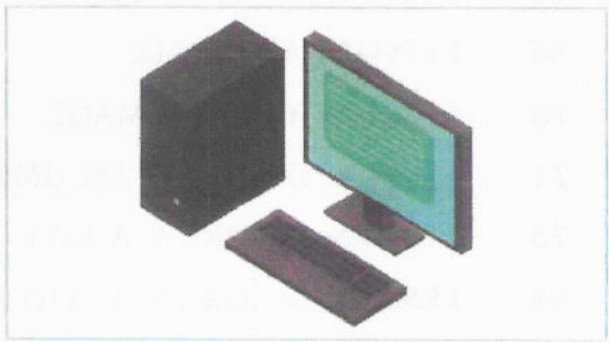
cell phone



laptop



desktop



server

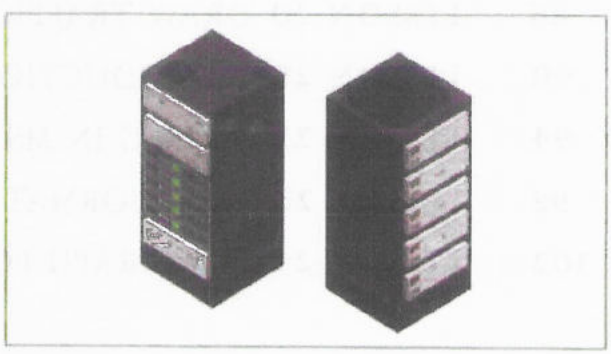


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COMPUTER

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المدارس الدولية

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