

Introduction to

Digital Skills and Computer Applications



Sampler for Review Only

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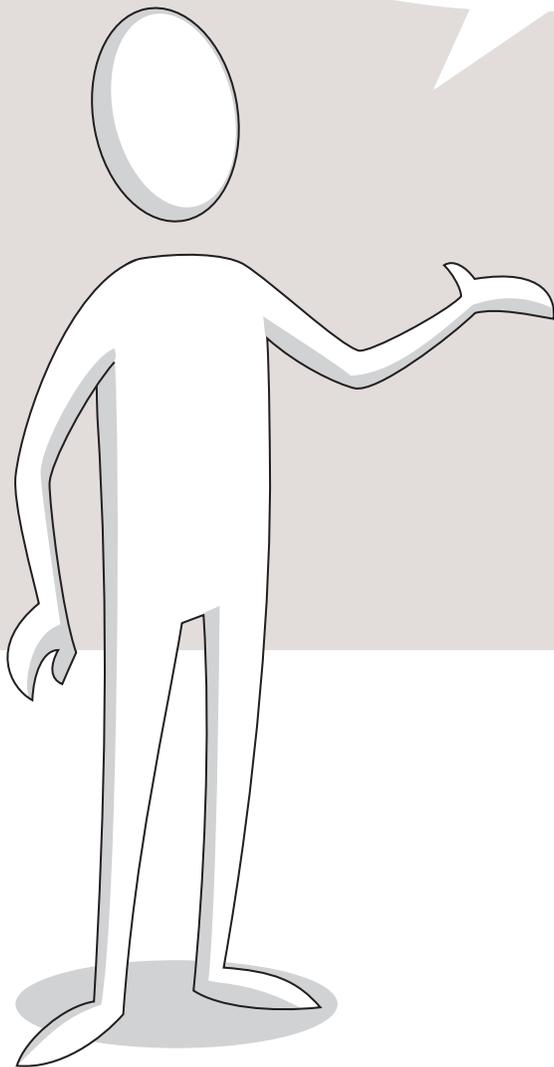
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Hi!
Get ready to explore the exciting world of technology and computer science. Together, we'll dive into new skills, discover creative ways to solve problems, and build awesome projects. Grab your curiosity and let's get started!

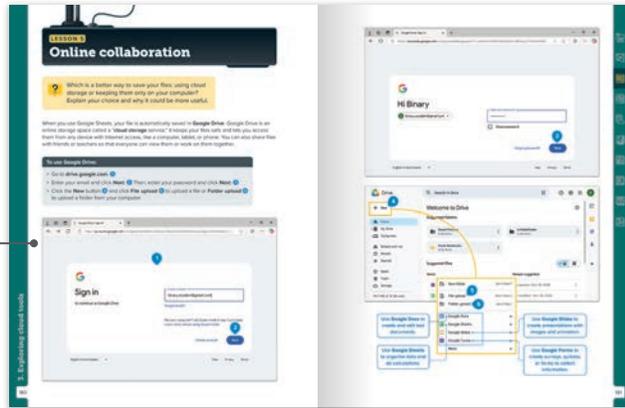


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Key Features

An innovative approach to building digital competencies, developed by expert educators.

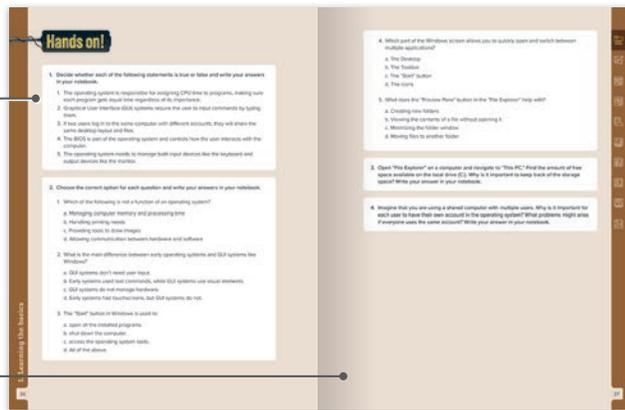
Each unit offers straightforward explanations and contemporary examples, making technology concepts accessible and relevant.



Curriculum aligns with the latest industry standards, preparing students for certifications and future careers.

Every unit includes a variety of tasks and activities designed to help students build essential digital competencies.

Projects and exercises throughout the course reinforce students' understanding and practical application of digital skills in real-world scenarios.



Well-defined learning goals and hands-on, applicable digital skills.

Students learn about platform diversity, expanding their digital toolkit and adaptability.

Each unit organizes key terms that are crucial for digital literacy, equipping students for today's technology-driven workplace.



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2. Getting online

Getting online helps you communicate, learn new information, and stay connected with others. This unit covers how the Internet works, how to use communication tools, and how to stay safe when using different types of Internet connections. It also introduces responsible digital behavior, including protecting personal data, using creative works correctly, and using Generative AI safely and responsibly.

Learning Objectives

In this unit, you will:

- > identify what the Internet is and how to connect to it.
- > identify and use the key features of a web browser.
- > search for information, images, and videos online.
- > use an Artificial Intelligence (AI) tool to search more easily, interactively, and generate images.
- > save media from the Internet while evaluating the reliability of sources.
- > use an instant messaging application to communicate over the Internet.
- > understand Generative AI and its use in problem-solving and creativity.
- > evaluate the ethical use of AI, including bias and misinformation.
- > examine the key concepts of digital citizenship, including netiquette and respecting intellectual property.
- > identify the types of software license and how to use software legally.
- > practice safe online behavior by using cybersecurity measures such as antivirus software and firewalls.

Tools

- > Microsoft Edge
- > Microsoft Copilot
- > Microsoft Teams
- > OpenAI ChatGPT
- > OpenAI Sora

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LESSON 1

Exploring the Web



What exactly is the Internet? What kind of information can you find on it?

The word Internet is used often when talking about computers; and for good reason. Since it was first introduced in the 1990s, it has become an integral part of our daily lives. It is a global network of millions of computers that exchange information. The Internet is the largest computer network today, and it connects thousands of private, governmental, and educational networks. On the Internet, you can find a huge amount of information, photos, videos, and music. What's more, you can call your friends or send emails and instant messages.

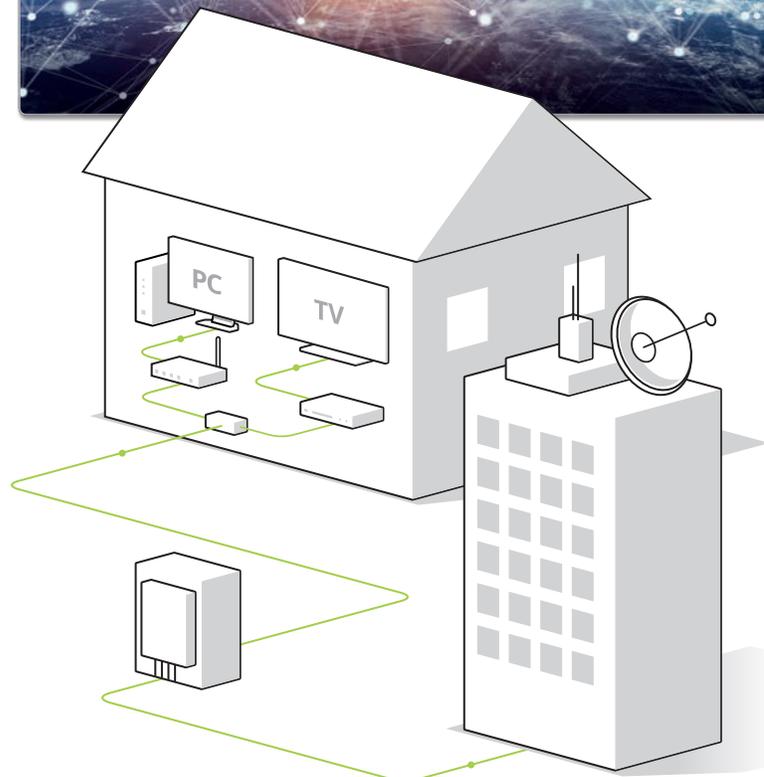
How do I get online?

First, you need a computer that can connect to a **network** with a cable or wireless connection. Then, you need a router; the networking device that connects your computer to the Internet. Depending on your connection type, you may also need a phone or cable line. Finally, you need an **ISP (Internet Service Provider)** to provide access to the Internet.



An ISP (Internet Service Provider) is the telecommunications company that will provide you with access to the Internet.

You can connect a computer, a smartphone, a "smart" TV, or even a car to the Internet.



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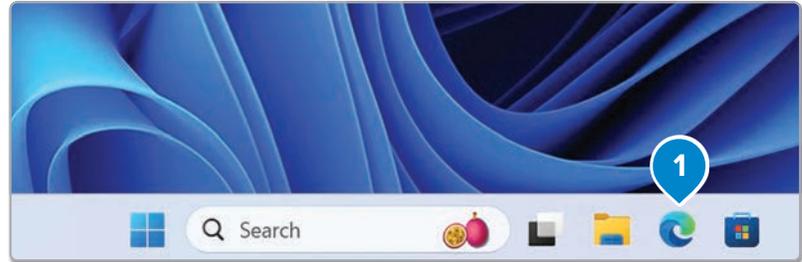


Browsing the Internet

To access information online, you need a **web browser**. A web browser is a program that allows you to search the Internet for information. Various web browsers are available (e.g., Microsoft Edge, Google Chrome, Mozilla Firefox), but here we will be using Microsoft Edge.

To open a browser:

- > Click the **Microsoft Edge** icon on the **Taskbar**. **1**
- > The home page of the browser opens. **2**



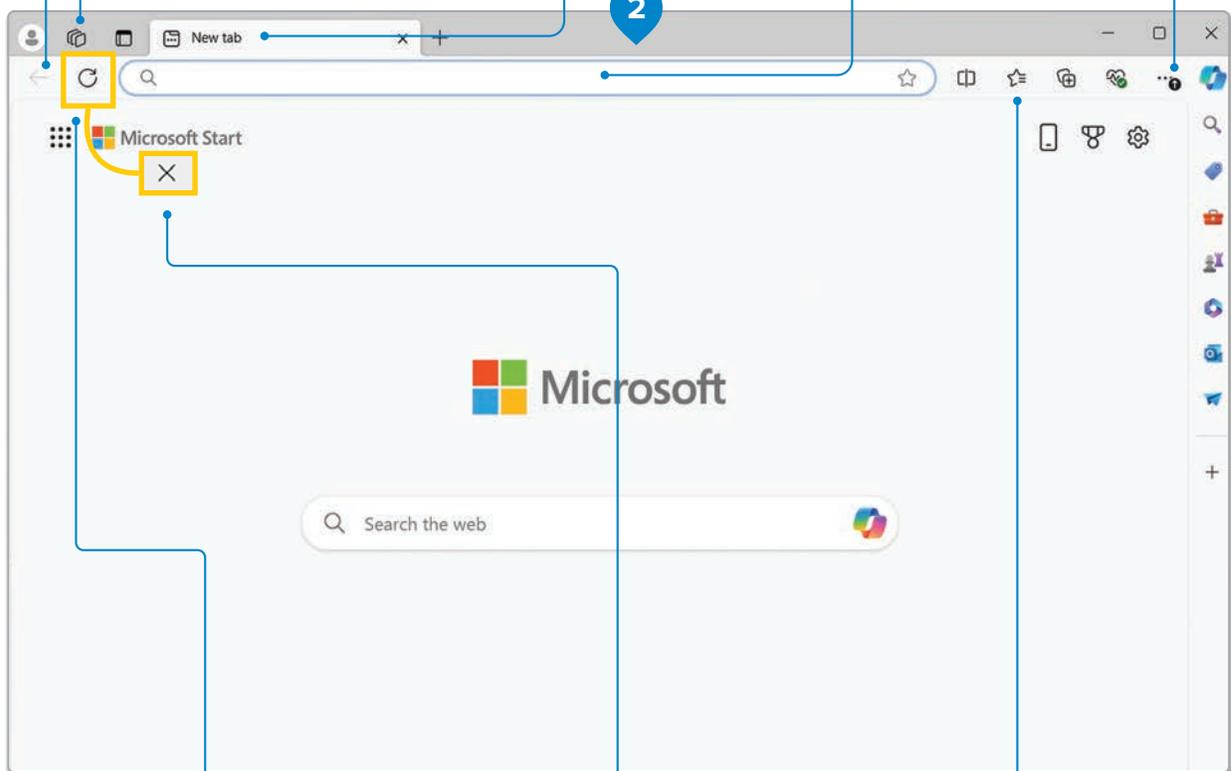
The Back button takes you to the previous web page.

The Workspace button allows you to organize your browsing tasks.

Tab
You can open many web pages in a single window. Each tab displays a different web page.

Address bar
Type the address of a web page you want to visit or check the address of the current web page.

Settings and more opens the settings menu of your browser.



The Refresh button reloads a web page, or use the **F5** key.

The Stop button stops the loading of a web page, or use the **Esc** key.

The Favorites button lets you manage your list of favorite web pages.

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Visiting a website

To visit a **website**, first you need to know its **web address**. The web address or the **URL (Uniform Resource Locator)** is like the address of your home or a shop. It is a way to remember and open a specific **web page**. The advantage of the URL is that it provides universal access to a web page and its content. This means no matter where you are in the world, you can view and use the web page.

HTTP (Hypertext Transfer Protocol) and HTTPS (Hypertext Transfer Protocol Secure) are communication protocols that allow web browsers to communicate with servers in a specific format.

.com is the extension of a web address that indicates the category (commerce, education, government, or organization) or the country of the website. For example, companies in the USA use **.com**, and schools use **.edu**. Sites in Mexico use **.mx**, and in Germany they use **.de**.

A typical web address is

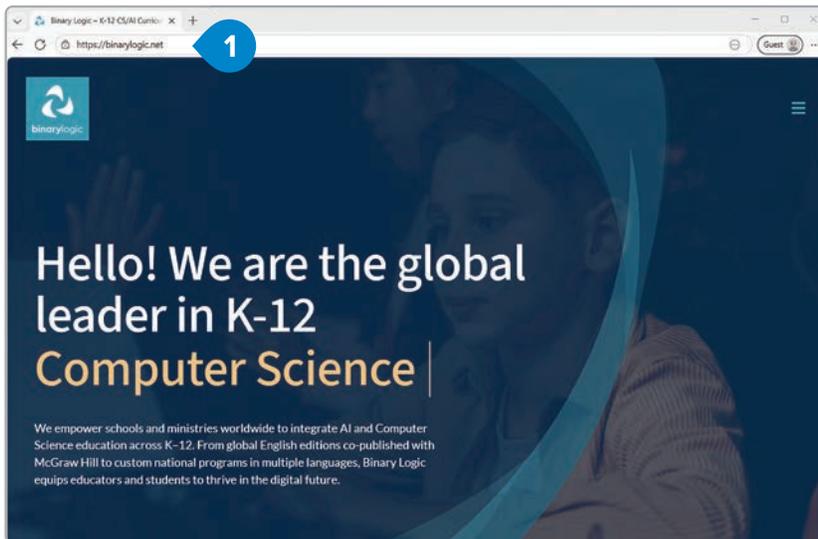
https://www.google.com

www. indicates that this server provides information that can be searched and read through web browsers. **www** stands for World Wide Web.

google is the main part that indicates the name of the company, school, or organization.

To open a web page:

- > In the address bar, type the address of the web page you want to open, e.g., "www.binarylogic.net" and press **Enter ↵**. 1



Instead of a URL, sometimes you may come across an **IP (Internet Protocol) address**. It is the digital address of an Internet device. For example, the IP address for **www.google.com** is **172.217.17.46**. If you type this instead of the URL, you will visit the same place.



History

Tim Berners-Lee, while working at CERN in 1989, came up with the idea of the "World Wide Web." This idea involved connecting all computers together so everyone could easily access and share information.

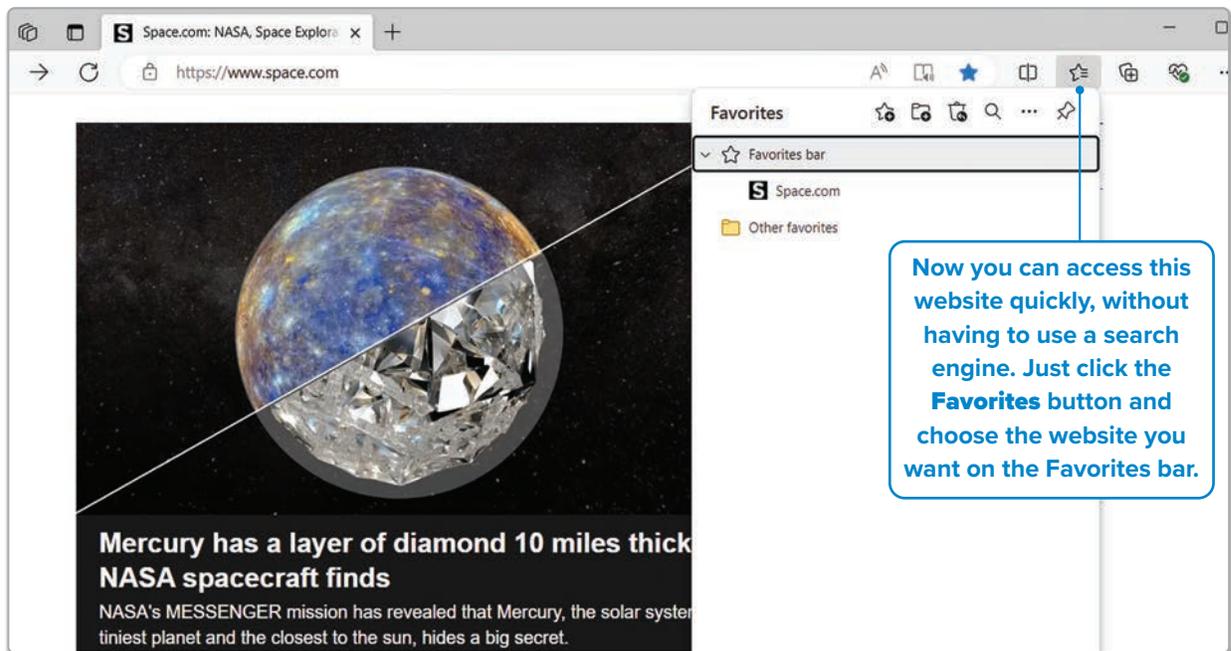
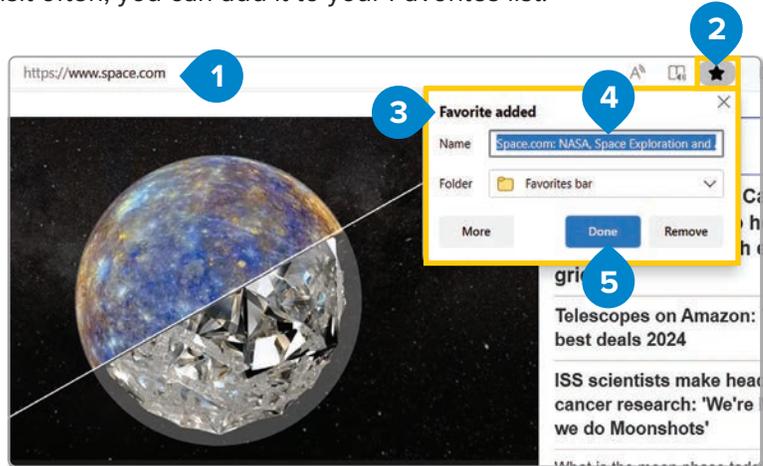
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Favorites

If there is a website that you want to visit often, you can add it to your Favorites list.

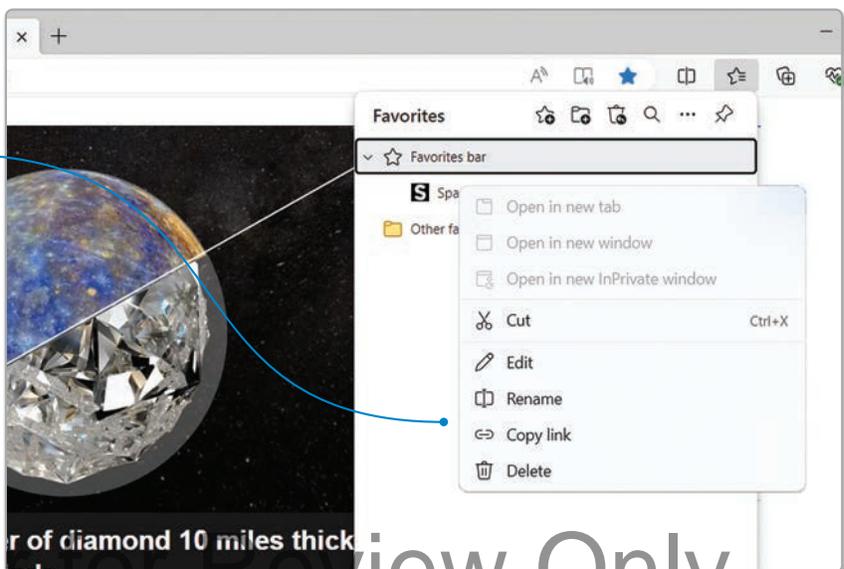
To add a website to Favorites:

- > Go to the website you like, e.g., "www.space.com". **1**
- > Click the **Add this page to favorites** button. **2**
- > The **Favorite added** menu is displayed on your screen. **3**
- > Type a name for this website **4** and click **Done**. **5**



Once you have added the website to **Favorites** you can right-click it and check various options.

A **hyperlink** is usually a word, phrase, or a picture, that when clicked, redirects you to another web page. A text hyperlink is usually underlined or in blue font.



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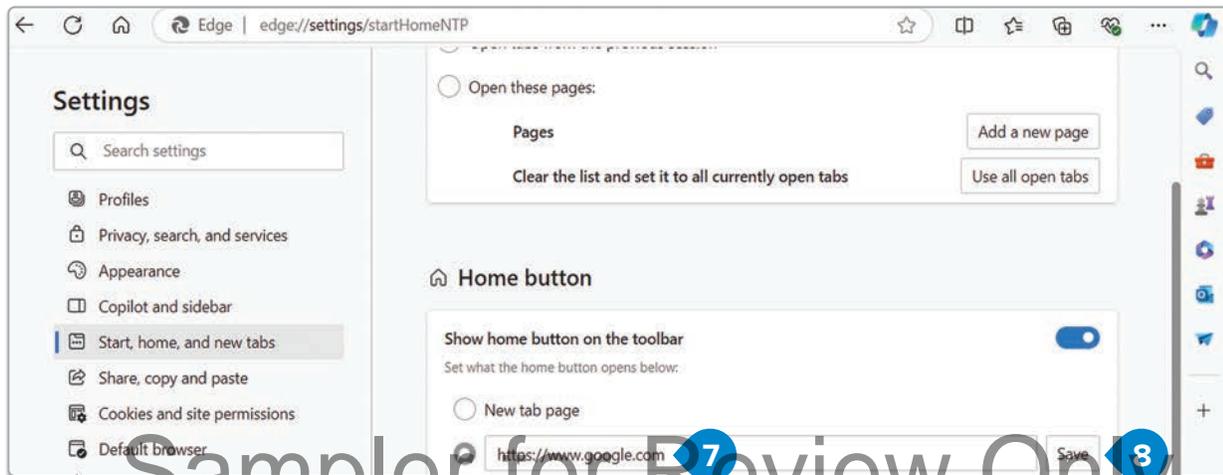
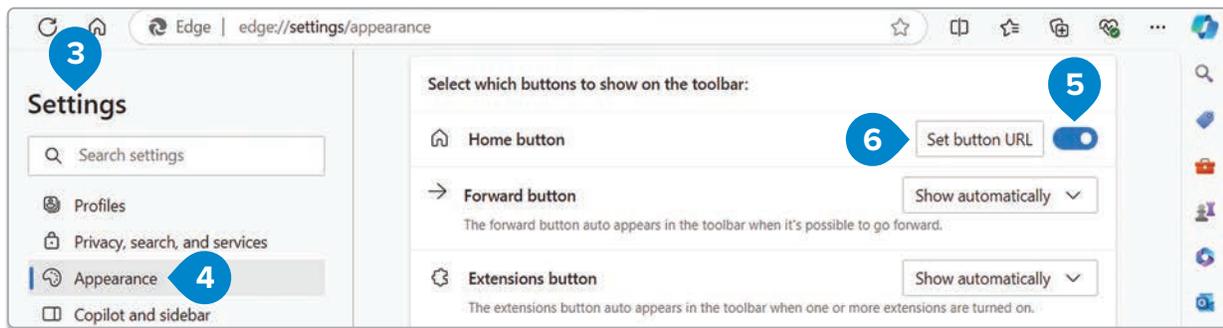
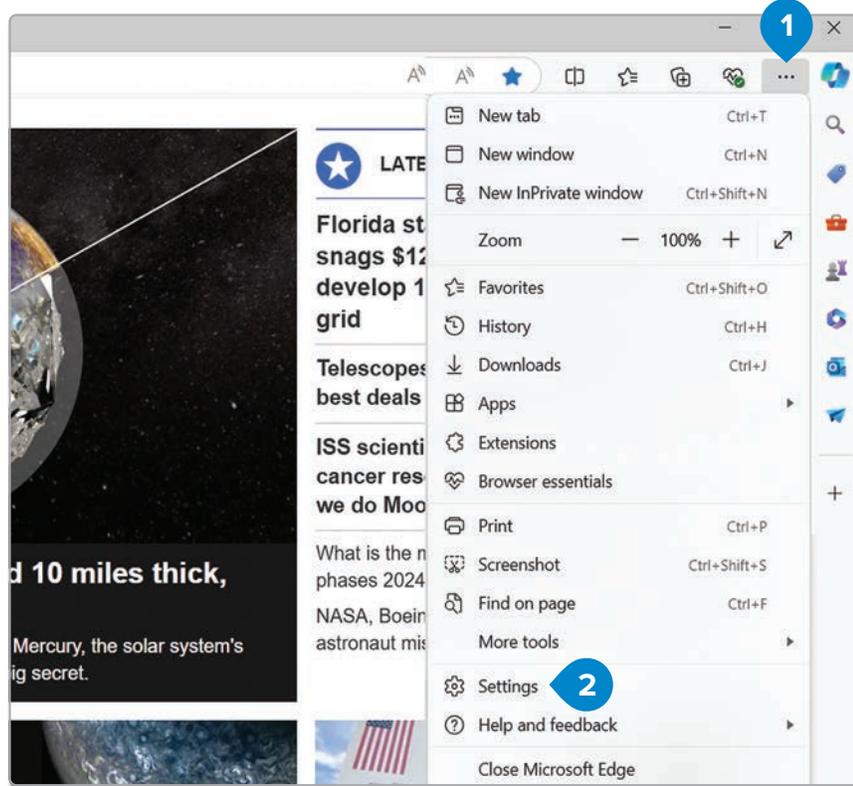


Home page

When you open **Microsoft Edge** or any other browser, there is a web page on the screen. This is the **home page** of the browser, and it is set by the program. You can choose your own home page.

To change the home page:

- > Click the **Settings and more** button **1** and then click **Settings**. **2**
- > In the **Settings** menu **3** click **Appearance**. **4**
- > In the **Customize toolbar** section, turn on **Home button** **5** and click **Set button URL**. **6**
- > Type the web address of the main page you prefer **7** and click **Save** to apply changes. **8**



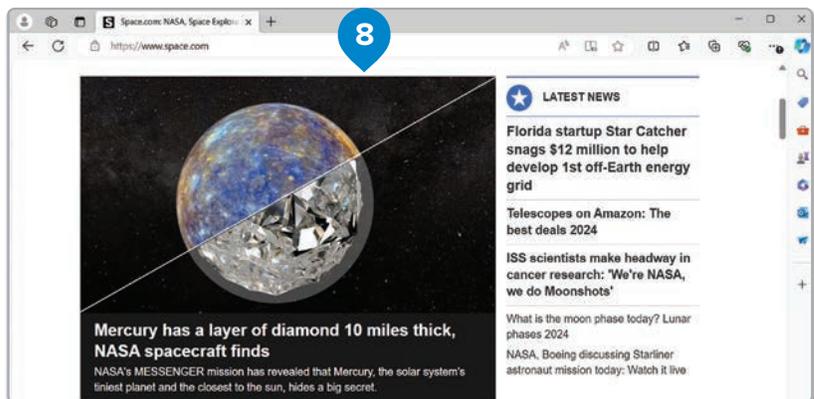
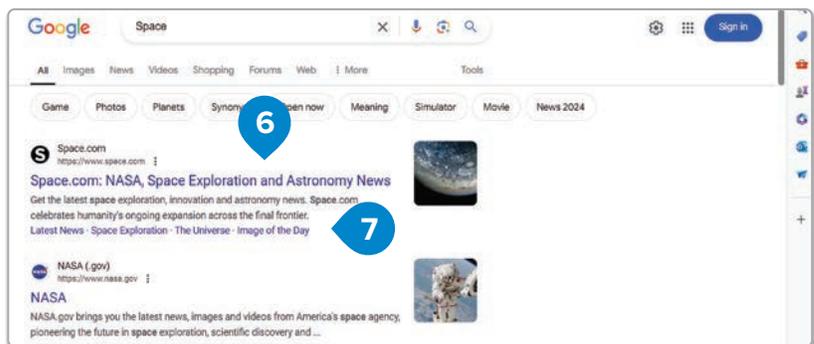
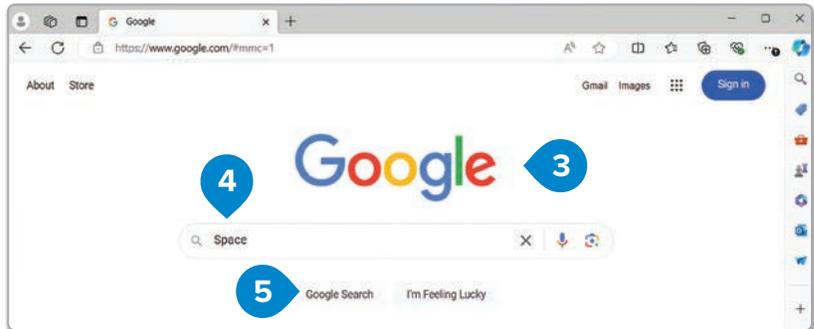
Search engines

To open a web page, you need to know its address. But with hundreds of millions of web pages on the Internet, it's impossible to remember them all. That's why we use search engines.

Search engines help you find websites by searching for specific words, called keywords, that you type in. Some examples of search engines are **Google** and **Bing**. Let's try one.

To use a search engine:

- > Open a web browser (e.g., **Microsoft Edge**). **1**
- > In the **Address** bar, type "**www.google.com**" and press **Enter**. **2**
- > The **Google** website opens on your screen. **3**
- > In the search text box, type the subject you want to find. For example, type "**Space**" **4** and click **Google Search** **5** or press **Enter**.
- > Google will provide a list of websites containing the word "**Space**." **6**
- > Click the website you think is the most relevant **7** and it will come up on your screen. **8**



Smart Tip

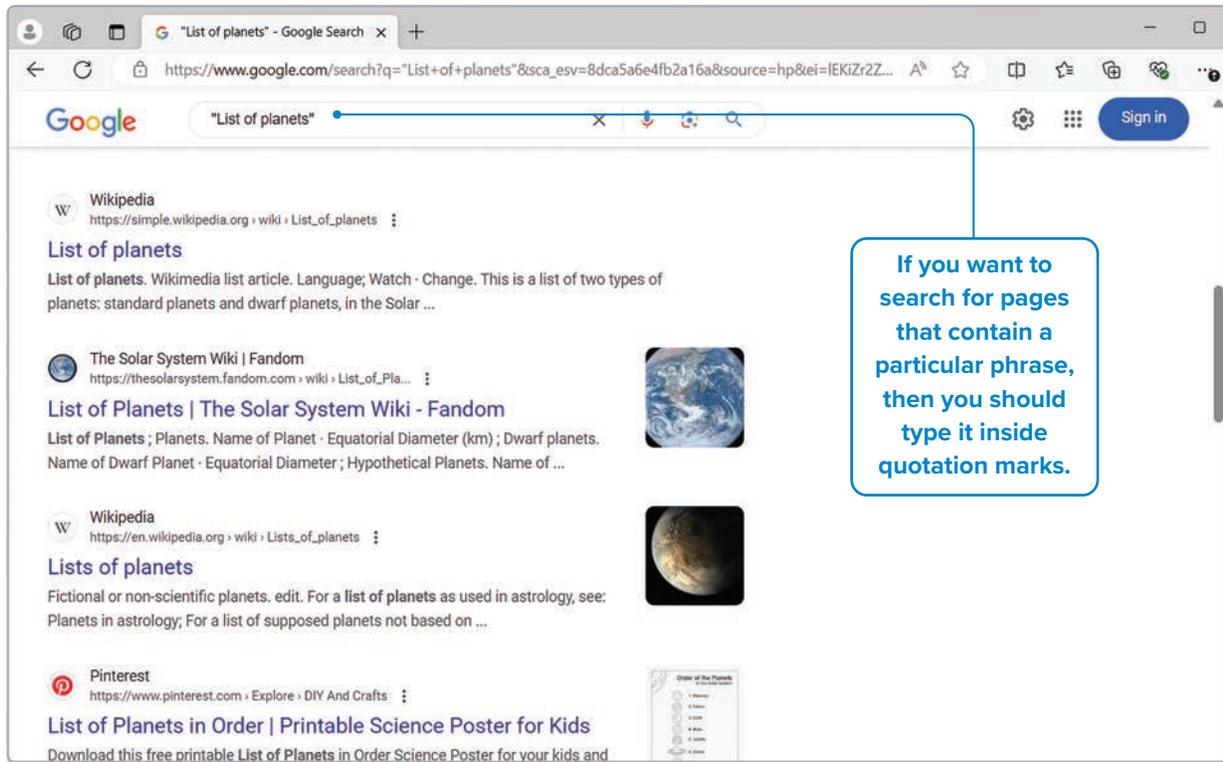
Use the **Back** and **Forward** buttons to go to the previous or following web pages without typing their web addresses again.

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Search engine results

To get better search results, type more than one word to make your search more specific. For example, type "solar system" or "planets in our solar system" instead of just "planets." Search engines are programmed to find the most relevant web pages for what you need.



Evaluating web resources

Not everything you find online is true. That's why it is so important to be a critical thinker rather than a passive recipient of information. In other words, make sure a website is reliable. Don't accept everything you read online without first determining if it is accurate.

List of criteria to determine if the online source is reliable	
Criteria	Explanation
Accuracy	Check what the purpose of the website is and why it was produced. Ask yourself if the author is qualified to write on the given topic. Check if the information is free of grammatical, spelling, or typographical errors (typos).
Authority	Check if the name of the author is displayed on the web page. Identify the URL of the web page and choose those that belong to the categories of education, government, or organization.
Up-to-dateness	Check when the website was last updated or if there is a clear indication of how current the information is.
Objectivity	Ask yourself if the information is factual or opinion. Evaluate whether the web page is for advertising; if so, it might be biased.

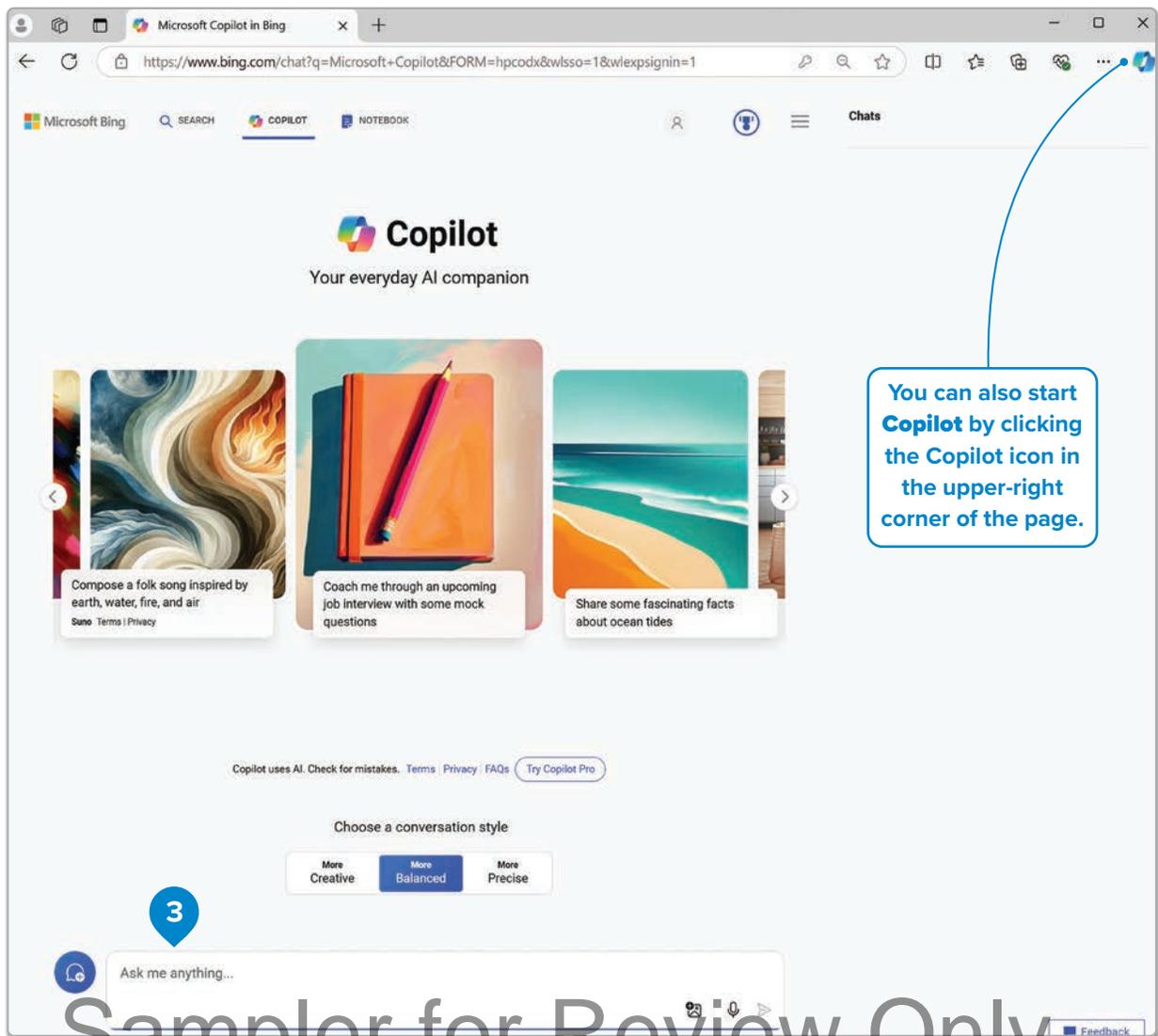
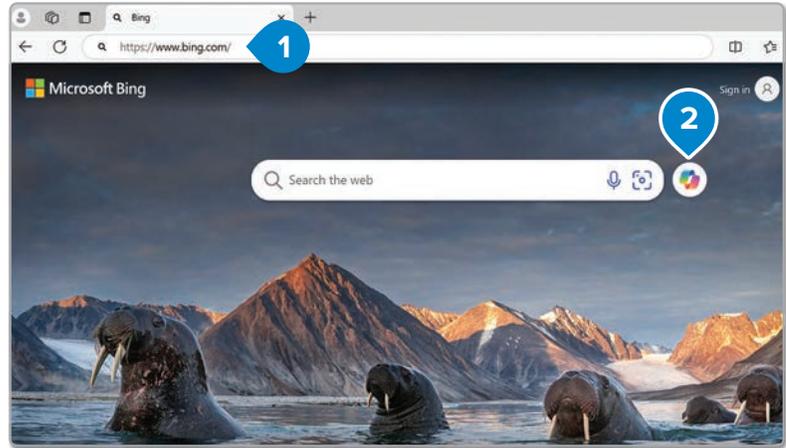
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Microsoft Copilot

Microsoft Copilot is a smart assistant that uses **Artificial Intelligence (AI)** to help you with tasks like writing, solving problems, and finding information. This tool is part of Microsoft products such as the Bing search engine. It lets you ask questions naturally, just like you would ask a person, and it gives you relevant information, making your search experience easier and more interactive.

To start Copilot in Bing:

- > Open a web browser and navigate to **https://www.bing.com**. **1**
- > On the Bing website, click the **Copilot** icon. **2**
- > You are now in conversation mode with Bing's AI. **3**



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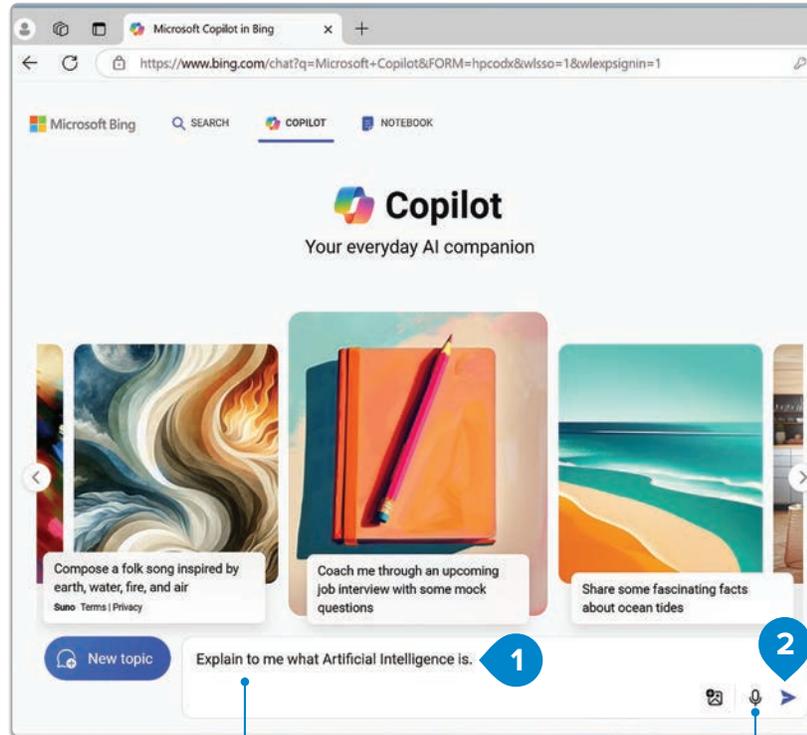


Starting a conversation with Copilot

With Copilot, the AI assistant, you can have actual conversations instead of just asking individual questions. Simply type your question or request for help, and Copilot will respond accordingly.

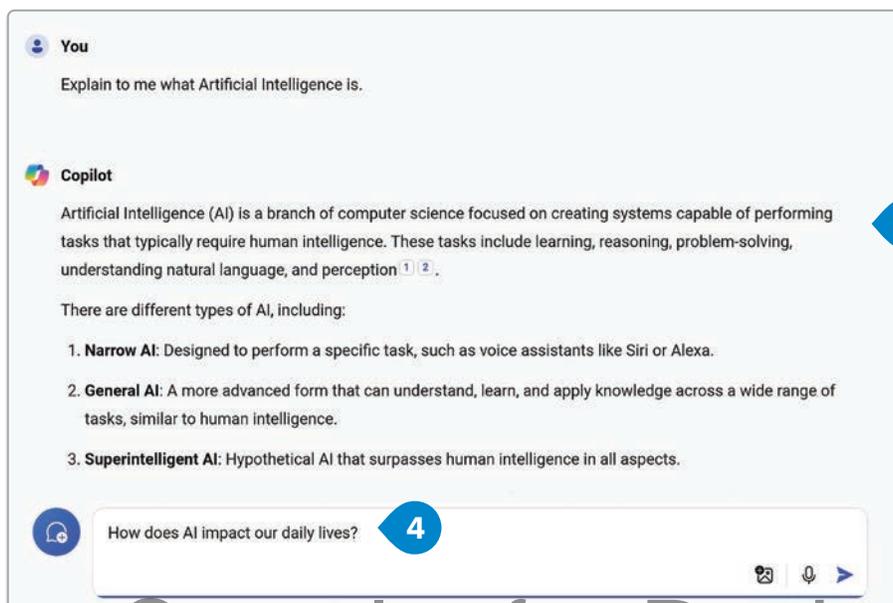
To start a conversation with Copilot:

- > In the search bar, type your question or request as you would in a normal conversation. **1**
- > Click the **Submit** button or press **Enter ↵**. **2**
- > Copilot will provide a detailed response to your question, including definitions and examples. **3**
- > Continuing in the same way, you can refine the question by asking for specific details about the topic you want. **4**



A question or instruction given to an AI to guide its response or action is called a **prompt**. Clear and specific prompts usually result in more accurate and useful answers.

If you click the microphone icon, you can speak your question, and the program will convert your speech into text and then process the request.



When using this online tool, it's important to keep your personal information safe. Avoid putting details like your full name, birth date, home address, usernames, and passwords in prompts. Remember to follow online safety rules and prioritize the protection of your personal data.

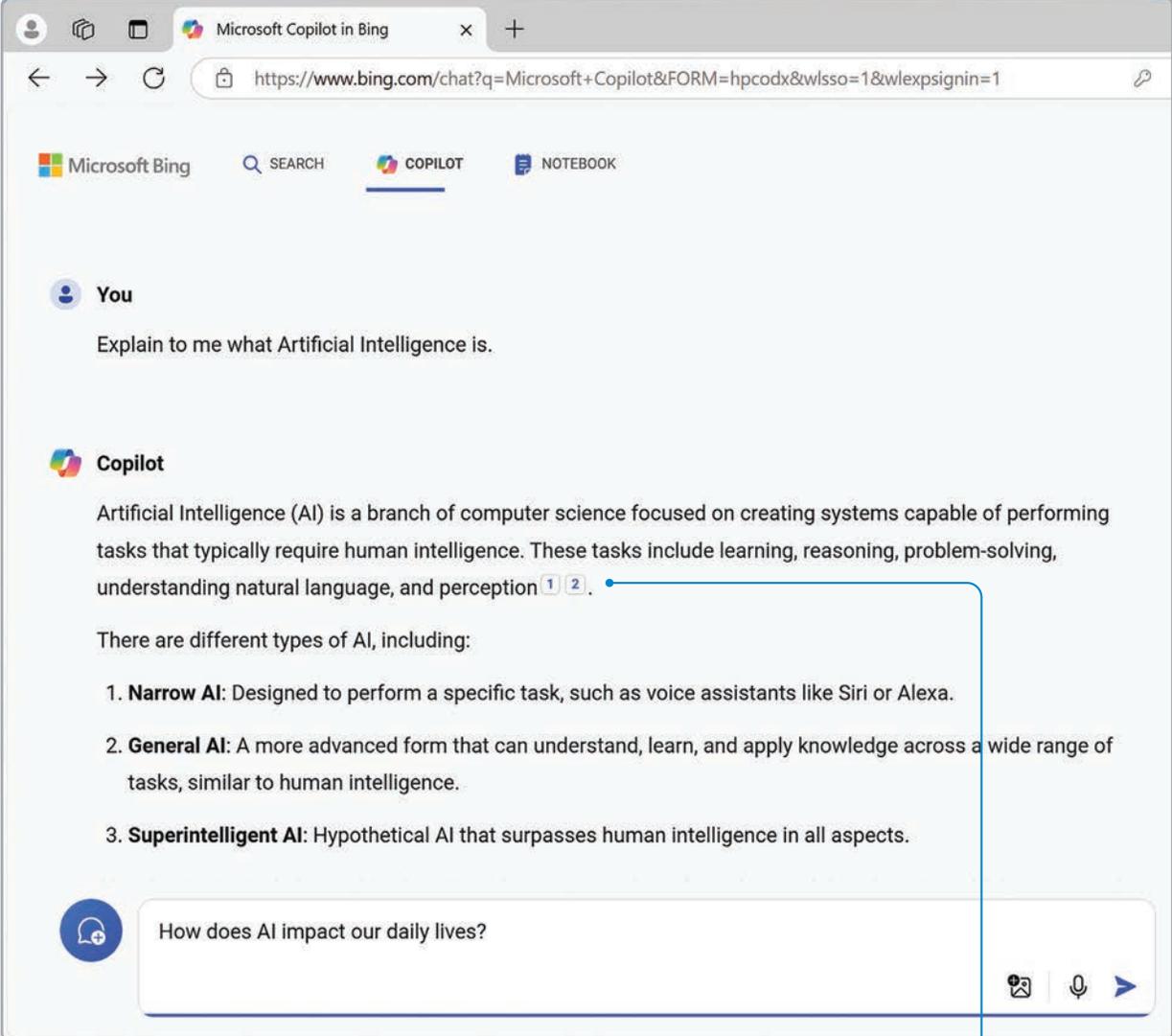
See the AI References and Resources section for details on this AI-generated content.

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Verifying AI information

Always check the information you get from AI with other trusted sources, especially for important or sensitive topics. AI is helpful and fast, but it can sometimes give incorrect, incomplete, or outdated information. This can be a problem in serious fields like law, medicine, or finance, where even small mistakes can lead to big consequences. To make sure the information is accurate and reliable, it is important to also ask experts, read official guidelines, or check other reliable sources.

Double-checking information helps avoid mistakes and ensures that your understanding is based on correct and complete information.



The screenshot shows a web browser window with the Microsoft Copilot in Bing chat interface. The user asks, "Explain to me what Artificial Intelligence is." Copilot responds with a definition of AI and lists three types: Narrow AI, General AI, and Superintelligent AI. The response includes two numbered references (1 and 2) at the end of the first paragraph. A blue line connects these numbers to callout boxes below the page. The input field at the bottom contains the question "How does AI impact our daily lives?"

See the AI References and Resources section for details on this AI generated content.

Make sure the information is consistent with other facts you know to be true. If the AI's information goes against well-known facts, further investigation is needed.

The numbers "1" and "2" indicate where the information came from. By checking these sources, you can determine if the AI's answer is reliable and trustworthy.

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Fake news, photos, and videos

Fake news, photos, and videos are everywhere online. Fake news is false information that looks real but is designed to trick people. Fake or edited photos and videos can also be altered to show something that isn't true. These can confuse people, spread lies, or make others believe something that didn't happen. For example, a fake photo might make someone think something dangerous is happening when it's not. This can hurt people's feelings, make them scared, or cause big problems in society. Fake photos can also promote unrealistic beauty standards, making people feel bad about themselves. Sometimes, fake news or photos are even used to bully others. That's why it's important to check if what you find online is true before sharing it with others.

How to spot fake news, photos, and videos	
Factors to consider	Questions to ask
Source	Is the website or person sharing the information well known and trusted? Be careful if you don't recognize the source.
Date	Is the date of the news correct? Sometimes old stories are shared again to confuse people. Make sure the date makes sense.
Headline	Does the headline sound too crazy, shocking, or unbelievable? If it seems too extreme, it might not be true.
Author	Is there a real author who wrote the story? Can you find information about the author that proves they are trustworthy?
Picture or video quality	Does the picture or video look strange or fake? Pay attention to things such as blurry details or mismatched shadows, which can be signs that it is not real.
Fact-checking	Can the story be verified as true when checked on other websites or fact-checking pages? Use websites like Snopes or FactCheck.org.
Bias	Is the story trying to make you feel very angry, upset, or emotional? Stories that bring out strong emotions might be trying to trick you.
Links and References	Do the links in the story go to trusted websites? If the links are broken or go to strange places, it is a red flag.

The importance of Triangulation

Triangulation means checking the same information from different sources to make sure it is true. Instead of trusting just one website or article, you can check two or three reliable sources to confirm the facts. This helps you avoid being tricked by fake news or misinformation.

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3. Select the best answer.

1. What does URL stand for?
 - a. Uniform Resource Locator
 - b. Universal Resource List
 - c. Unique Reference Link
 - d. Uniform Remote Location
2. What should you check to determine the purpose of a website?
 - a. Authority
 - b. Up-to-dateness
 - c. Objectivity
 - d. Accuracy
3. Which part of the web address "https://www.bing.com" is a communication protocol?
 - a. .com
 - b. bing
 - c. https
 - d. www

4. How is using public Wi-Fi different from using your home network?**5. Suppose you are researching a topic and you find a website that seems like a good source, but it has some spelling errors and no author listed. How would you decide if the information is true?****6. Find out how plastic pollution affects marine life, focusing on how it impacts marine animals and what solutions people are using to reduce plastic pollution. During your research you can:**

- Use the Google search engine to gather information.
- Use Microsoft Copilot to ask questions related to your topic.
- Organize your findings by adding the web pages you use for your research to your Favorites list in the Edge browser.

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LESSON 2

Using online resources



What are some of the most well-known sources of information on the Internet? Where exactly can you find material like images, sounds, or videos?

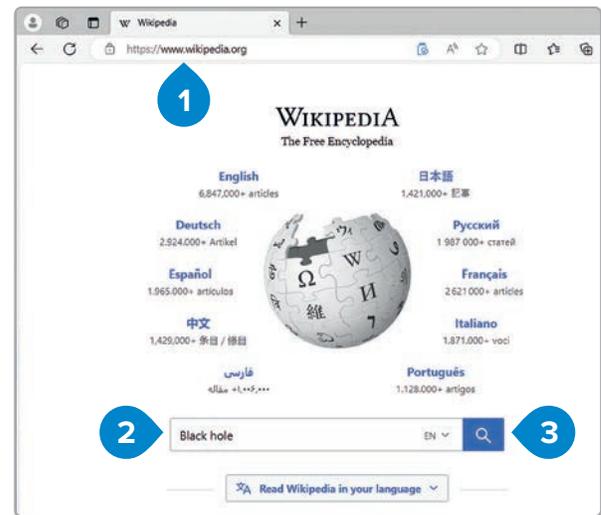
The Internet offers a wide range of possibilities for finding information. If, for example, you need material like images and sounds for a homework assignment, you can find them on the Internet and download them onto your computer. You already know how to find websites in general. Now it's time to learn what you can do with all this information.

Wikis

Wikis are online encyclopedias. You can use them to find information on whatever subject you like. There are a lot of wikis on the Web that offer general knowledge; there are even wikis for video games.

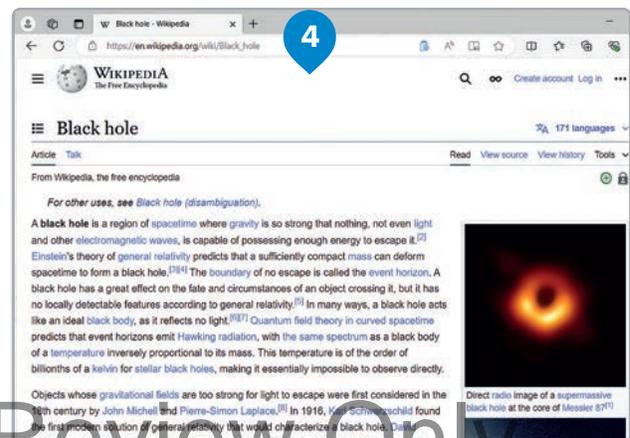
To use a wiki:

- > Go to "<https://www.wikipedia.org/>". 1
- > In the search text box, type a keyword for the subject you want, e.g. "**Black hole**" 2 and click the **Search** button 3 or press **Enter** ↵.
- > The result will come up on the screen. 4
If there is more than one subject, click the one you want.



Online encyclopedias come in many languages. So if you can't find something in one language, maybe you can find it in another.

When you search the Web for a topic, do not rely on just one website. Visit several websites and compare the information. Remember that people write these articles, which might not always be fair or balanced.



Understanding Creative Commons licenses

When searching the Web, it is important to know what you are allowed to do with the content you find. **Creative Commons (CC) licenses** help people share their work in ways that let others know what they are allowed to do with it. With these licenses, creators keep their copyright but give permission for others to use, change, or share their work. Each type of Creative Commons license has different rules.

Creative Commons license types and rules	
License type	What it means
 CC BY	You can use, change, and share the work, as long as you credit the creator.
 CC BY-SA	You can use, change, and share the work, but must use the same license.
 CC BY-NC	You can use, change, and share the work for non-commercial (no money) purposes.
 CC BY-NC-SA	You can use, change, and share the work for non-commercial purposes and must use the same license.
 CC BY-NC-ND	You can share the work for non-commercial purposes with credit to the creator, but you cannot modify or adapt it.
 CC0	Anyone can use, change, and share the work freely, with no credit or permission needed.

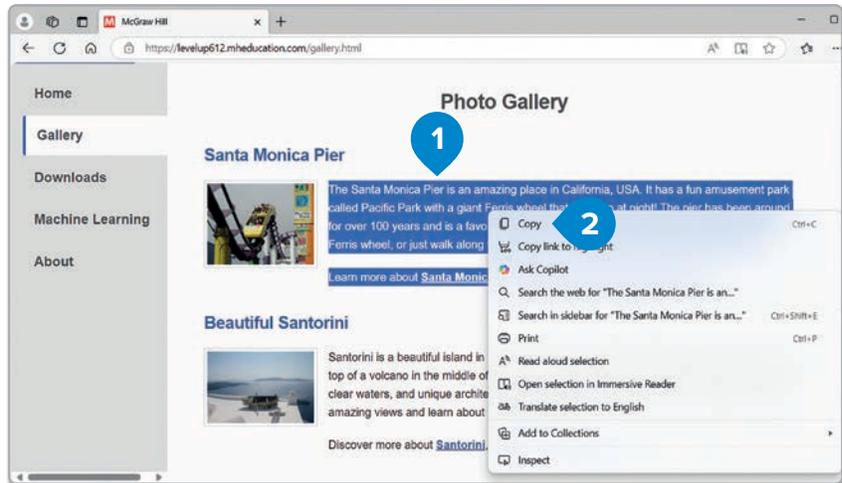
Sampler for Review Only

Gathering information

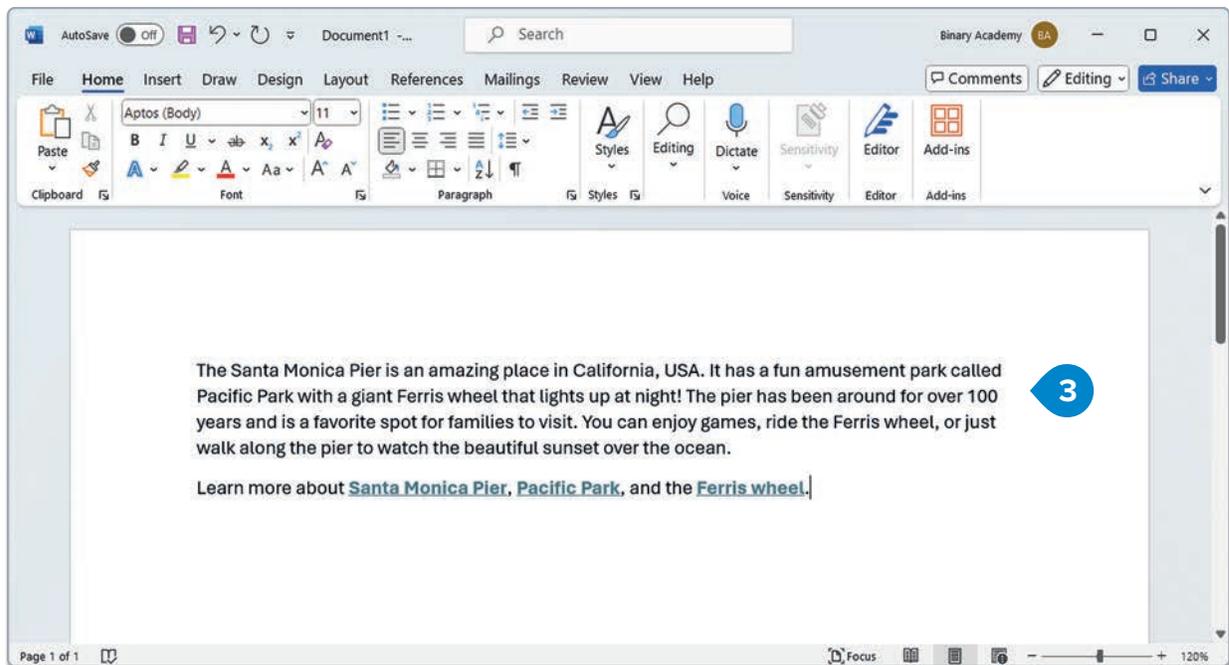
When you need to learn new things or complete a project, you can use online resources to gather information. These resources include different types of content, such as text, images, videos, or sounds. Using these resources can help you understand a topic better and make your projects more engaging.

To gather information from an online source:

- > Visit a website and select the part of the text you want. **1**
- > Right-click it and click **Copy**. **2**
- > Paste it into a **Microsoft Word** document or a text editor. **3**



Keep track of your source when copying information from a website by saving the link or writing it down. This helps you remember where the information came from and properly credit the website.



Smart Tip

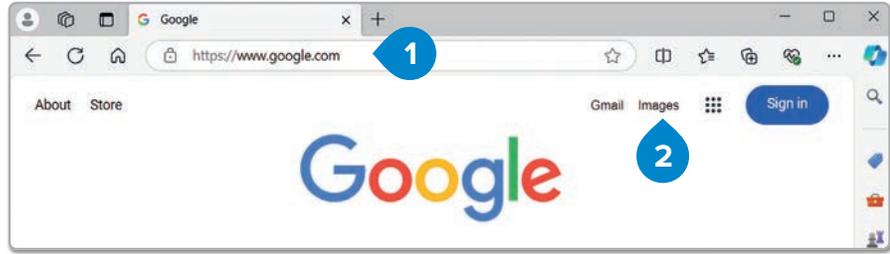
When you find the information you need, don't just copy and paste it. Instead, take time to understand the subject and explain it in your own words. It's not right to copy someone else's work and present it as your own, and by studying and trying to express the information in your own writing, you'll have a better understanding of the subject.

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To search the Web for images:

- > Open **Microsoft Edge** and use a search engine to find what you want, e.g., type "**www.google.com**" in the address bar and press **Enter ↵**. **1**
- > Click **Images**. **2**
- > type some keywords for the picture you want to find, e.g. "**Black holes**", **3** and click the **Search** button or press **Enter ↵**. **4**

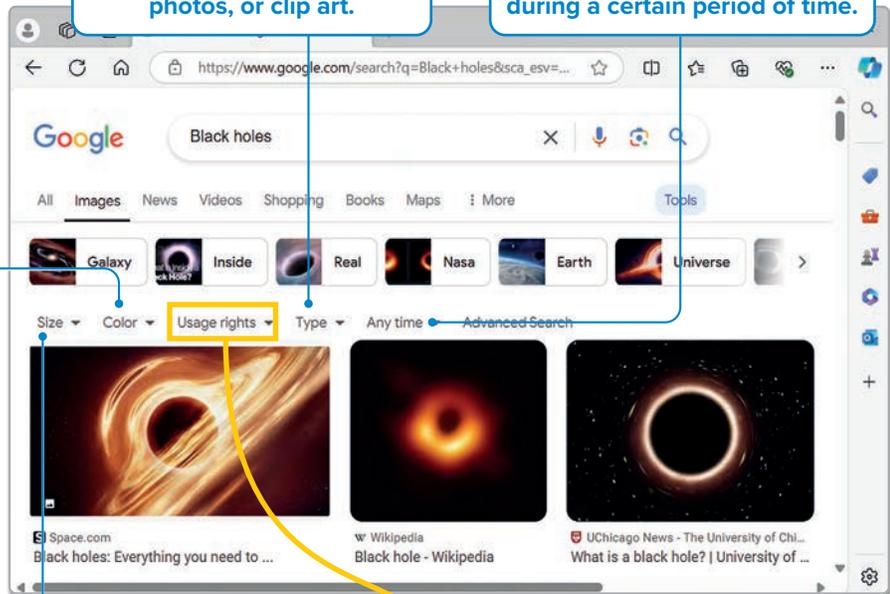


Type finds images according to their type, e.g., drawings, photos, or clip art.

Any time helps you find content that was uploaded during a certain period of time.

Color finds color or black-and-white images. It also categorizes images according to the base color, like orange images, blue images, etc.

Size finds images according to their size (large, medium, or small). This can be useful, especially if you want to find images for presentations, videos, or text documents.



The **Commercial & other licenses** option displays images that do not have Creative Commons licenses. These images might come from free websites or from sites where you need to pay to use them.

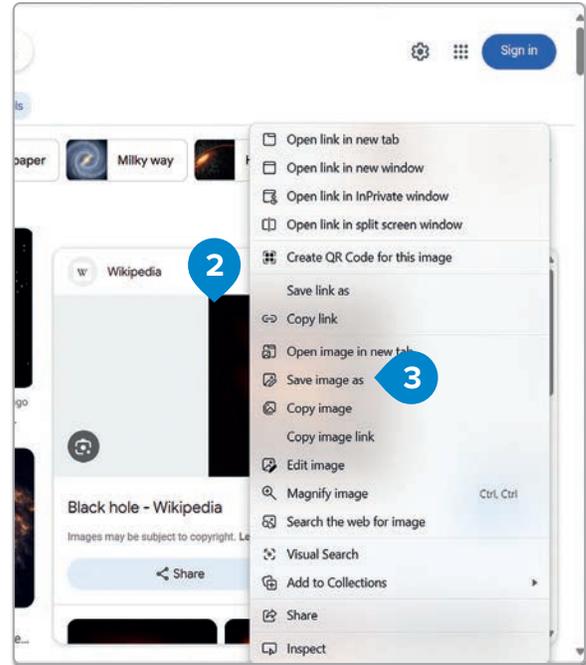
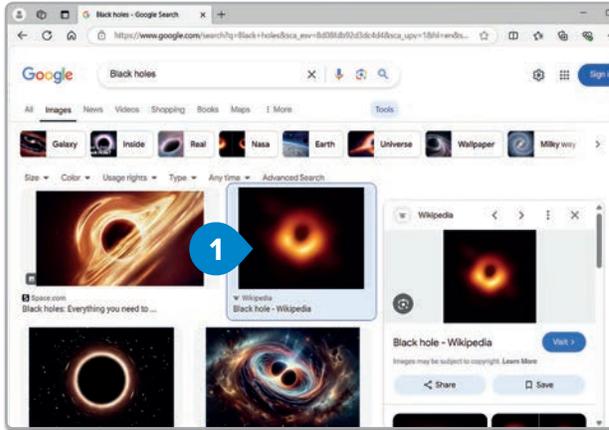
The **Creative Commons licenses** option displays images that have rules about how you can use them.

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Once you have found the image you want, you can save it on your computer.

To save an image:

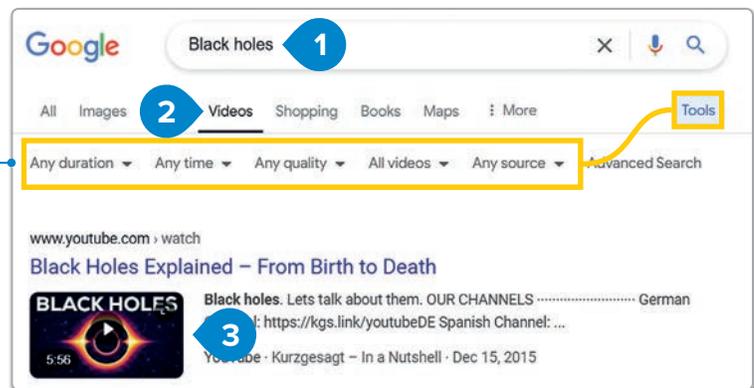
- > Click the image to get a preview of it. **1**
- > Right-click the preview of the image **2** and click **Save image as** to save it. **3**



Searching the Web for videos helps you find useful content that may support your learning, helps with projects, and gives you interesting information.

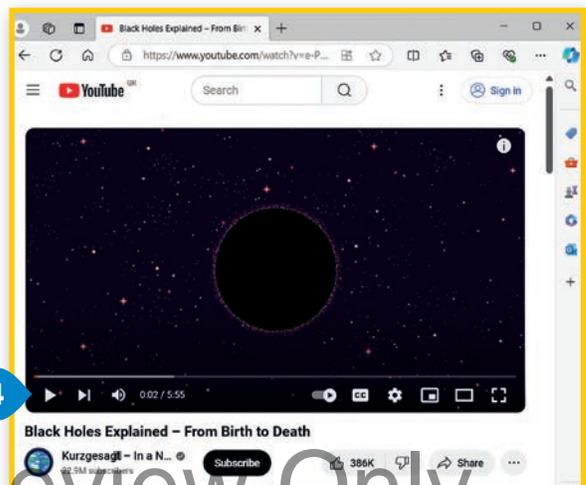
To search for videos:

- > Using the **Google** search engine again, type your keywords, e.g., "**Black holes**" and press **Enter ↵**. **1**
- > Click **Videos**. **2**
- > Click the video you find interesting. **3**
- > Click the **Play** button to start the video. **4**



You can filter the search results based on the video length. But remember, the longer the video, the larger its file size.

You can have access to thousands of videos on www.youtube.com in the same way. If you want to download a video, you'll need a program called "Video download helper." But download **ONLY** videos that are free to use.



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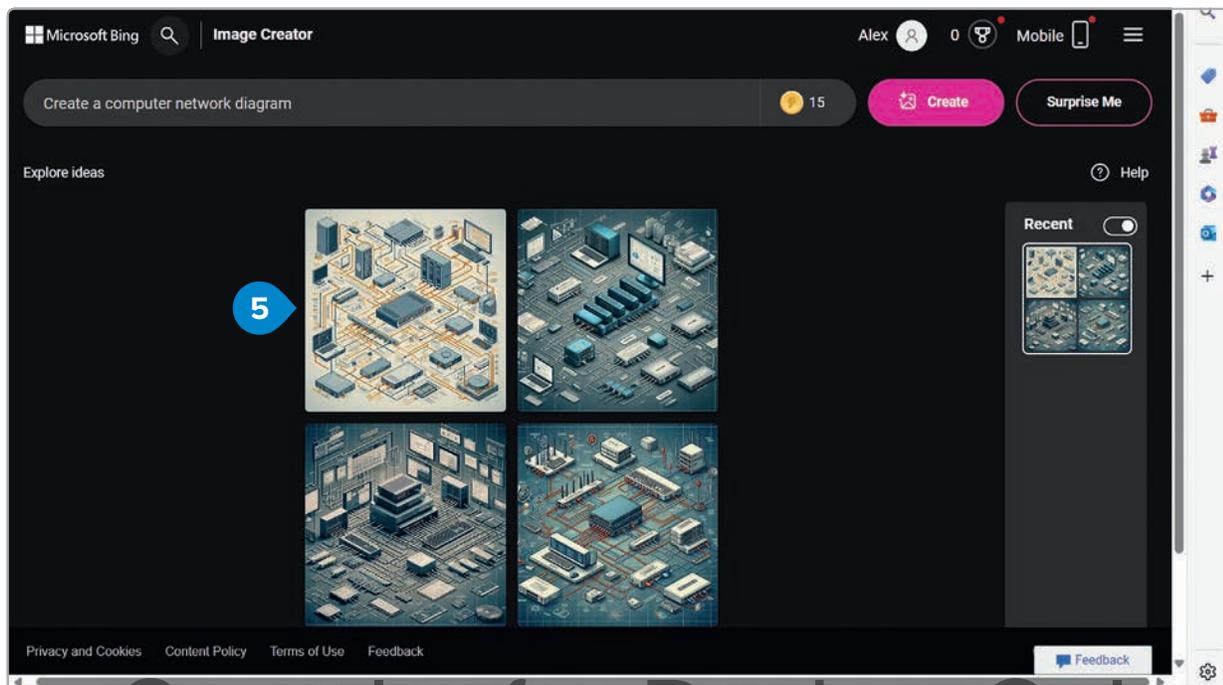
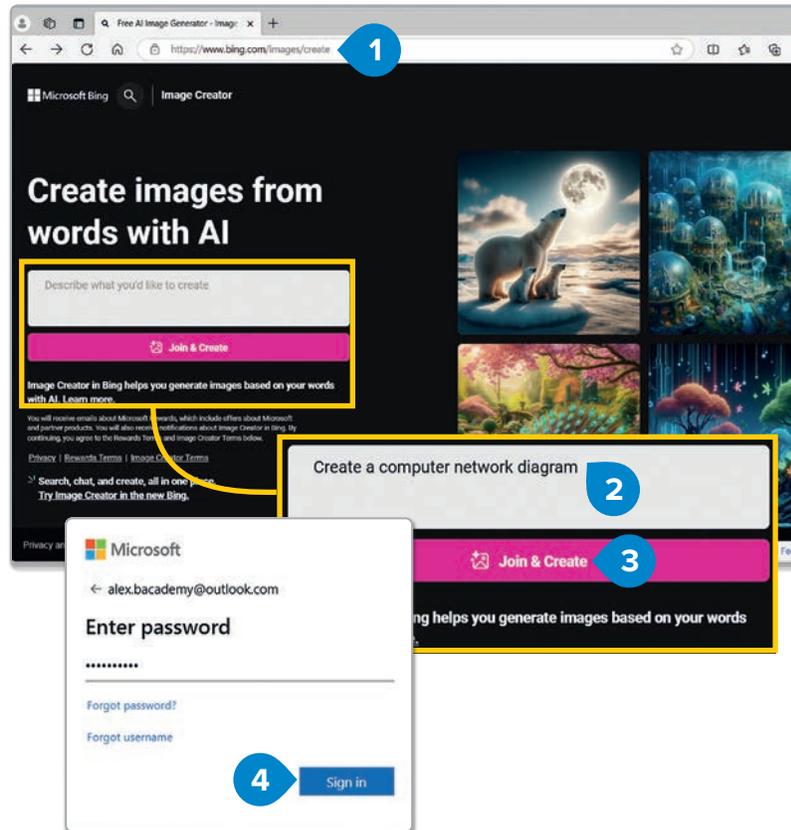
Generating AI images

Bing Image Creator is an AI-powered tool that can help you generate custom images based on the text prompts that you provide. The tool allows you to generate visual content quickly by describing the desired scene, style, or object in everyday language. You can use it for educational purposes, inspiration, and exploration, as well as personal and entertainment use.

To use Bing Image Creator:

- > Go to "<https://www.bing.com/images/create>". 1
- > Type a description of the image you want to create. 2
- > Click **Join & Create**. 3
- > Sign in with your email account. 4
- > The image is now generated. 5

Before sharing AI-generated images, make sure they are truthful and respectful. Make sure they do not hurt or mislead others. Always choose images that are fair and accurate.



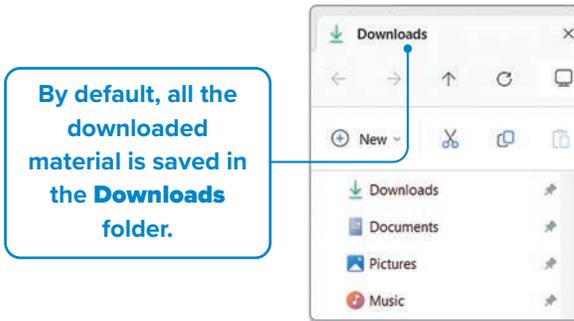
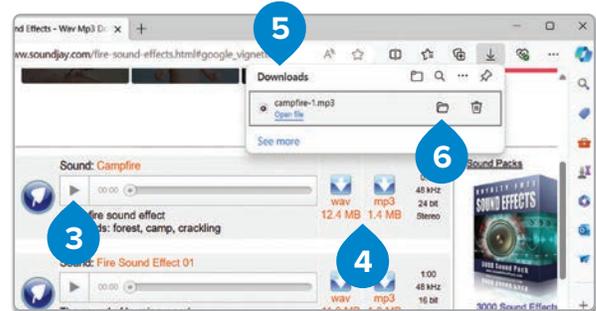
See the AI References and Resources section for details on this AI generated content.

Sampler for Review Only

Downloading sounds lets you access free audio files from the Web for projects, presentations, or personal use. Preview and download files in formats like WAV or MP3 to build your sound library quickly.

To download sounds:

- > You need to access a website that has free sounds, like "www.soundjay.com". **1**
- > Select the category of sounds you want. **2**
- > Click to hear the sound live stream before you download it. **3**
- > If it is the one you want, click to download it either in a **wav** or an **mp3** format. **4**
- > The sound file will be saved on your computer automatically. **5**
- > Click the folder icon to go directly to the **Downloads** folder. **6**

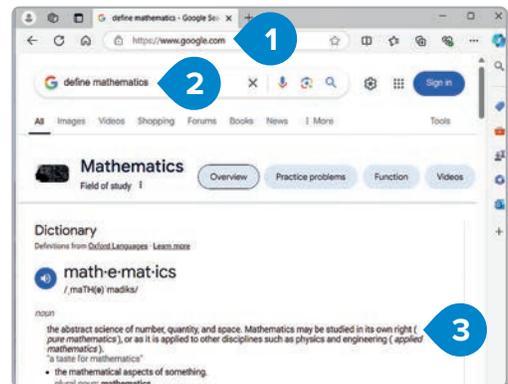


Useful tools with Google

As time goes by, search engines are becoming even more helpful, not just for finding websites, but also for learning and understanding a wide range of topics. They can help you find definitions and synonyms for words, translate web pages into other languages, or solve mathematical equations.

To find definitions of words and synonyms:

- > Open a browser, e.g., Microsoft Edge.
- > Go to "www.google.com". **1**
- > In the search box, type "**define**" or "**definition**" or "**what is**" and the word you want to define. **2**
- > Press **Enter**.
- > The definition of the word will be provided in the search results. **3**



History

The technology we use for the network behind the Internet today was developed in the 1960s. ARPANET (Advanced Research Projects Agency Network) could send "packages" of data and connected four universities in 1969.

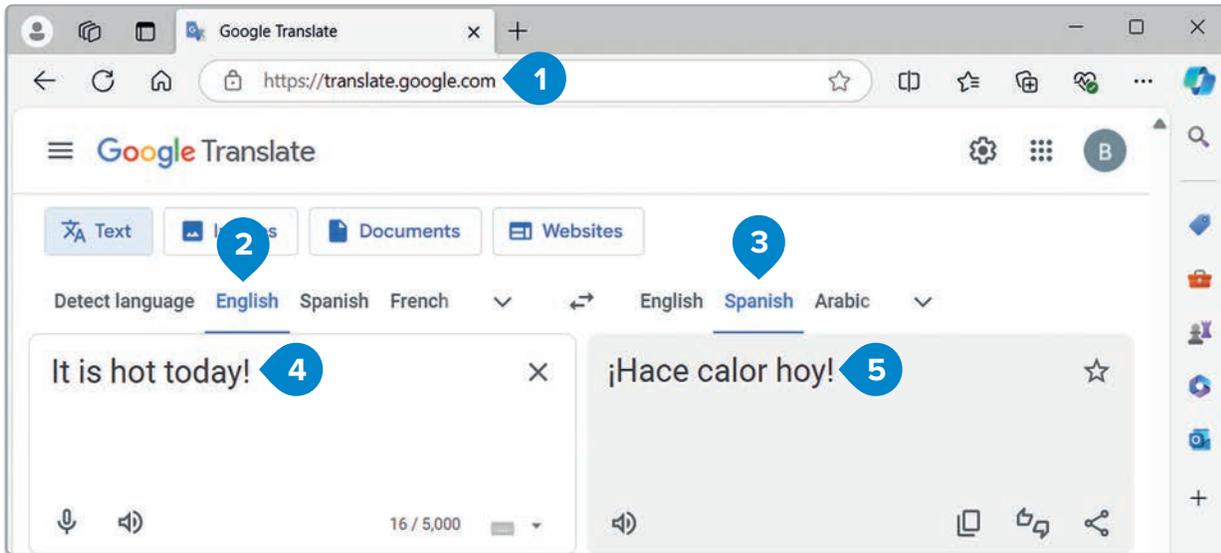
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To translate a word, phrase, or text:

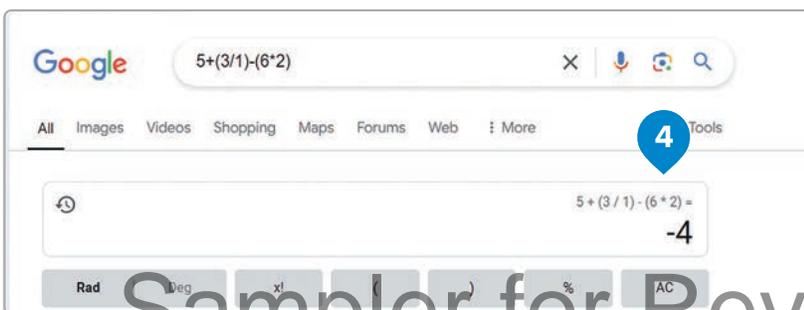
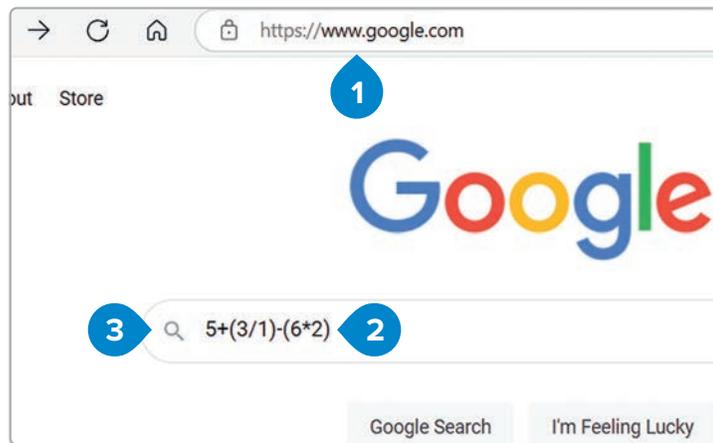
- > Open **Microsoft Edge** and in the **Address bar** type "**https://translate.google.com**". **1**
- > Select the language you want to translate from (e.g., "**English**") **2** and choose the language you want to translate into (e.g., "**Spanish**"). **3**
- > In the text box, write what you want to translate. **4**
- > The translated text will be generated automatically. **5**

In the Translate from list, click "**DETECT LANGUAGE**" and Google will automatically find the language you're using.



To solve math equations:

- > Open **Microsoft Edge**. Go to "**https://www.google.com**". **1**
- > In the **Search box**, type the mathematical equation you want to solve **2** and click the **Search** button. **3**
- > The solution for the equation you have written will be generated. **4**



You can also ask questions like "How many seconds are in a day?" or "How many miles are in a light year?"

Try something else, like $4x=19$ or $5x+6=8$.

Sampler for Review Only

Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. Wikis are online encyclopedias where you can find information on various subjects.
2. AI generated images can be shared without considering their accuracy or potential to mislead others.
3. Using the Google search engine, you can find images by applying filters like color and size.
4. You can only translate words into Spanish using Google Translate.
5. You can use the Google search engine to find a video based on its length.
6. An image with Creative Commons license type CC0 can be used, changed, and shared, as long as you give credit to the creator.

2. Select the best answer.

1. Which Creative Commons license type allows you to use, change, and share the work for non-commercial purposes?
 - a. CC BY
 - b. CC BY-ND
 - c. CC BY-NC
 - d. CC0
2. When using Google to search for images, which filter helps you organize results based on their format?
 - a. size
 - b. color
 - c. usage rights
 - d. type
3. Select the correct sentence about videos.
 - a. The longer the video, the larger the file size.
 - b. The longer the video, the smaller the file size.
 - c. The shorter the video, the larger the file size.
 - d. Video length does not affect the size of the file.

3. If you use an AI tool to create images, how can you tell if the images are accurate or fair? What should you think about before sharing or using these images?

- 4. Find information about a famous inventor and their invention, and explain how it affects our lives today. You can use wikis to gather information and find pictures. Copy the information and pictures into an online document. When searching for images, make sure to use filters to find the right ones.**

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LESSON 3

Communication tools



Have you ever wondered how computers allow you to communicate with your friends? What digital tools do you use to stay in touch with others?

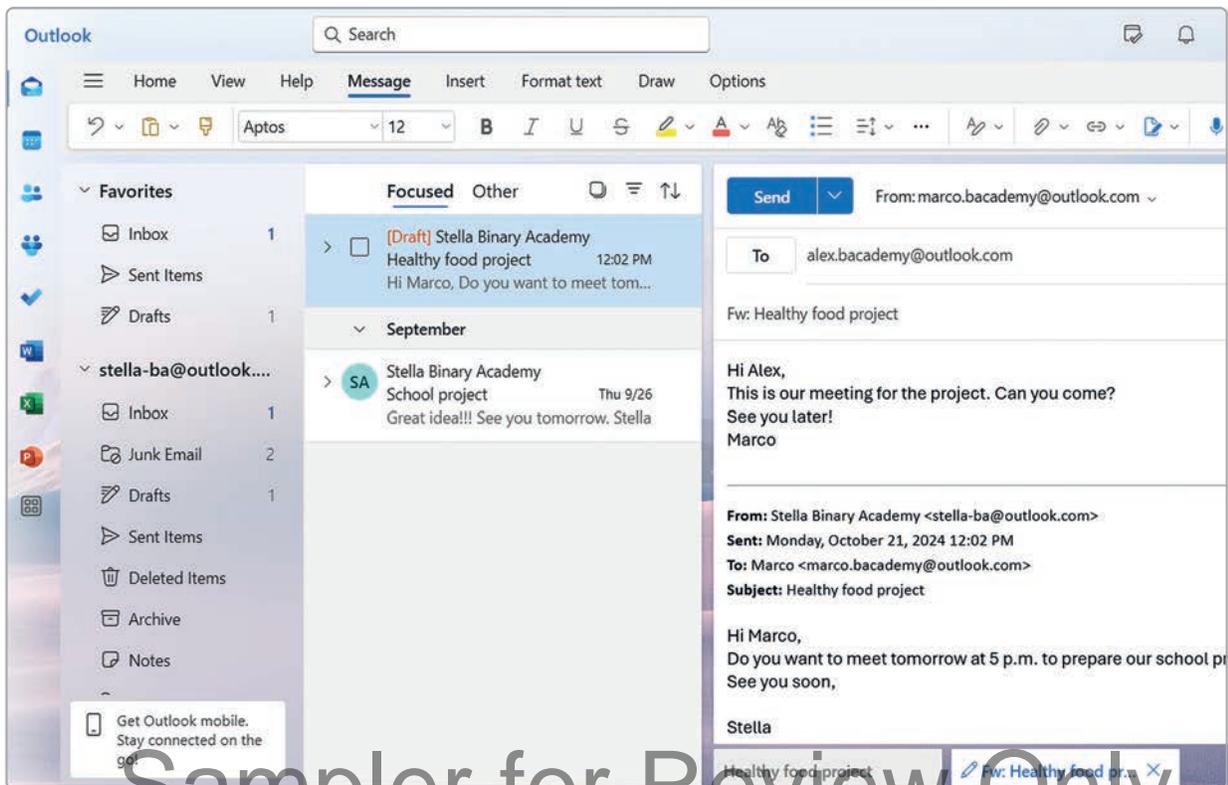
Digital tools for communication

The Internet is not only for finding information, it also provides tools that help you communicate. Many programs let you stay connected with others using text, sound, or video.

Email

You are already familiar with this technology. You can use email to send news to your friends wherever they are. You can also send them documents, photos or small videos, and other files. To do this, you can use a web-based email system, like **Gmail** and **Yahoo**, or you can use an email program like **Microsoft Outlook (Outlook.com)**.

It doesn't matter if your friend lives on the same street or in another country. They will receive the message in a few seconds.



Sampler for Review Only

Chat

Chatting, or instant messaging, is a very common way of communicating on the Internet. Using instant messaging, you can send a short message to a friend or to your whole class. The message reaches them immediately through their device, and they can reply right away.

Some common chatting tools are **WhatsApp**, **Messenger**, and **Microsoft Teams**. Some chatting apps require users to be 13 years old to create an account. It's important to check the rules in your country or state and follow them. It's also important to check the rules in your household and follow them.

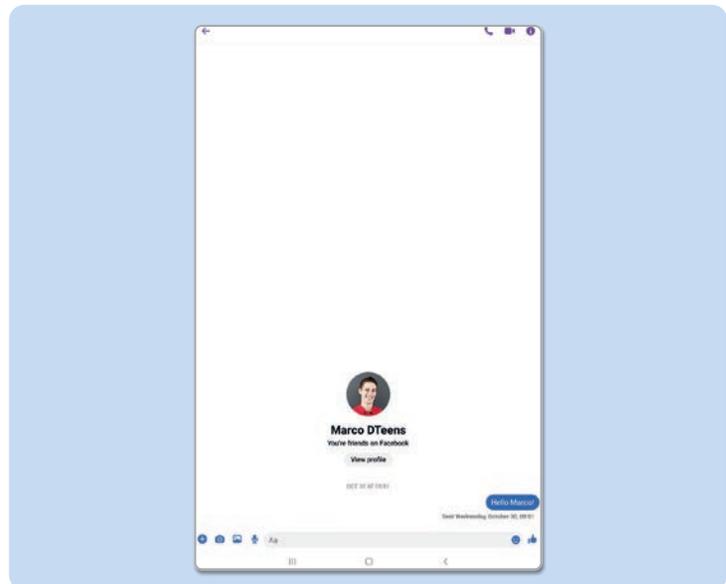
WhatsApp

WhatsApp is an easy-to-use application that is mostly used on cell phones. It lets people send messages, make calls, and share photos and videos with each other using the Internet.



Messenger

Messenger is an application that helps people send messages, photos, and videos to each other quickly. It's like texting, but people can also make voice calls or video calls to talk face-to-face. Messenger is often used with Facebook, so friends and family can stay in touch easily. A chat can be with one person or in a group with many friends at the same time.

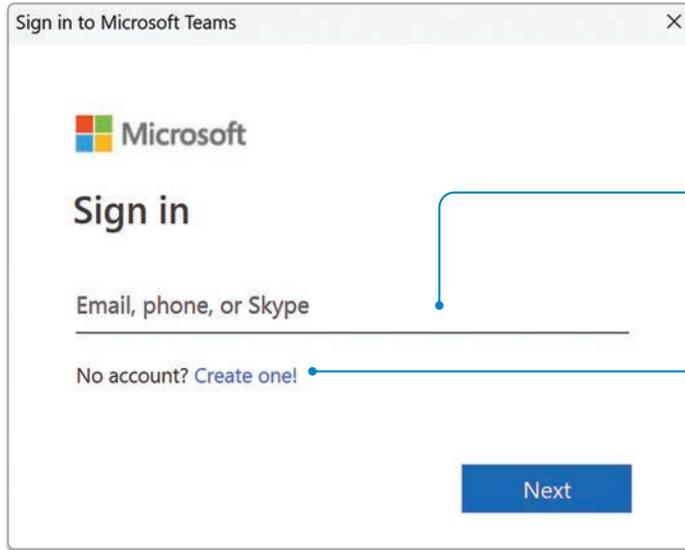


Chatting online is not a substitute for meeting up with friends in person. Meet your friends face-to-face and spend time together in person.

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Microsoft Teams

Microsoft Teams is a popular chat program. Microsoft Teams is included as part of **Microsoft 365 for Education**. To use it, you need to create a **Microsoft account**.

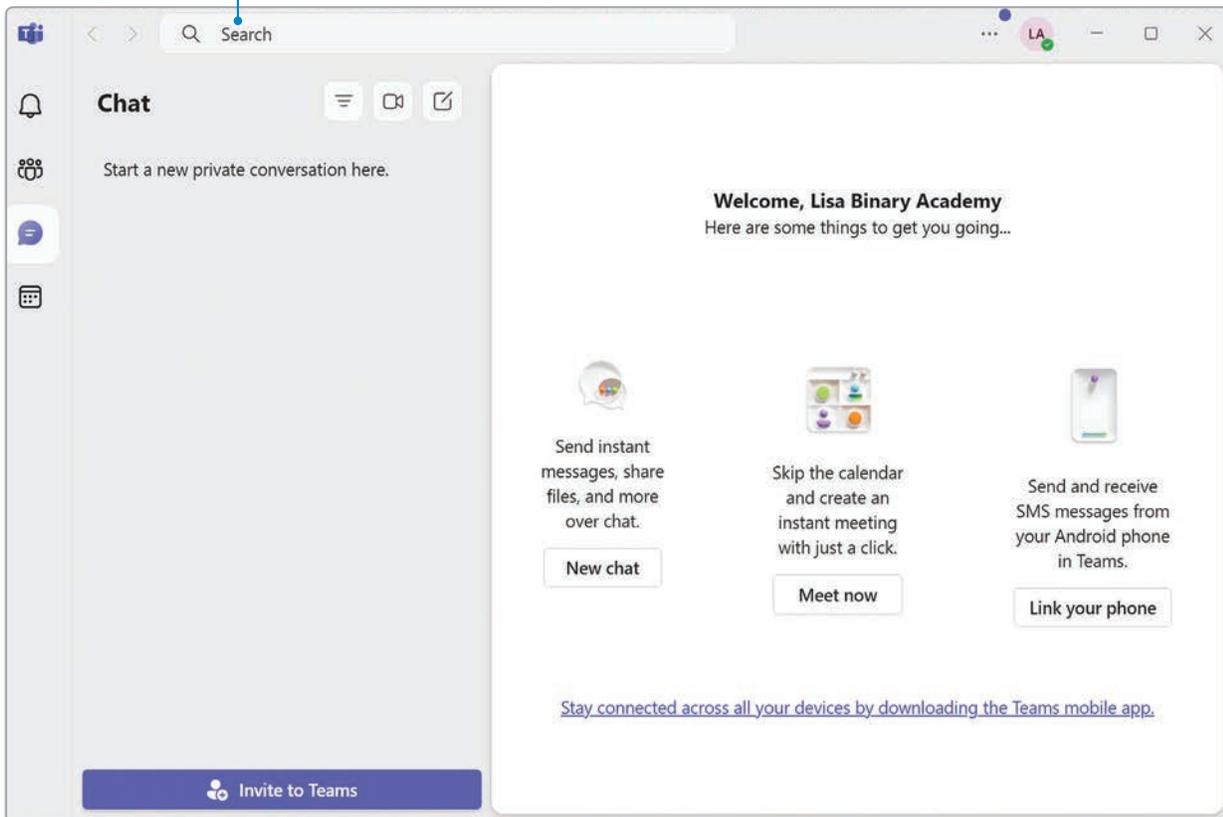


Use your Microsoft account. If you are using Outlook, you already have one.

Create a new account or type your username and password if you already have one.

All communication programs work in a similar way. Here, you can search for people you know to chat with.

Chatting on the Internet is not just for fun. Imagine how useful it is for people who can't talk face-to-face.

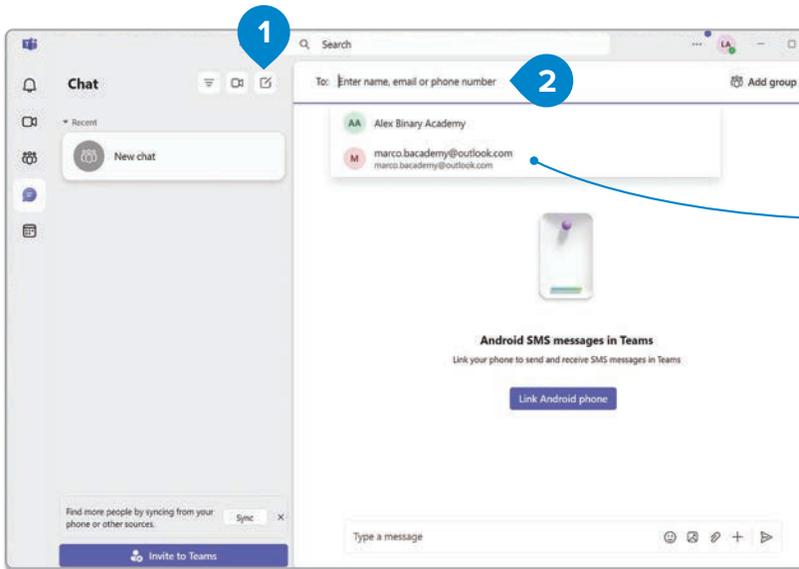


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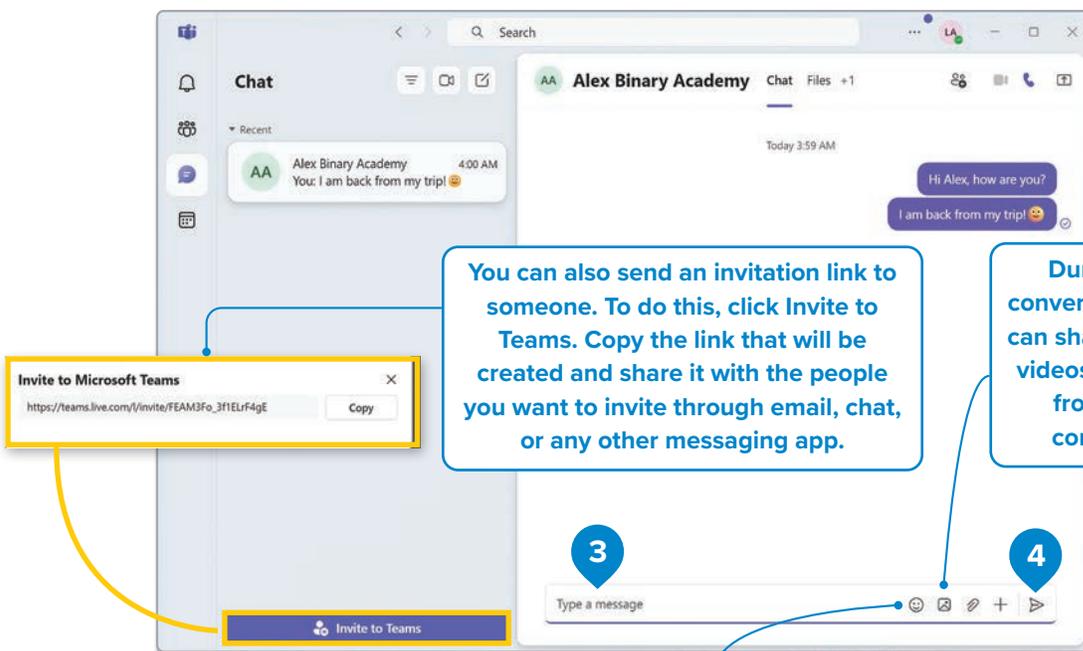
When you first start the program, you have to search for people you know so you can talk to them.

To talk to a friend:

- > Click the **New Chat** icon. **1**
- > In the **To** field, type the name or email address of the person you want to chat with **2** and press **Enter ↵**.
- > Type your message in the text box at the bottom **3** and press **Enter ↵** or click the **Send** button. **4**



If the email address belongs to a Microsoft Teams user, you can immediately send a message, and the user will receive it and respond directly. Otherwise, they will receive an email notification with your message and instructions on how to join Teams.



You can also send an invitation link to someone. To do this, click Invite to Teams. Copy the link that will be created and share it with the people you want to invite through email, chat, or any other messaging app.

During the conversation, you can share photos, videos, and files from your computer.

You can also use emojis to express your feelings.

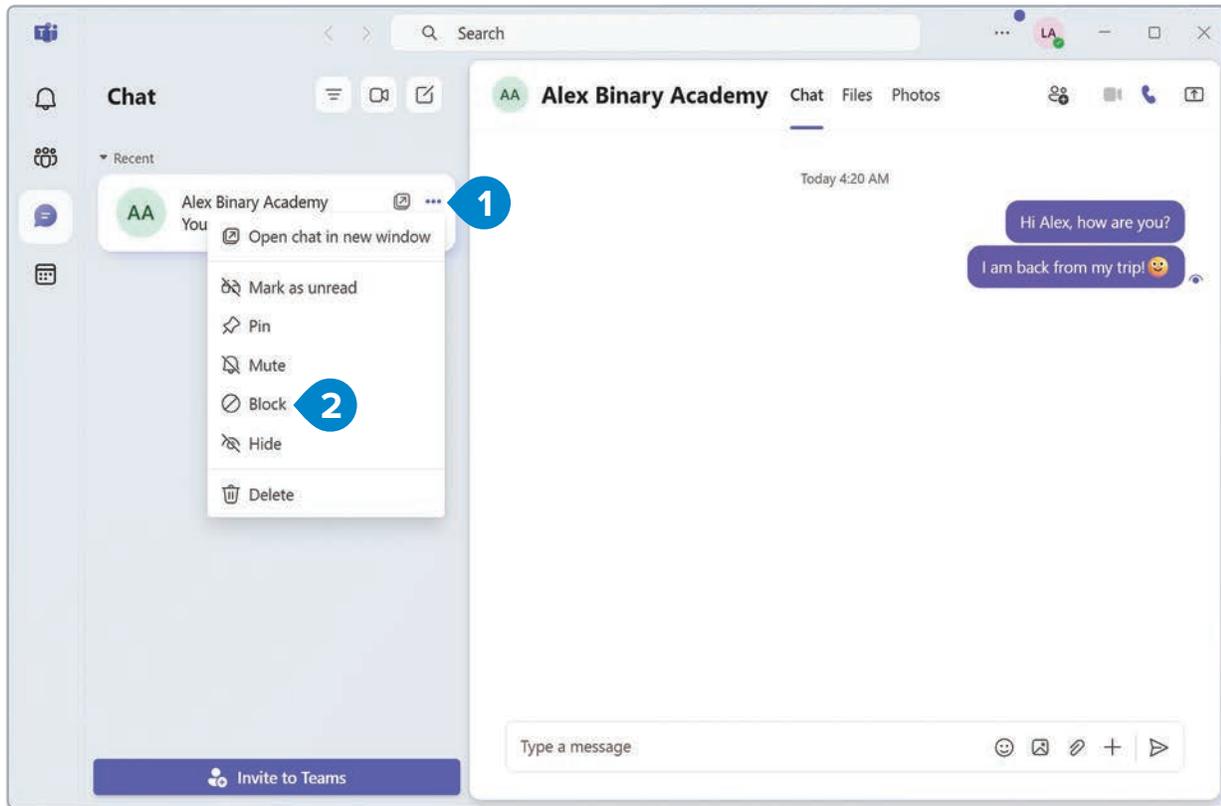
Sampler for Review Only



You may receive requests from people that you don't know. Ignore or block them.

To block someone:

- > Click the **More options** icon next to the name. 1
- > From the drop-down list, click **Block**. 2



Be Safe

If you ever get a message from someone you don't recognize, let a teacher or another trusted adult know. You can also report the message in Microsoft Teams.

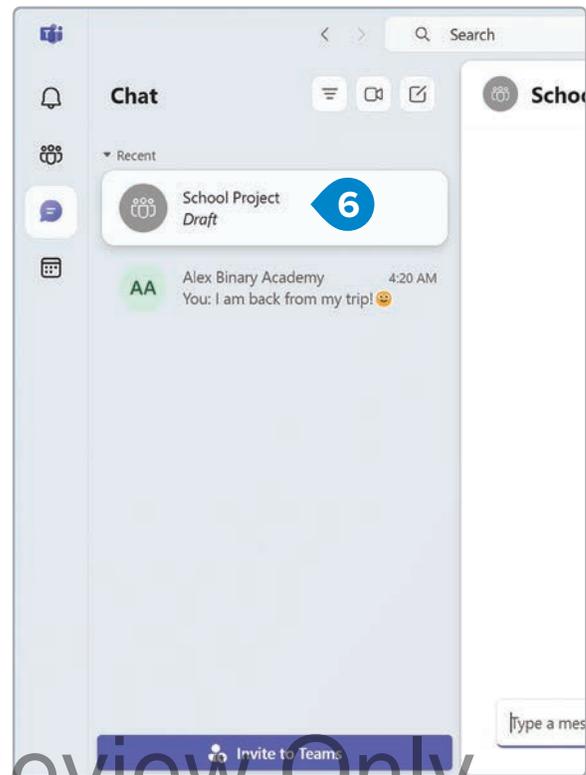
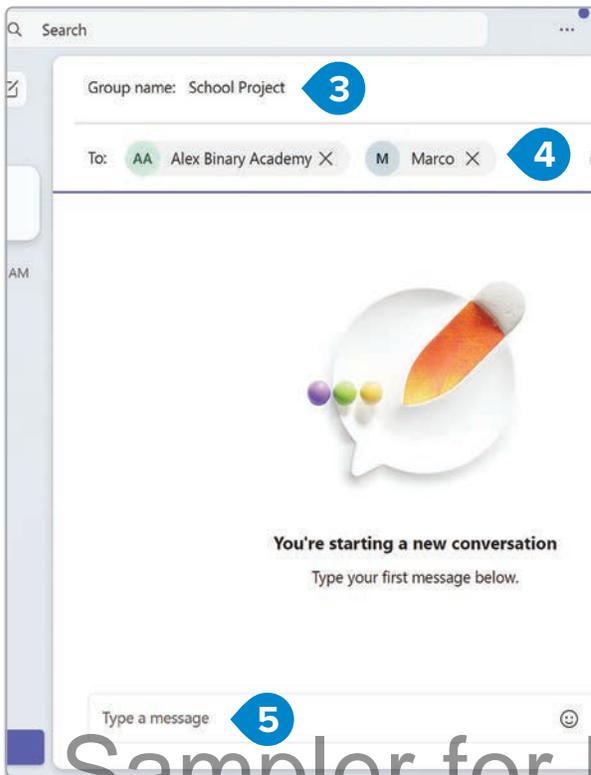
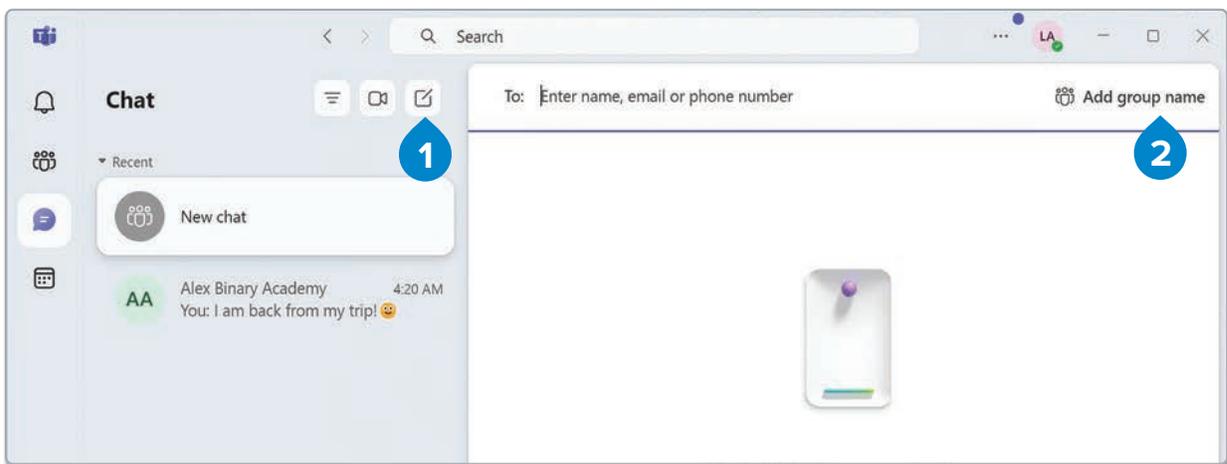
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When you want to talk to more than one person at a time, you can create a group chat. For example, if you're on a robotics team, you can create a group with your teammates and talk about the project.

To create a group:

- > Click the **New Chat** icon. **1**
- > Click **Add group name**. **2**
- > Type a name for your group. **3**
- > Type the email addresses or the names of the friends you want to add to the group. **4**
- > Click where it says **Type a message**. **5**
- > The group will be created automatically. **6**

Any time a group member sends an instant message, it will be received by all participants, allowing them to talk and share files with each other.



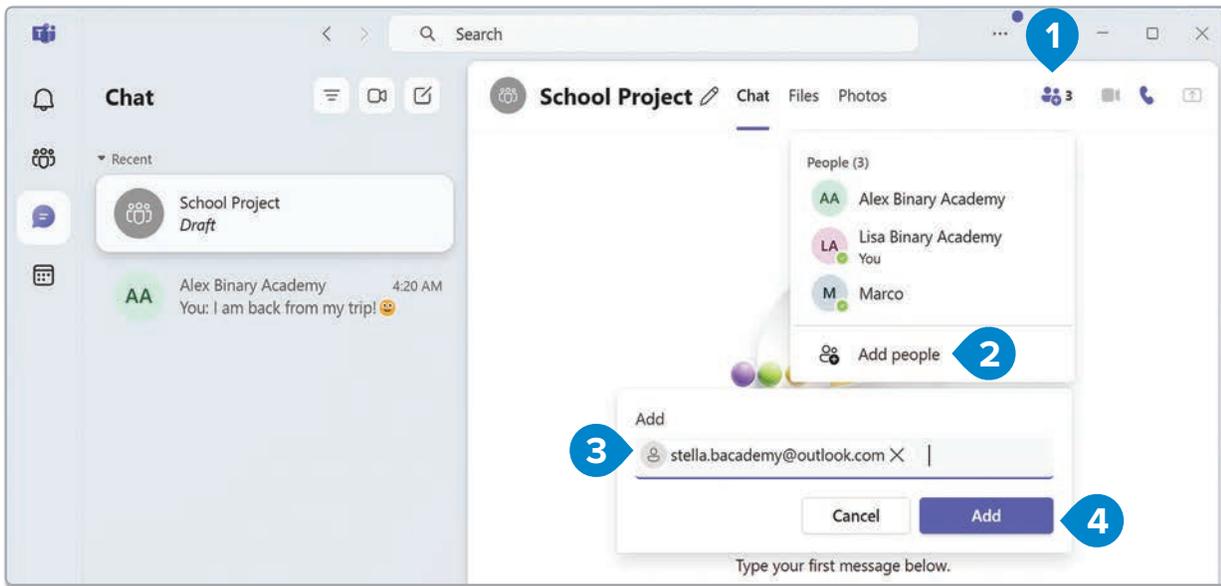
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After you create a group, you can check who is already in the group or add new members to the group.

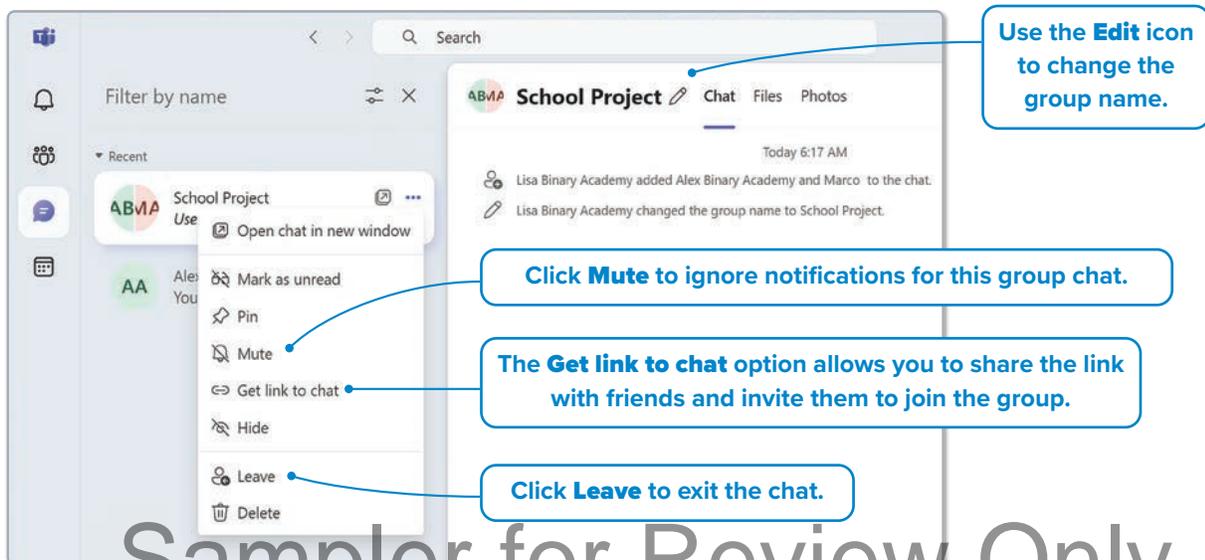
To add participants to a group:

- > Click **View and add participants.** 1
- > Then click **Add people.** 2
- > Type the email addresses or names of the people you want to add to the **Microsoft Teams** group. 3
- > Click **Add.** 4



Customize the group

When you create a group conversation, you can customize it. For example, you can change the group name, share the group link, upload files, and more.



Sampler for Review Only

Customizing your status

When you use Microsoft Teams, your status lets your friends know when you're available to talk. Your status is set automatically, but you can change it yourself at any time. Just click the status icon next to your profile picture and choose the appropriate status from the list.

Available (checked) — When you're active in Microsoft Teams.

Busy — When you're busy but still want to receive notifications.

Do not disturb — When you're busy and don't want to receive any notifications.

Be right back — When you're taking a break and won't be able to respond for awhile.

Appear away — When you're taking a break and won't be able to respond for awhile.

Appear offline — When you want to indicate that you're not signed in to Microsoft Teams.

Reset status — When you want others to know you are not available but will be back soon.



If a friend is offline, you can still send them a message, and they'll receive it when they're online.



Smart Tip

Each of your friends has a status displayed next to their name in your contact list, so you know if they're available or not.

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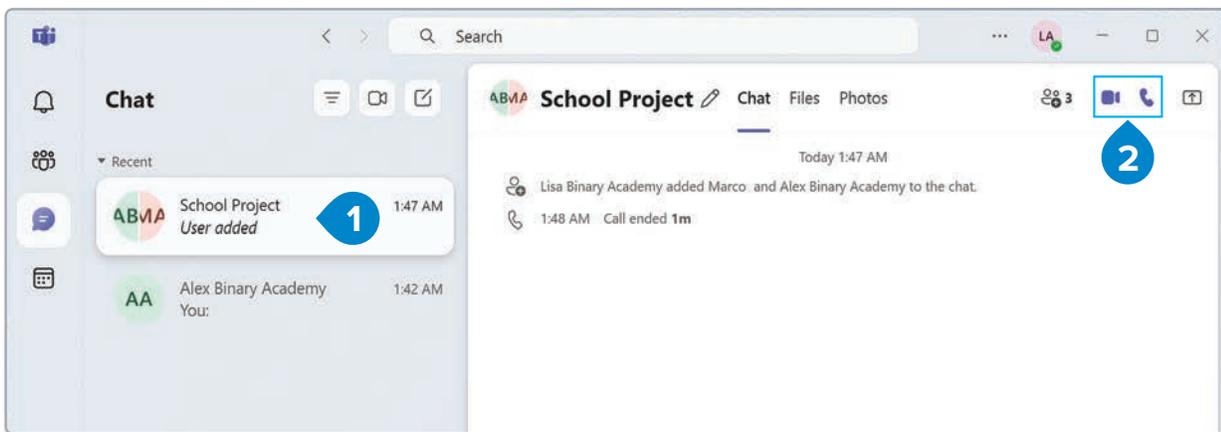


Voice and video calls

Microsoft Teams lets you make voice and video calls. This means you can talk to your classmates and share ideas about your project, even if you're not in the same place.

To make a video call:

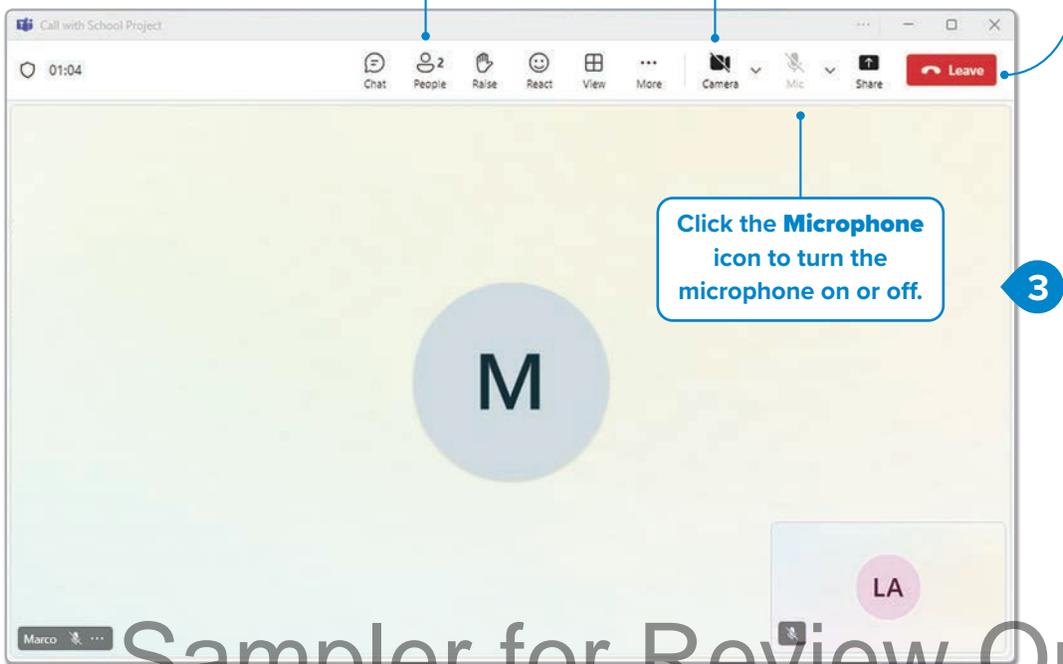
- > To make a video call:
- > Select one of your contacts. **1**
- > Click the **Audio call** or **Video call** icon. **2**
- > The call will start, and when the other person accepts your call, the camera and microphone will open. **3**



Click **People** to add people to the conversation.

Click the **Camera** icon to turn the camera off and back on.

Click **Leave** to end the call.



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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. Microsoft Teams is a video calling tool only.
2. You can mute your microphone in Microsoft Teams.
3. Microsoft Teams is a web-based email system.
4. You cannot check which of your friends are online in Microsoft Teams.

2. Choose the correct word from the list to complete each sentence.

block **chat** **status** **email**

1. Your _____ in Microsoft Teams shows if you are available, busy, or away.
2. You can use _____ to send messages, photos, and documents to people anywhere in the world.
3. If someone you don't know sends you a message in Microsoft Teams, you can _____ them.
4. WhatsApp is an example of a _____ application.

3. Imagine you want to talk to a classmate about your science project using Microsoft Teams. Describe the steps you would follow to start a chat.

4. Explain one way each of these communication tools is helpful: email, chat apps, and video calls.

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LESSON 4

Intro to GenAI



How can computers or other technology help you with school projects or assignments?

In what ways can technology improve creative tasks like writing stories or making presentations?

How does GenAI work?

Generative AI (GenAI) tools, such as ChatGPT by OpenAI, Gemini by Google, Claude by Anthropic, and Llama by Meta, use computer programs called "language models." These models predict the next word in a sentence based on the words before it. For example, if you start a sentence with "The cat is," the model might guess that the next word could be "sleeping," "playing," or "running."

These tools work by processing what you type (your question or command) and using patterns they've learned from lots of practice. They then give you answers that make sense in the situation. While GenAI tools don't "know" things like humans do, they are really good at spotting patterns in language and giving helpful responses. The more clear and specific your question, the better the answer.

Generative AI (GenAI) refers to a type of artificial intelligence capable of creating new content such as text, images, music, videos, or code. This is achieved by using patterns and data it has learned during training. Unlike traditional AI, which focuses on analyzing data or performing specific tasks, GenAI produces original outputs through advanced models known as "language models" or neural networks.

While GenAI tools are highly capable, they may not always provide accurate or up-to-date information. Always verify critical data to ensure its correctness and relevance.

Real-life applications of ChatGPT

There are many free and paid GenAI tools available to help solve problems in your daily tasks. Here are some examples of how you can use tools like ChatGPT, Gemini, Claude, or Llama:



Creative Writing:

Problem: You need an idea for a short story assignment but don't know where to start.
Solution: Use a GenAI tool to brainstorm story ideas or create an outline based on your favorite topic.



Learning a New Concept:

Problem: You're confused about how photosynthesis works in science class.
Solution: Ask a GenAI tool to explain photosynthesis in simple terms or compare it to something familiar, like cooking a meal.

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Language Practice:

Problem: You're trying to learn new vocabulary in Spanish, but it's hard to remember the words.

Solution: A GenAI tool can quiz you with flashcards or practice conversations in Spanish.



Planning and Organization:

Problem: You have a big project due, but you don't know how to organize your time.

Solution: Use a GenAI tool to help you create a timeline or checklist for completing your project.

Enhancing effectiveness with GenAI

Artificial intelligence, like ChatGPT, is a GenAI **chatbot** that can help you work more efficiently by saving time, organizing ideas, and generating creative content. In this section, we will explore how GenAI can help solve everyday problems, assist with learning and work, and find a balance between using AI tools and human effort.

Using GenAI help to solve everyday problems

AI can make daily tasks simpler by providing quick solutions and helpful suggestions. For example:

- **Planning:** Use AI to organize schedules or create to-do lists.
- **Communication:** Draft emails, write summaries, or respond to questions quickly.
- **Creativity:** Generate ideas for school projects, essays, or even fun activities like stories or poems.

With clear instructions, AI can help you solve problems and save time in your day-to-day life.

Balancing GenAI assistance and human effort

While AI can be a helpful tool, it's important to remember that it's not a replacement for your own creativity and critical thinking. Always:

- **Verify Information:** Check AI's suggestions for accuracy.
- **Personalize Results:** Add your unique ideas and style.
- **Use AI Wisely:** Let AI handle repetitive tasks while you focus on creative and meaningful work.

AI can enhance your effectiveness, but the final touch should always come from you!

The power of prompts

Prompts are the instructions or questions you give to ChatGPT to get the information you need. Clear and specific prompts lead to focused and helpful responses. For example, instead of asking, "Tell me about space," try asking, "List three interesting facts about planets in our solar system for a school project." Writing specific prompts helps you save time, get accurate answers, and use AI effectively for your projects.

A prompt is a question or instruction given to an AI to guide its response and provide specific information or perform a task.



Smart Tip

When asking GenAI for help, use the phrase "act as" to make it take on a specific role. This helps the AI give answers that are more targeted and useful. Examples:

- "Act as a math tutor" to explain a challenging equation step by step.
- "Act as a scientist" to learn about climate change in detail.
- "Act as a story editor" to get feedback on your writing.
- "Act as a career counselor" to explore future job ideas.

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Structuring a presentation using GenAI

ChatGPT can help you create a clear and engaging presentation on any complex topic, such as climate change. The key to success lies in writing specific prompts. Let's explore how you can use ChatGPT to make your work more efficient and creative.

Creating prompts

When starting your presentation, you can ask ChatGPT to provide you with three topics for climate change. For example:

Prompt: "**Give me 3 topics on climate change.**"

- 1. Causes of Climate Change**—Exploring how human activities like burning fossil fuels and deforestation contribute to global warming.
- 2. Effects of Climate Change**—Examining impacts such as rising sea levels, extreme weather, and loss of biodiversity.
- 3. Solutions to Climate Change**—Discussing actions like reducing emissions, switching to renewable energy, and protecting ecosystems.

See the AI References and Resources section for details on the above AI generated content.

When using ChatGPT, it is important to specify what you want. Being specific about your requirements helps ChatGPT respond more effectively. For instance, specifying the audience (Grade 7 students), the number of slides (3), and the length of the presentation (5 minutes) ensures the content is concise, age-appropriate, and possible to deliver within the time limit. For example, you can tell ChatGPT:

Prompt: "**The presentation I will create should be 3 slides, 5 minutes long, and I will present it to Grade 7 students.**"

Slide 1: What is Climate Change?

Content:

- Climate change means long-term changes in Earth's weather, caused by natural and human activities.
- Burning fossil fuels, cutting trees, and pollution increase heat-trapping gases in the air.
- These gases cause global warming, which changes our environment.

Key Visuals:

- A simple graphic showing the Earth and arrows representing heat trapped by gases.

Talking Points:

- Explain the concept in a clear way, such as discussing the changes in seasons.
- Emphasize caring for the Earth as part of our responsibility to protect the world we live in.

See the AI References and Resources section for details on the above AI generated content.

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You can ask ChatGPT to provide an introductory slide for your presentation. Instead of asking, "Can you help me create a good opening slide for my presentation?" try using a more specific prompt, such as the following:

Prompt: "I need an introductory slide (before Slide 1) with a title and a suggestion for an engaging image."

Introductory Slide (Before Slide 1)

- **Title:** "Why Should We Care About Climate Change?"
- **Image Suggestion:** A split image showing a vibrant, healthy Earth on one side and a dry, barren landscape on the other. This visually contrasts the potential outcomes of action versus inaction, grabbing the attention of Grade 7 students.

This slide sets the tone for the presentation and encourages curiosity about the topic while emphasizing its importance.

See the AI References and Resources section for details on the above AI generated content.

Instead of asking, "Can you help me with a slide to end my presentation?" try using a more specific prompt, such as the following:

Prompt: "I need a closure slide (after Slide 3) with a title, an image suggestion, and 1–2 questions that encourage reflection or action."

Closure Slide (After Slide 3)

- **Title:** "What Will You Do to Make a Difference?"
- **Image Suggestion:** A colorful illustration or photo of young people working together to plant trees or clean up a park, symbolizing teamwork and hope for the future.
- **Questions:**
 1. "What is one small change you can start today to help fight climate change?"
 2. "Why is it important for everyone to work together to protect our planet?"

Image suggestion for introductory slide



Image suggestion for closure slide



See the AI References and Resources section for details on the above AI generated content.

Review ChatGPT's responses to make sure they are accurate and easy for your audience to understand. Add your own ideas or examples to improve the content. Make your presentation engaging by including images, charts, or personal research. Reflect on how ChatGPT helped; did it save time or simplify organizing your ideas? Remember, AI is a helpful tool, but the final creativity is yours.

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Understanding and preventing AI hallucinations

A hallucination in Generative AI occurs when the model produces text that is inaccurate or unsupported by any reliable source. This happens because the model generates text based on patterns in its training data, rather than verifying facts.

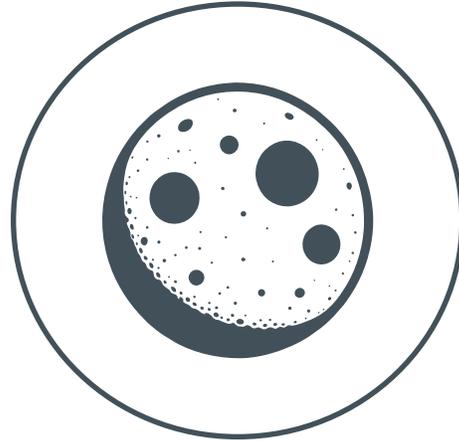
Example of hallucination:

Prompt:

"Tell me about the discovery of the moon by Galileo."

Response (Hallucination):

"Galileo discovered the moon in 1610 using his newly invented telescope, and he named it Luna after his wife."



What went wrong?

- The moon was known long before Galileo. It is visible without the aid of any instruments.
- Galileo did not "discover" the moon. Instead, he carefully observed and studied it in great detail.
- He did not name the moon "Luna," nor did he have a wife named Luna.

The AI generated a confident-sounding but completely made-up response, which is a classic example of hallucination.

- Fact-checking: Cross-check the generated information with reliable sources.
- Prompt engineering: Be more specific or limit the model's response to known facts.



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Do's and don'ts for using GenAI responsibly

Generative AI, like ChatGPT, can be a powerful tool for learning, brainstorming, and problem-solving. However, it's important to use it wisely and responsibly. While AI can assist with ideas and information, it's not always perfect, and it should be used as a guide rather than a replacement for critical thinking.

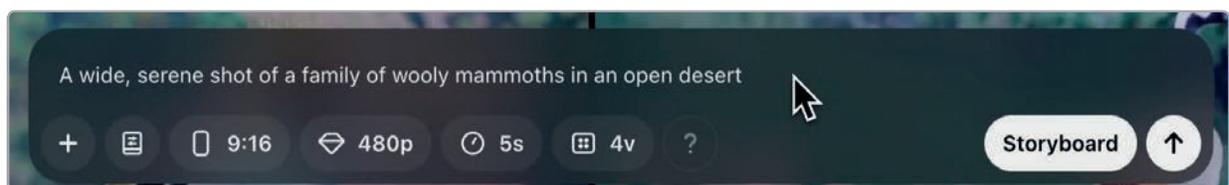
Below are some key do's and don'ts to help you make the most of ChatGPT while staying ethical and responsible.

Best Practices for Using GenAI Responsibly	
What to Do	What to Avoid
Double-check all information ChatGPT provides using reliable sources (books, web).	Treat ChatGPT's responses as unquestionable facts without verifying them.
Use ChatGPT as a study aid for brainstorming or understanding; not to do your work.	Shortcut your own work or let ChatGPT complete assignments/tests for you.
Give credit if you use ChatGPT's ideas in your schoolwork.	Copy ChatGPT's text and claim it as your own writing.
Pay attention if ChatGPT says something unfair or biased, and explore why.	Ignore errors or biased answers instead of investigating or correcting them.
Keep in mind the environmental impact of frequent ChatGPT usage.	Overuse ChatGPT without considering how much energy it might consume.
Make sure everyone has a chance to access tools like ChatGPT.	Forget that not everyone has equal access to technology; failing to share knowledge fairly.

Video generation with Sora

Sora is an AI-powered tool designed to simplify the process of creating videos by transforming text descriptions or instructions into video content. It allows you to add animations and visuals, making it useful for both educational projects and professional presentations.

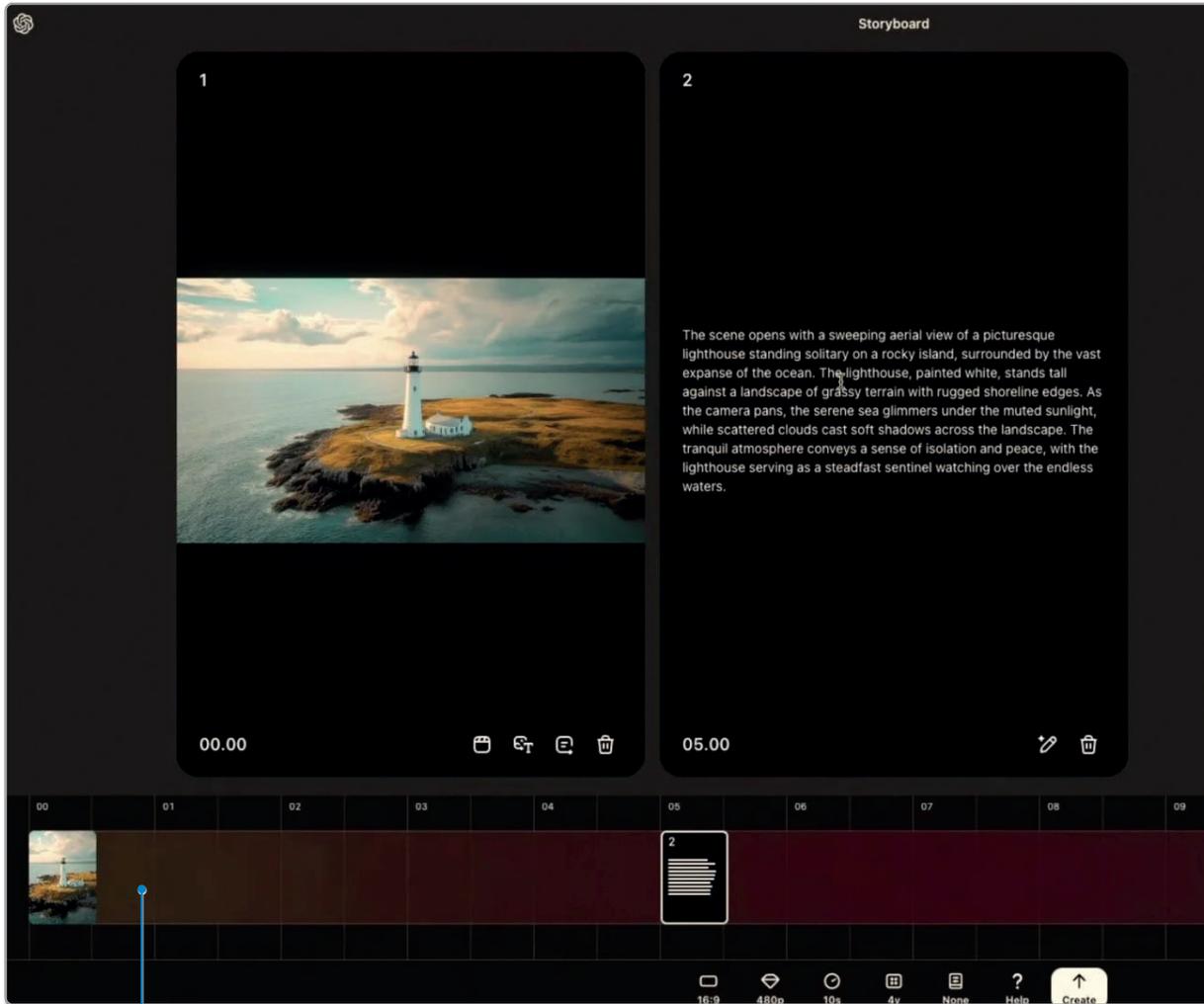
By inputting a description of your video idea, Sora organizes the content into a structured "storyboard." AI can interpret and plan visual elements, enabling you to bring your ideas to life in a clear and organized way.



As you refine your descriptions, Sora generates images and sequences based on your input, providing a preview of what the final video will be like. This use of AI allows for flexibility and precision, letting you modify details before finalizing the video content.

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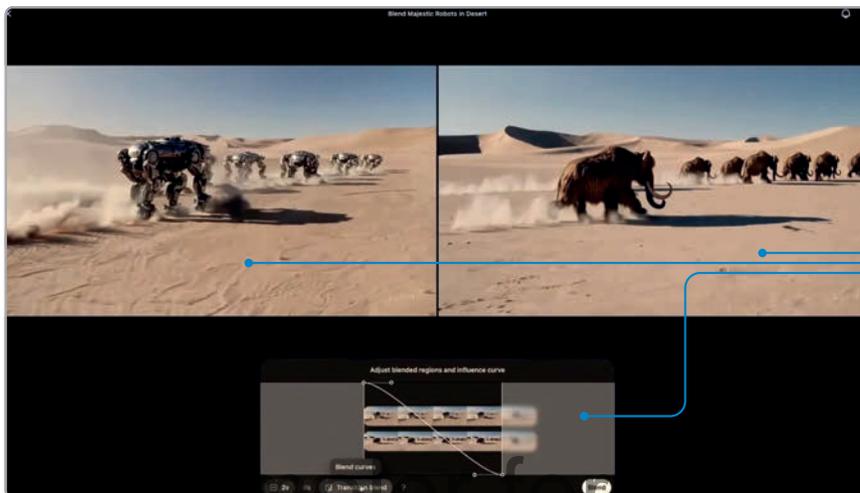




See the AI References and Resources section for details on this AI generated content.

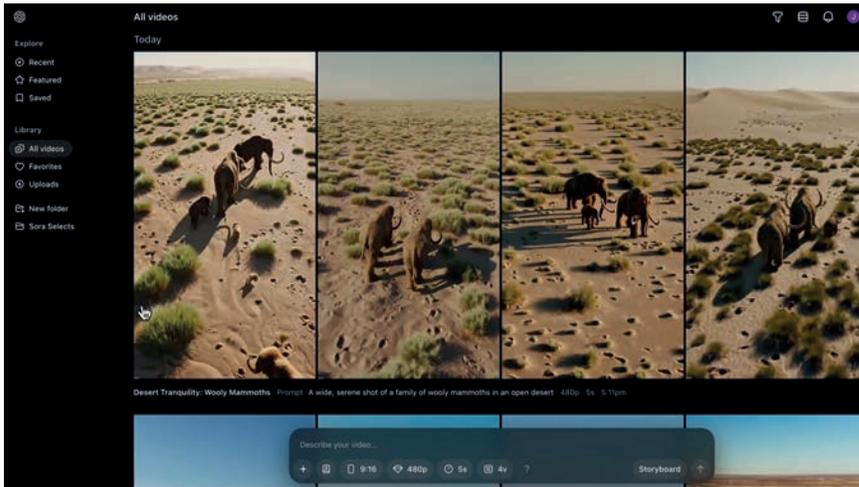
Timeline

Sora can blend different scenes seamlessly, ensuring smooth transitions and professional results. This functionality empowers independent creators to produce high-quality videos that are consistent and more attractive.



Mix different scenes

The tool organizes completed videos in a single location for quick access or downloading. Whether for personal exploration or commercial projects, Sora enables creators to experiment with new ideas and express themselves through professional-quality, cost-effective video production.



See the AI References and Resources section for details on the above AI generated content.

The importance of ethical AI use and fair treatment for creators

While AI tools like Sora make it simple to create videos, they can also be misused in harmful ways. For example, some people might use them to spread false information, make fake videos of others, or invade someone's privacy. Another issue is that these tools often learn from pictures and videos made by other creators who are not given credit or paid for their work. Many people and groups are now working to ensure these creators are treated fairly. It's important for everyone to use AI responsibly and think about the effect it can have on others.

AI ethics

Using AI raises important questions about how we protect privacy, avoid unfairness, and ensure accountability. For example:



Privacy

AI can collect a lot of personal data, so it's important to use it responsibly and prioritize people's privacy.



Bias

If AI learns from unfair data, it can make unfair decisions.



Accountability

It's important to make sure AI systems are working correctly and to know who is responsible if something goes wrong.



Job displacement

Some jobs may change because of AI, but it can also create new opportunities and increase productivity.



Human rights

AI must respect and uphold basic human rights, including privacy, freedom of expression, and fair treatment.



Smart Tip

These video generation tools are evolving very fast to accommodate the changing needs in personal and commercial projects.

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Deepfakes

Deepfakes use AI to create fake images or videos that appear to be real. For instance, a deepfake might show someone saying or doing something they didn't actually do. This can spread false information or cause harm.

It's important to double-check the truth of what we encounter online to avoid being misled.



The future of AI

AI could change many areas of life, such as:

- **Healthcare:** Helping doctors find more effective treatments.
- **Transportation:** Making cars drive themselves safely.
- **Education:** Creating personalized learning experiences.
- **Environment:** Helping to protect the planet.



Ethical dilemmas in information technology careers

Information technology, especially AI, is part of many jobs. When people use AI at work, they sometimes face situations where they must decide what is safe, fair, and responsible. These situations are called **ethical dilemmas**.

Professionals face these dilemmas when:

- AI systems collect or store personal data (privacy).
- AI tools make recommendations or predictions (accuracy).
- Automated systems affect people's daily lives (safety).
- Technology is used in ways that may be unfair or harmful (fairness).

When professionals face ethical dilemmas, they follow company safety and privacy guidelines, review AI results for accuracy and fairness, and report concerns when needed. They also collaborate with specialists in law, finance, or data security to ensure that technology is used correctly. Through thoughtful decision-making, they help protect people and maintain responsible use of technology.

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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. Generative AI tools can create completely new content, like stories or pictures.
2. You don't need to check information from AI tools because it is always accurate.
3. AI can be used to generate creative ideas for science projects.
4. Sharing fake content is ethical as long as it is interesting.
5. Generative AI tools always provide unique and original content.
6. Using clear and specific prompts helps AI generate effective results.

2. Select the best answer.

1. What does Generative AI do?
 - a. Solves math problems only
 - b. Stores and retrieves data
 - c. Creates new content like text, images, or videos
 - d. Performs all human tasks automatically
2. Why should you use clear prompts with Generative AI?
 - a. To confuse the AI
 - b. To get more accurate and focused results
 - c. To make the process faster
 - d. To limit the AI's capabilities
3. How can Generative AI be helpful in school projects?
 - a. By completing all tasks for you
 - b. By guaranteeing perfect results
 - c. By solving all math exercises
 - d. By generating ideas and outlines
4. What is an important step when using AI-generated information?
 - a. Use it without checking for accuracy.
 - b. Share it without giving credit to the creator.
 - c. Avoid using it for school work.
 - d. Verify it with reliable sources.
5. Which of the following is an example of unethical AI use?
 - a. Sharing AI-generated content as your own without checking it
 - b. Using AI to brainstorm ideas
 - c. Generating flashcards to study vocabulary
 - d. Creating a timeline for a project using AI tools

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6. What should you do if you suspect ChatGPT has given an incorrect answer?
 - a. Use it without checking if it's correct.
 - b. Double-check it with a trusted source, like a book or website.
 - c. Ask for more answers without making sure they're right.
 - d. Share it with as many people as possible.
 7. Why is it important to fact-check ChatGPT's responses?
 - a. Because fact-checking saves time
 - b. Because it is only for entertainment
 - c. Because AI tools may not always provide accurate information
 - d. Because AI tools are always accurate
3. Imagine you are preparing a science presentation on ecosystems for your classmates. You decide to use a Generative AI tool to help you create your presentation. What steps will you take to make sure the content created by the AI is both accurate and age-appropriate? Write 3–4 sentences explaining your plan.
4. The following Generative AI prompts need to be improved. Rewrite each prompt to make it clearer and more effective.
1. "Tell me about planets."
 2. "Help me with fractions."
 3. "Write a story."
5. Create clear and specific prompts to help Generative AI assist with the following tasks.
1. Learn about the water cycle for a science class.
 2. Study algebra for a math quiz.
 3. Write a letter for a school event.
6. Use the following prompts with a Generative AI tool. Then, edit AI's response to make it more personalized or relevant.
- "Create a 3-slide presentation outline explaining climate change for Grade 7 students."
 - "Write a paragraph summarizing the importance of saving water in daily life."
7. Describe one ethical dilemma that a professional using AI might face at work. Explain how the professional should handle the situation responsibly.

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LESSON 5

Digital citizenship



Why do you think it is important to be careful about the personal information you share online?

Can you think of any examples where sharing too much might lead to problems?

Personal data

Any data that is related to a person and that can identify him or her is called **personal data**. For example, a name and a surname, a telephone number, and an identity number are all regarded as personal data. Nowadays, with so many people communicating online, there are many dangers, so it is important to protect ourselves. You must never give your name, address, telephone number, or other personal data to strangers or unknown sites.

If a site is well-known, you may give some information, but always do so with caution. There are sites, for example, free email services, that may ask for your name and perhaps other personal data. It is up to you to decide if you are going to give your real information.

Sensitive personal data is defined in the US Data Protection Act as any personal data about:

- The racial or ethnic origin, the political opinions, or the religious or philosophical beliefs of the person.
- Whether the person is a member of a trade union.

Privacy settings

When using a social networking platform, it is important to make sure that your privacy settings are set appropriately and that what you share would not reveal anything of a personal or financial nature. Here are some tips to protect your privacy online:

- Get familiar with the social network's privacy settings and tweak them accordingly. Choose who can have access to what. Avoid setting your profile to "public".
- Protect your personal information and don't make it available online. Don't provide your full name, address, or phone number.
- Be careful when you post something. Don't forget that your texts are accessible to all your friends, so try not to write something that can be misunderstood.
- Don't assume that content you have set as "private" is 100% safe. Since all the data is online, it may be compromised by a hacker's attack or because your smartphone was stolen.
- Even if you are careful with your own photos or videos, be cautious, as you can be in other people's photos or videos without your knowledge.
- On social networking sites, it is best to be "friends" only with people who you actually know and have spoken to in person. You never know who is behind a username or a photo.
- Always remember that if you post something, text or a photo, this will probably be available forever. Even if you delete it, someone else or another computer may have a copy of this information.

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Cyberbullying

Cyberbullying is any act of intimidation or aggression, harassing behavior through digital communication devices, namely the Internet and mobile phones, and which is repeated at regular intervals. It differs from other types of bullying when the victims personal space is invaded. Cyberbullying can occur through SMS, emails, chat rooms, social media, forums, etc. This intimidation is challenging to limit, since there is no restriction either on emails distributed or on the number of recipients that can be entered in these messages.

Cyberbullying involves the dissipation by bullies of intense feelings such as anger, pain, fear, rejection, and despair caused by troubled family relationships, social dysfunction, or challenging personal relationships. With this antisocial behavior, the bullies feel they impose power and regain control, relieving their feelings of discomfort. In some extreme cases, cyberbullying is a means of entertainment for offenders. Cyberbullying has its roots in traditional physical or psychological intimidation where the target of the attackers is to harm their victims and sometimes they cross the line and the intimidation becomes unlawful or criminal behavior.

The consequences of the above actions adversely affect the life of the person being bullied and lead to social isolation, absence from work or lessons, a sharp drop in work or school performance, the execution of acts contrary to the person's character, illegal acts, depression, fear, a sense of insecurity or isolation, loss of self-confidence, low self-esteem, phobias, etc.

In addition to psychological or behavioral disorders, psychosomatic problems such as headaches, abdominal pain, and anxiety can arise.

If you think that someone is involved in cyberbullying, there are several things you can do:

Be aware of warning signs

Recognize if there has been a change in mood or behavior and explore what the cause might be.

Communicate

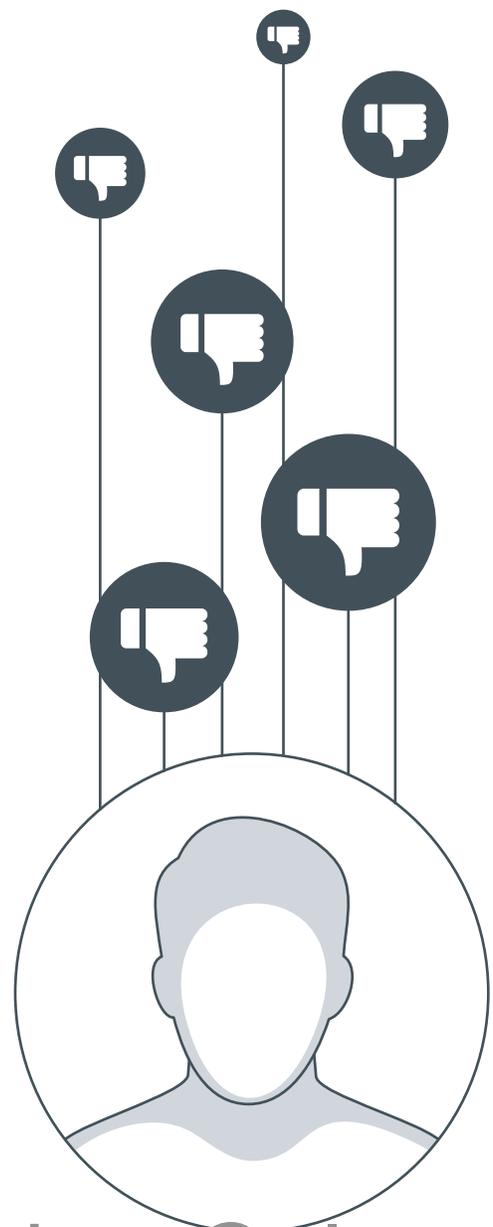
Ask questions to get as much information as you can. Try to understand what is happening, how it started, and who is involved.

Document the digital activity

Keep a record of dates. Take screenshots of harmful posts or content if possible.

Report the behavior

Most social media platforms have clear policies and reporting processes. Schools also have established policies; if a classmate is a cyberbully, report it to the school.



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Libel and slander

When people communicate online, it is important to be careful about what they say about others. Libel and slander are two types of false statements that can hurt a person's reputation.

- **Libel** is when someone writes or posts something false about another person. This can happen in emails, texts, social media posts, blogs, or comments.
- **Slander** is when someone says something false about another person out loud, such as during a voice call, video call, or online meeting.

Both libel and slander can cause serious harm. False statements can damage someone's friendships, school life, or future opportunities. They can also lead to legal consequences, because spreading lies about someone is against the law.

Digital citizenship

Digital citizenship is an idea that relates to educating teachers, students, and adults so that they can use technology appropriately. Basically, digital citizenship is a way to prepare students to live and work in a society full of technology. Very often, students as well as adults misuse and abuse technology. Digital citizenship is trying to address what the users do not know but also what is regarded as appropriate technology usage.

One example of this is **Intellectual Property (IP)**, which is anything original that someone creates. On the Internet, there is a vast amount of information. There are so many valuable materials to share, and often, people have given their time free of charge to create these materials. Therefore, it is essential that we respect it.

How to respect Intellectual Property:

- Always cite the source of images or information.
- Ask for permission before you use other people's work.
- Include links to websites rather than just downloading material from them and reposting it as if it were yours.
- Share your own materials for others to use.
- Do not use pirated software, movies, or music.

Intellectual Property law

The law is a set of rules that people must follow. The courts and police enforce these rules and punish people who break them. **Intellectual Property (IP)** law involves the rights people have over things they create, such as art, music, and literature. This is called copyright. It also protects inventions that people make with a special kind of law called a patent. Copyright violation is the illegal use of copyrighted material, like copying or distributing it without permission. Copying and selling movies and music that are not free is called "piracy". Because illegal copies are usually sold at a low price, they are more appealing to people who can't afford the higher price of genuine goods. But this doesn't make "piracy" right.

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Here are some examples of copyrighted material:

- Literary works: books, articles, and poetry
- Music, songs, and MP3 files
- Computer software
- Art: graphics, drawings, sculptural works, etc.
- Animations and videos
- Architectural works: buildings, bridges, etc.

It is important to remember that the creator is the owner of their work. This gives him or her rights that have to be recognized and protected.

"Plagiarism" is copying someone else's work word for word or paraphrasing it and saying that it is your own work. Don't copy just anything from the Internet to do your homework, even if it is free content!

Laws protecting creative work

In the United States, both federal and state laws help protect people's creative work. Federal laws, such as the Copyright Act, protect music, books, videos, software, and art so that creators can control how their work is used. Local communities and schools also follow these laws and often add their own guidelines to protect artists, businesses, and students. These laws make sure that people who create something original receive credit and can decide how others may copy or share their work. This helps prevent copyright infringement, which is the use of someone's work without permission.

Tennessee is famous for music, so the state has extra laws to protect musical artists. In 2024, Tennessee passed a law called the ELVIS Act. This law is named after Elvis Presley, the famous singer. It protects a person's voice and image from being stolen by computers or Artificial Intelligence (AI). For example, if someone uses a computer to make a fake song that sounds exactly like a famous singer, the ELVIS Act makes that illegal. This law helps make sure that artists in Tennessee get paid for their work and that no one can steal their voice.

Many creators choose to share their work through special licenses. Art licensing allows others to use artwork for a fee or under certain rules. Creative Commons licenses let creators choose how their work can be reused. Some allow sharing with credit, while others allow changes or commercial use. These licenses help students and teachers use online materials in a safe and legal way.

Understanding these laws and licenses helps everyone respect creativity and build a responsible digital community.



Smart Tip

Support technicians never ask for passwords. Never give your passwords to anyone.

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Software

A **software license** is a contract created by the software creators regarding its use and redistribution. This license is used to protect software from illegal actions. When you use proprietary software, you should always have a license that gives you the right to use it. Software licensing also includes maintenance. This is usually for one year and is either included or optional. It is often bought together with the software. The maintenance agreement (contract) contains minor updates (for example, from version 1.1 to 1.2) and sometimes major updates (for example, from version 1.2 to 2.0) and have different names like Update or Software Assurance. For a major update of the program, the customer usually has to buy an "upgrade", if it is not already included in the maintenance agreement.

Free software licenses offer rights to users of the software that would normally be restricted under copyright law. Users may freely use the software and redistribute new versions or incorporate it into other programs. Open-source licenses are similar but refer to software where the source code is available. You can just read the code or modify it and create a new version of the software. They often require any modified version to be published as open source as well (also called "copyleft" licenses). There are many different free and open-source licenses, so make sure you're aware of what the license does and does not allow you to do.

Besides the proprietary software license, there are also two other types of licenses:

- Free software license
- Open-source license



Freeware

Freeware is software that is provided to users at no cost or for an optional fee, but usually with one or more restrictive usage rights. This is in contrast to commercial software, which is typically sold for profit. However, in some cases, freeware might be distributed for a business or commercial purpose and is licensed at no cost.



Shareware

Shareware is provided to users without payment and on a trial basis. Shareware is often offered as a download from an Internet website or as a compact disc included with a newspaper or magazine. The rationale behind shareware is to give buyers the opportunity to use the program and judge its usefulness before purchasing a license for the full version of the software.



Freemium

Sometimes, you are able to use an application for free but with reduced functionality. If you want all the features, you will have to pay. This is the freemium model.



For personal use

When you download an application for personal use at home, you are not allowed to use it for commercial purposes. If you want the application for a business or an organization, you need to buy a license for the number of users that will use it.

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Hands on!

Answer each set of questions in your notebook.

1. Select the best answer.

- Which of the following is an example of personal data?
 - Your favorite color
 - Your home address
 - Your pet's name
 - Your favorite food
- What should you do if someone is cyberbullying you or someone you know?
 - Ignore it completely.
 - Share the posts with others so they will know what is happening.
 - Report it to the social media platform or school.
 - Bully them back.
- Which of the following is an example of good netiquette?
 - Using all capital letters in a message
 - Respecting other people's privacy
 - Sharing someone else's work without permission
 - Sending chain emails
- What is intellectual property?
 - Something you bought from a store
 - Someone's original creation, like music, art, or writing
 - A piece of software that is free to use
 - A message you post for others to read online
- What is the purpose of a software license?
 - To protect the user from viruses, malware, or other security threats
 - To allow the user to copy and distribute software for free
 - To protect the creator's rights and define how the software can be used
 - To make the software run faster

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2. Decide whether each of the following statements is true or false.

1. Content posted online as "private" can never be accessed by hackers.
2. It is acceptable to use pirated movies or music because it's not considered stealing.
3. Cyberbullying can affect a person's mental health, leading to low self-esteem and anxiety.
4. Libel is the spoken form of a harmful false statement, and slander is the written form.
5. All images and music found online are free to use without checking who created them.
6. Open-source software allows users to modify the code and create new versions. It is always safe to download freeware from any website without checking its source.

3. Scenario: Emma is upset about a disagreement she had with her teacher. She writes a long post on social media, criticizing the teacher and sharing details about their conversation. Some of her friends comment in support, while others think she went too far. Answer the questions below.

- Was it a good idea for Emma to post about her disagreement online? Why or why not?
- What are potential consequences of Emma's post for herself and her teacher?
- What could Emma have done differently to address the situation more responsibly?

4. What are the key principles of digital citizenship, and why is it important to protect personal data and respect intellectual property rights online? Describe the consequences of not following these principles in the digital world.**5. Choose an ethical issue related to technology, such as sharing images without permission, posting false statements about someone, or using AI to create misleading content.**

- Research the issue using safe and reliable websites.
- Then create a short paragraph summarizing what you found. Your paragraph must include different perspectives on the issue, possible consequences, and one claim and one counterclaim supported by evidence.

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LESSON 6

Staying safe online

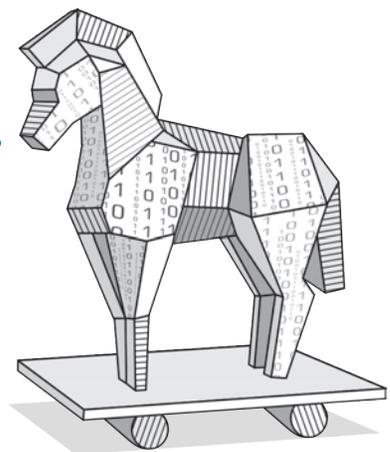
? Are you aware of what kind of dangers the Internet hides? Do you know how to protect yourself from these threats?

The Internet offers infinite possibilities and can make your life so much easier. Even your homework can be done faster, especially when it comes to gathering information.

But nothing comes without a price. Because the Internet is huge and so chaotic, the risk of viruses is lurking. What is a computer **virus**? It is a program that can replicate itself and spread from one computer to another. The purpose of this program is to harm your computer, delete its files, or prevent it from working properly. Viruses are created by people with very good knowledge of computer programming and networking.

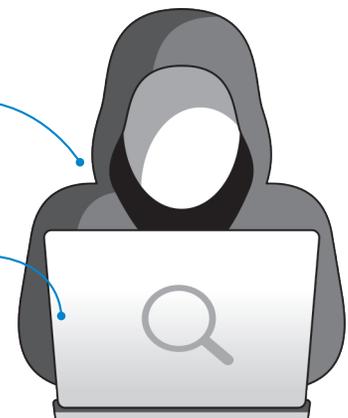
Malware (MALicious softWARE) is the category of programs whose purpose is to disrupt computer operation, gather sensitive information, or gain access to private computer systems. **Trojan horses**, **worms**, **spyware**, and **adware** are just a few types.

A **Trojan horse** appears to be a normal and harmless program. Its purpose is to grant a hacker unauthorized access to your computer. Trojans are not usually programmed to copy themselves or to infect other files, but rather to steal information from your computer.



A **worm** copies itself in order to spread to other computers, mostly through the network.

Spyware collects information about users without their knowledge. Spyware is hidden from the user and is very difficult to detect.



Ransomware locks up your files, making them inaccessible. The attacker then demands a large amount of money to give you access to your files again.



Adware plays advertisements without your permission. These advertisements can be in the form of a pop-up in the user interface of a program.

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How viruses spread

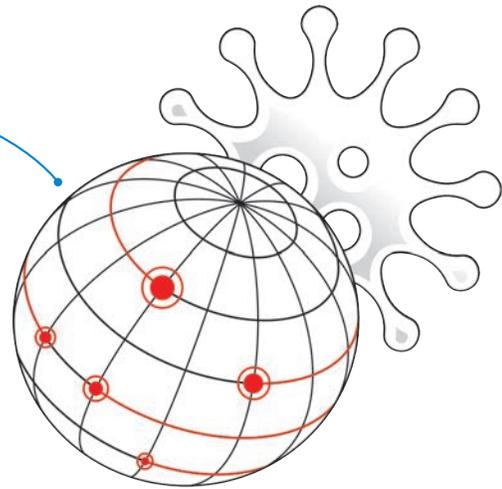
The most common way to get a virus or other malware is through email. When you receive a message from an unknown sender, don't open it. There is usually an attached file and when you open it, it allows a virus to infect your computer.

Still, this is not the only way. As technology evolves, so do viruses. Modern viruses, like worms, try to find a "backdoor" into your network and once they do, they will infect your system.

Dangerous messages

Other than spreading viruses, there are also email messages that try to gather personal information, which is then used to send advertisements to people.

Spam or Junk emails are messages that are sent to thousands of people at the same time. Spam messages sometimes have malware attached to them or a link that sends you to a website that contains malware.



Phishing messages try to get personal information like usernames, passwords, and credit card numbers. They usually redirect the user to a website like a fake Facebook page that asks the user to type in all his personal information.

A **chain mail** or **chain letter** is usually an email message that tries to convince the user to copy it and send it to other recipients. The content is often a sad story or a request for help that you have to forward. Its purpose is to gather the users' contacts and use them for more spam.



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What to do for protection

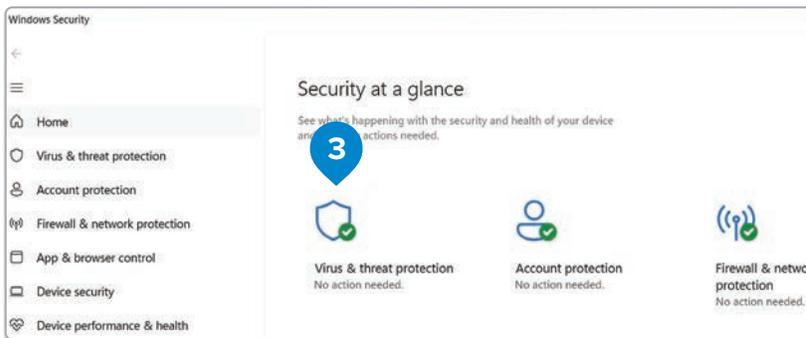
You must have **antivirus** software installed on your computer and make sure you update it constantly to detect new malware. You can use an antivirus program, but Windows includes **Windows Security**, which helps you protect your home network and keeps your data safe from Internet threats.

How to use an antivirus program

An antivirus program continuously checks for malware. You can also perform a scan to make sure that your computer is clean and safe. This is how you can do it:

To check for viruses:

- > Click the **Start** button, **1** and then click the **All apps** button.
- > Scroll down the sidebar, and click **Windows Security**. **2**
- > Click **Virus & threat protection** **3** and then click **Quick scan**. **4**



How to update an antivirus program

An antivirus program can check for malware only if it knows about it. Every day new viruses appear, so you need to be connected to the Internet and download updates whenever necessary. In all antivirus programs there is an Update or Check for updates button.

What else should I know?

Always keep your computer updated. All programs on your computer and the operating system may need updates to fix problems. Always say yes to updates.



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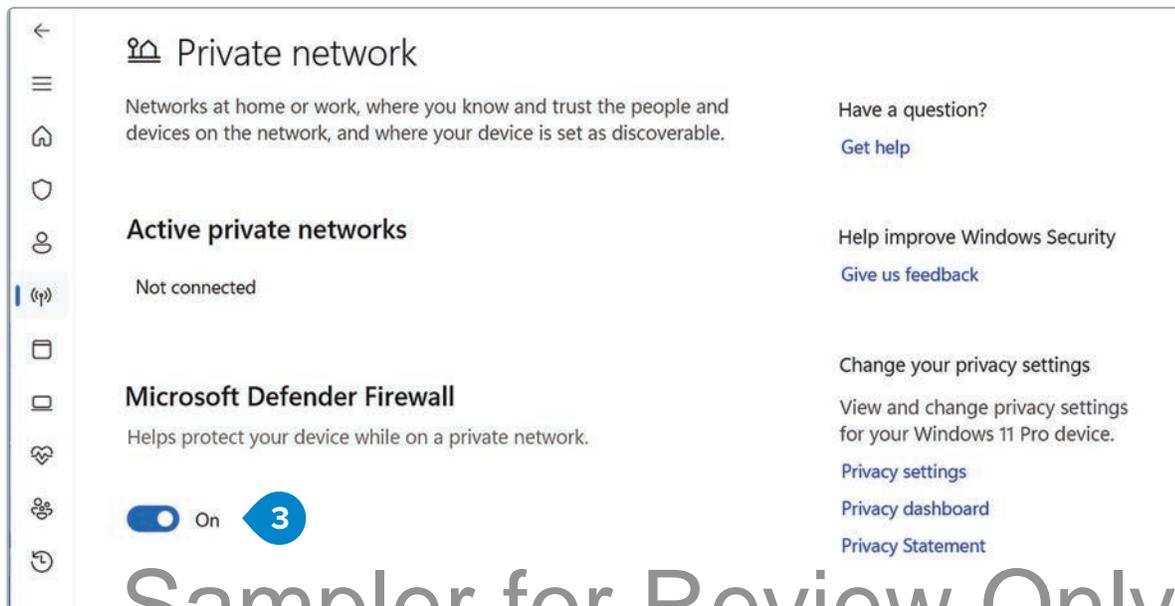
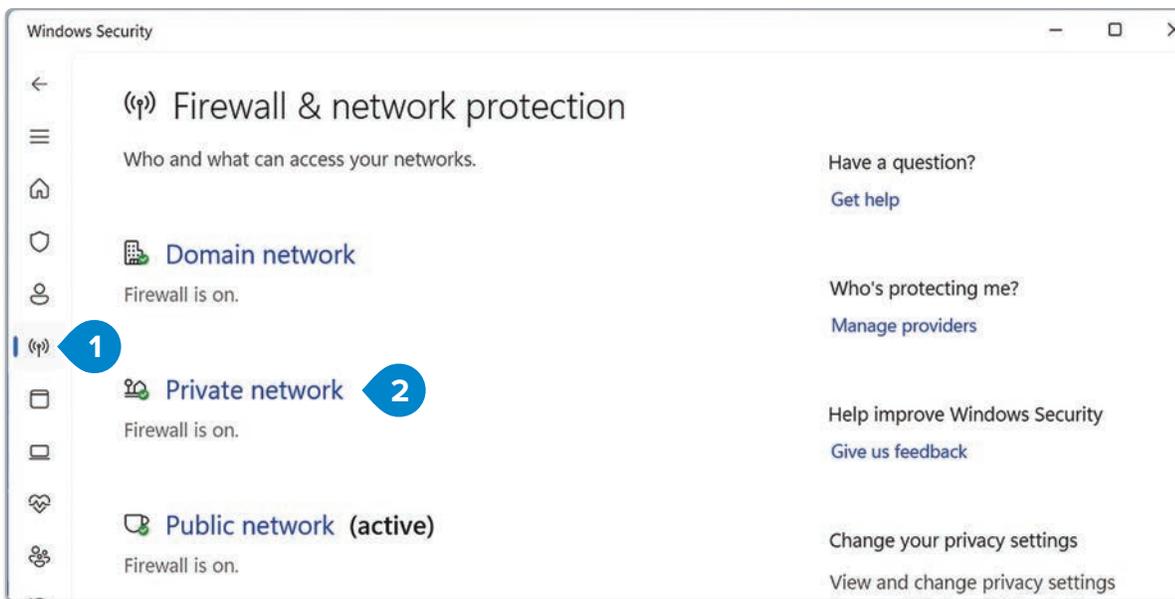
Using a Firewall

A **firewall** can either be software-based or a separate device and is used to help keep a network secure. It controls network traffic, analyzes the data, and determines whether it will allow the data through or not.

To switch on Windows Firewall:

- > In the **Windows Security** window, click **Firewall & network protection**. **1**
- > Choose a network profile, **2** and then under **Microsoft Defender Firewall**, switch the setting to **On**. **3**

ATTENTION! It is not recommended to turn off your firewall. Remember that viruses are searching for a network's "backdoor." Don't worry about online games. When a program needs access to the Web, it will ask you for permission, so the firewall will grant it.



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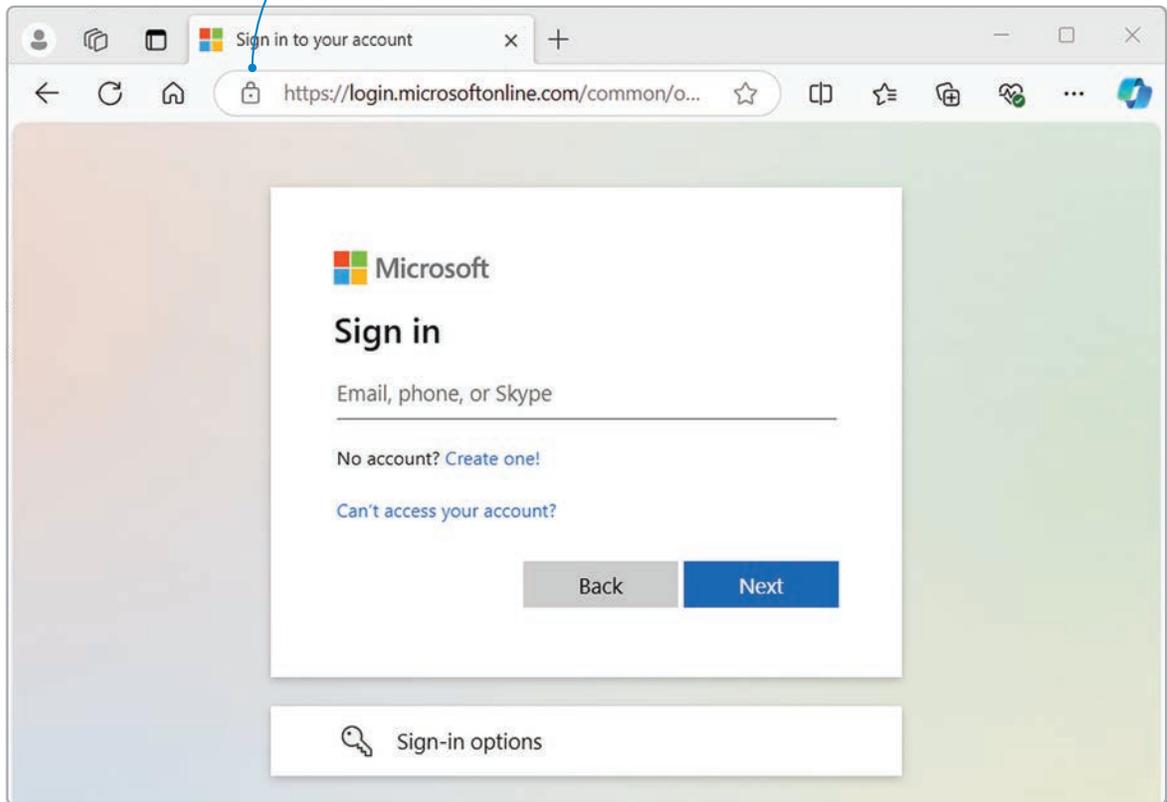
Secure communication

Another way to avoid getting a virus is to only visit secure websites that are trustworthy. For example, if you want to buy a book, go to an online bookstore like Amazon. To verify whether the website is trustworthy, check whether it has the **padlock** icon on the **address bar** next to the website address.

When the padlock icon is present, all the communication between you and the website is encrypted. In simple words, if you type your email password and it is, for example, **3x@mp1e**, it will be transmitted like **3wrt93is0932959dsfwsdf34sfsrq3**, so nobody can understand it except your computer and the server of the website.

Does this mean that when a padlock is present, you can type any kind of information? The answer is no. You still need to trust the website you are going to share your personal information with.

Tell your friends about the padlock icon. Make sure they check for it when they shop online.



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Username and Passwords

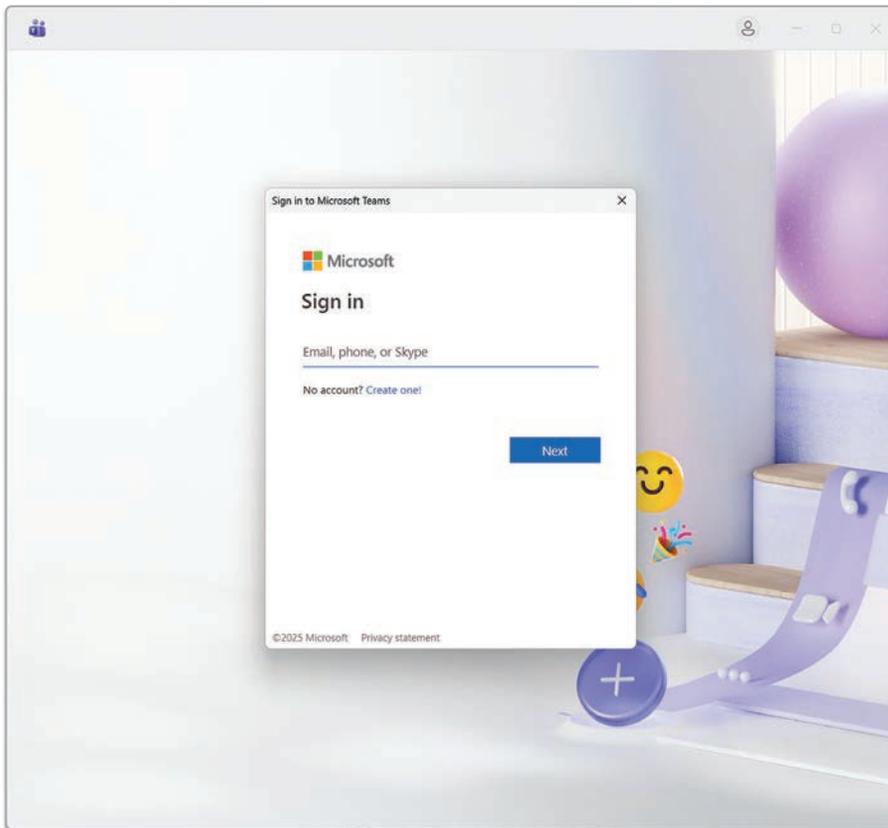
Every time you use an Internet account, you are asked for a **username** and **password**. Why are they so important and why do we need them?

At school, you have a code for your locker. It is a way to protect your personal belongings. You need the same **protection** for your personal information on the Internet. For example, you need a personal account when you communicate with others. It is the only way for your friends to recognize who you are. Your username can be your real name or a nickname. To protect this account, you need a secret password that only you (and maybe a trusted adult) know.

Creating a strong password

For a password to be considered strong, it must have the following characteristics:

- It must be long enough. A password with only 4 characters is very easy to break. It is better to create passwords that are at least 8 to 10 characters long.
- Avoid using common words like mom, dad, football, etc.
- Don't use the same word or phrase for both username and password. Also avoid using any personal information, such as your birthday, phone number, favorite sports team, etc.
- Use symbols and numbers. It will be much more difficult for someone to guess your password if it is **chicken5meal7#** instead of just **chickenmeal**.
- A way to create strong passwords that you can remember is to think of a word or a phrase and replace vowels with symbols and numbers. For example, instead of marcodigitalkids, try **m@rk0d!glt@lk1ds**. This will make it difficult to guess, but easier for you to remember.
- If you are using an important account, change your password every 6 to 12 months.



Don't use the same password everywhere. If someone finds out this password, they will have access to all your accounts. It is also important not to leave a note with the password next to your computer screen.

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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. A computer virus is a program designed to harm a computer or steal its information.
2. Ransomware is harmless software that helps users protect their files.
3. Chain mail is a type of email that asks users to keep the message private and not share it with anyone.
4. Phishing emails are always easy to spot and safe to open.
5. Having an antivirus software installed on a computer can help protect it from malware.

2. Select the best answer.

1. Which of the following is a type of malware that tricks you into giving personal information?
 - a. Worm
 - b. Trojan horse
 - c. Spyware
 - d. Phishing
2. What should you check for to ensure a website is secure?
 - a. A green address bar
 - b. An icon of a lock in the address bar
 - c. The word "security" in the URL
 - d. A flashing icon
3. Which of the following is considered a strong password?
 - a. "mypassword123"
 - b. "momdad2023"
 - c. "l0ngP@ss#w0rd!"
 - d. "hello123"

- 3. Imagine you get an email that says you won a free phone and need to click a link to claim it. What would you do to check if the email is real or if it might be a scam? Explain why it is important to be careful with unexpected messages.**

- 4. Run a quick scan on the computer to check for any potential threats. Did the scan find any threats when completed? Write down the results and share them in class with your teacher. Write your answers in your notebook.**

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Project

Reducing waste in daily life

Form teams and work together to learn about protecting the environment and to create a digital document to share what you learned. While working, you should collaborate online and remember to use the Internet safely.



1. Research ways to reduce waste.

Use the Internet to learn about taking care of the Earth by reducing waste in everyday life. Find examples of simple actions such as recycling, using less plastic, composting, or reusing items. Use a web browser to visit safe, reliable websites and double-check your facts.

Use Generative AI, like ChatGPT, to help you with your project. You can use it for:

- brainstorming ideas for your project
- improving the clarity of your sentences
- getting help with wording, titles, or short descriptions

Be careful to check the accuracy of AI-generated information, and do not use AI for generating the full project or creating your main ideas. Do not include personal information in your prompts, and do not copy and paste AI-generated content without reviewing it or turning it in as your own work.

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2. Collect and organize your information.

Create a folder on your computer or school network for your team. Save your notes, text, and pictures in this folder so everyone in the team can find and use the same materials.

3. Collaborate using Microsoft Teams.

Use Microsoft Teams to plan your work together.

- Create a group chat for your team.
- Share links and ideas in the chat.
- If needed, start a voice or video call to discuss your project. Remember to follow netiquette and communicate politely.

4. Create a digital document.

Create a short digital document about environmental responsibility and ways to reduce waste. Explain why it's important to protect the environment and how small changes can make a big difference.

- Include tips for daily life, such as avoiding single-use plastics or using reusable water bottles.
- Add pictures, examples, and fun facts to make the document more engaging.
- If you use information or pictures made by someone else, always include a reference to the original source and respect Creative Commons or other licenses.
- Try to ensure that all your statements are accurate, and that you do not produce or spread false information about companies or people.

5. Share your work with the class.

Use Microsoft Teams to share your digital document. Look at your classmates' documents and write a short comment about one thing you liked.

6. Answer the questions below. Write your answers in your notebook.

- How did using the Internet help you find information for your project, and what did you do to make sure the information was reliable?
- What challenges did your team face when collecting and organizing information for the project? How did you overcome these challenges?
- How did using a Generative AI tool support your project? What steps will you take to use AI safely and ethically in future projects?



Discover more

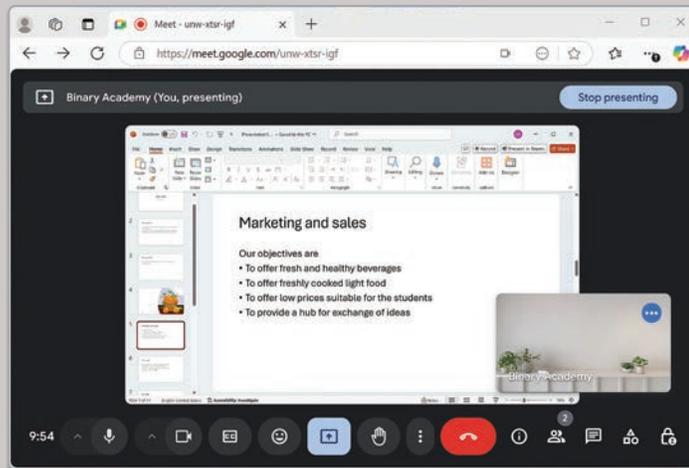
Apple FaceTime

All iPhones have a tool called FaceTime that works like WhatsApp and helps you make free video calls to another FaceTime user.



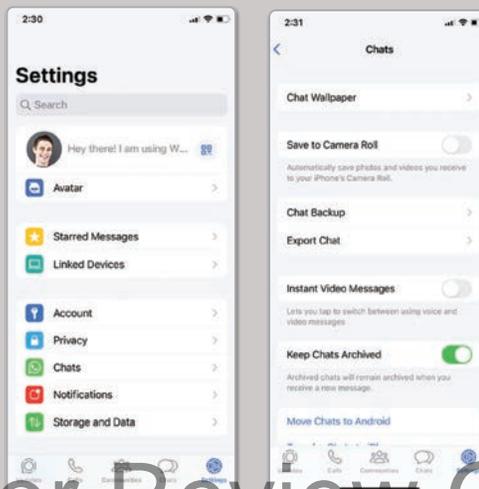
Google Meet

You can access Google Meet from your computer, Android phone, or iPhone to host and join video meetings with ease. You can also chat with friends or exchange files.



WhatsApp for iPhone

You can use WhatsApp to exchange instant messages, images, and videos on your iPhone. WhatsApp is free, and you can download it from the App Store for iPhones.



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Wrap up

Take a moment to reflect on your progress.

How confident are you in your ability to apply the following skills?

- > I can use instant messaging apps to communicate with others online.
- > I can use a web browser to access websites and navigate using URLs and tabs.
- > I can search for reliable information online and download images, videos, and other content safely and legally.
- > I can understand the concept of Generative AI and demonstrate its use in solving problems and fostering creativity.
- > I can evaluate the ethical aspects surrounding AI, including recognizing bias, avoiding misinformation, and understanding its societal impacts.
- > I can apply Generative AI tools to create projects that integrate text, images, and videos effectively.
- > I can protect my computer and personal data by recognizing online risks such as malware and unsafe websites.
- > I can outline the rules of netiquette and act responsibly when using creative works online.
- > I can identify and help address cyberbullying in my community.

Key Terms

antivirus	firewall	license	router	video call
Artificial Intelligence (AI)	freeware	malware	search engine	voice call
attribution	Generative AI (GenAI)	Messenger	share	website
browser	group chat	open source	shareware	Wi-Fi
chat	hyperlink	packet	slander	wiki
cloud	instant message	password	spam	worm
copyright	Intellectual Property (IP)	personal data	spyware	
Creative Commons (CC)	Internet Service Provider (ISP)	phishing	status	
download	libel	plagiarism	Uniform Resource Locator (URL)	
email		post	upload	
emoji		prompt	username	
		ransomware		

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7. Creating a document

Creating well-structured, clear documents is a useful skill for both school and future careers. Clear and organized documents help you effectively communicate your ideas and leave a professional impression. This unit covers how to format text, use colors and borders to improve readability, add hyperlinks to connect readers to online resources, insert images to complement content, organize data with tables, and use tools like the Thesaurus to polish your work before printing.

Learning Objectives

In this unit, you will:

- > navigate the interface of word processing software, including the Ribbon and tabs.
- > type, save, and open documents, and choose the right file format.
- > format text by changing fonts, font sizes, and styles, and applying bold, italic, and underline effects.
- > align text, create bullet points and numbered lists, and adjust line spacing and indentation.
- > apply advanced paragraph formatting, including borders, shading, indents, and alignment.
- > adjust font styles, sizes, and colors, alter character spacing, and apply special text effects.
- > add and manage hyperlinks to connect a document to online sources.
- > insert, modify, and position images, including resizing, cropping, and applying effects, and wrapping text around images.
- > use graphic shapes, 3D models, and screenshots to enhance your document's content.
- > create and format tables, including setting up rows and columns and adjusting borders, shading, and layout.
- > use the Spelling and Grammar check, the Thesaurus, and the Find and Replace tool.
- > prepare documents for printing.

Tools

- > Microsoft Word

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LESSON 1

Formatting text

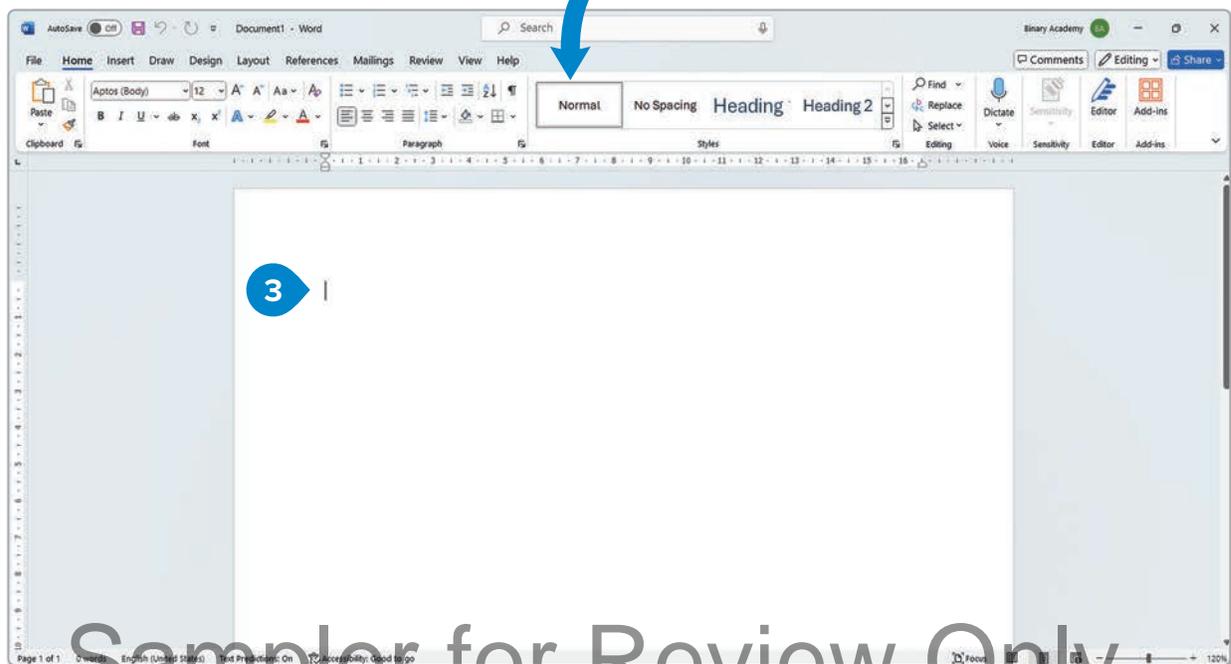
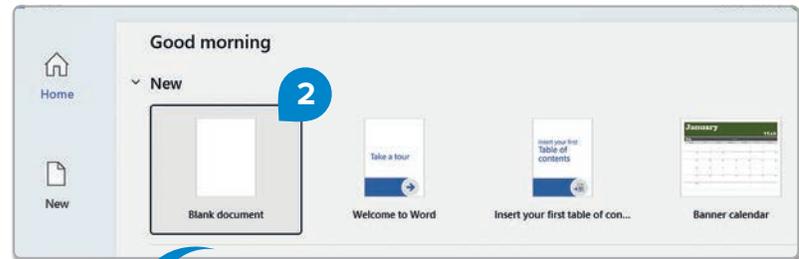
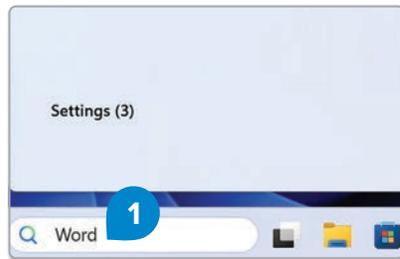


Have you ever written a letter or an email using a computer? Why do you think formatting text is important in documents?

Creating text on a computer is an essential skill. Many programs are available to create and edit text on a computer. One of these is **Microsoft Word**, a program that allows you to write text as well as format it. Formatting includes making tables and labels as well as including pictures and shapes in a document.

To open Microsoft Word:

- > Click the **Search** button, type "**Word**" and press **Enter** ↵. **1**
- > Once the startup screen pops up, click **Blank document**. **2**
- > Now, you can work on a new document. **3**

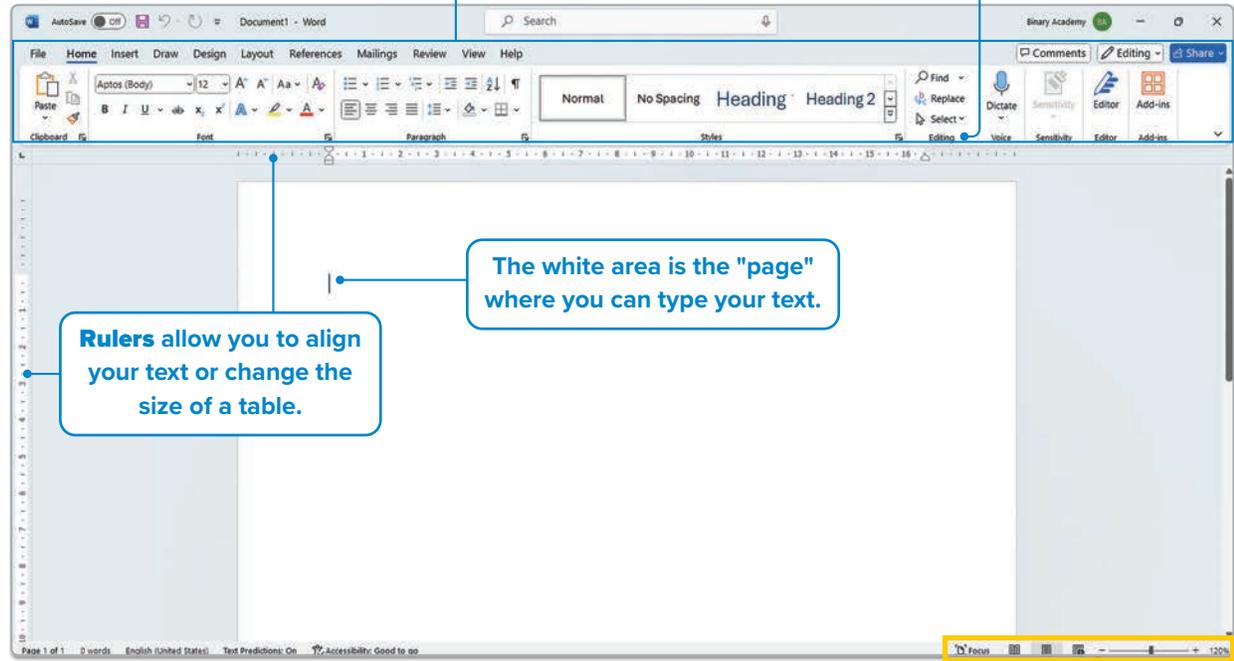


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This is the **Ribbon**. From here you can access all the tools in Microsoft Word. Each **tab** deals with a specific task, e.g. the page layout.

Each tab consists of **groups** with buttons and drop-down lists. This is how the program organizes its features.



Rulers allow you to align your text or change the size of a table.

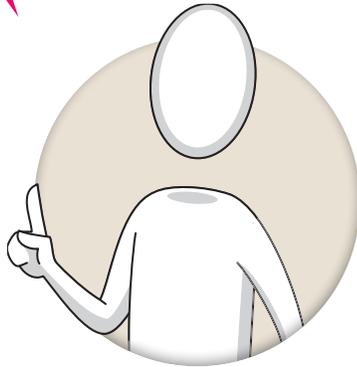
The white area is the "page" where you can type your text.

These are the **View** buttons and the **Zoom slider**. Here, you can change how you view your document or you can zoom in or out.



The **Ribbon** is dynamic. When you select an object, let's say a picture, a new tab offering new options for pictures will pop up. If you change the size of the main window, the Ribbon may hide some options.

Grouping the buttons is very important because some buttons do similar things. For example, the **Font** group gives you all the necessary tools to format the font of your text.



Smart Tip

A horizontal and vertical ruler are displayed in the application layout, with the scale set in centimeters; to convert centimeters to inches, divide the number of centimeters by 2.54.

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Mastering touch typing

Touch typing is a skill that allows you to type faster and with improved accuracy. This method involves using both hands and assigning each finger to specific keys; imagine your keyboard divided into two areas: the left hand covers the keys from T, G, and B to the left, while the right hand works from Y, H, and N to the right. This method can reduce strain and help you focus on the screen rather than the keyboard, which may improve accuracy and consistency. However, it's important to recognize that everyone has individual abilities and needs. You can adapt typing techniques to find an approach that works effectively.



Now write your name.

Type your name.

Your teacher can help you place your fingers correctly and explain which keys you should press with which finger. It requires practice to become proficient.

A screenshot of the Microsoft Word interface. The ribbon shows the Font, Paragraph, Styles, Editing, Dictate, Sensitivity, Editor, and Add-ins tabs. The main editing area contains a text box with the instruction "Now write your name." and a text entry field with the placeholder text "Type your name." A pink callout box on the right provides additional information about touch typing.

Type your name.

If you want to reduce the amount of blue light from a computer screen, you can enable the **Dark Mode** option via the **File** tab and the **Account** panel. This setting can make a screen more comfortable to use for extended periods.

A screenshot of the Microsoft Word interface in Dark Mode. The ribbon shows the Font, Paragraph, Styles, and Editing tabs. The main editing area contains a text box with the instruction "Type your name." and a text entry field with the placeholder text "Type your name." A pink callout box on the right provides information about enabling Dark Mode.

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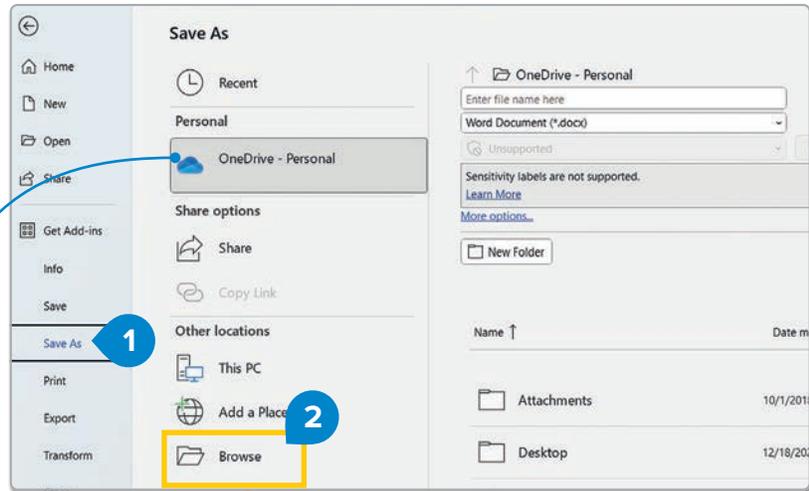


Save—Open—Create new document

While you are working on a document, it's important to **save** it frequently. That way, you don't risk losing your work if something goes wrong or you have to switch off the computer. In addition to saving your file on the computer, it's a good idea to store a copy in the cloud, using a service such as OneDrive, so you can access it from any device and recover it easily.

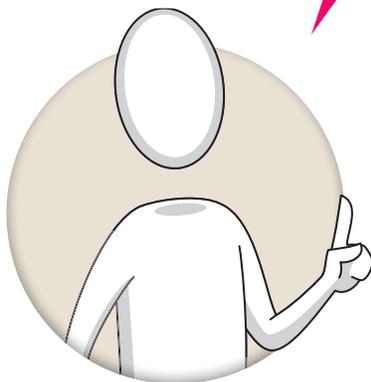
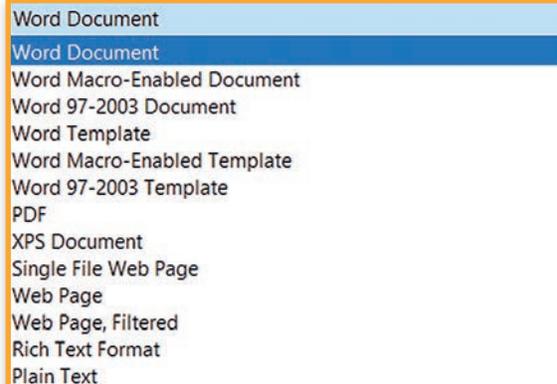
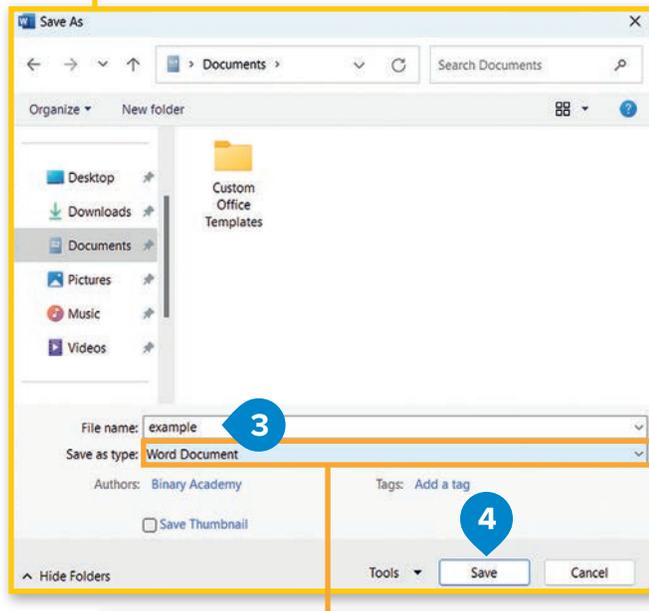
To save your document:

- > On the **File** tab, click **Save As**. **1**
- > Click **Browse**. **2**
- > In the **Save As** window in the **File name** text box, **3** type a name for your file and click **Save**. **4**



To save a file in the cloud, choose **OneDrive** as your save location. Word will automatically upload the document and keep it synced, so you can open and edit it from any device with Internet access.

A document can also be saved on an external drive by selecting **Browse** and then choosing the Removable Disk (USB) from the list of available locations.

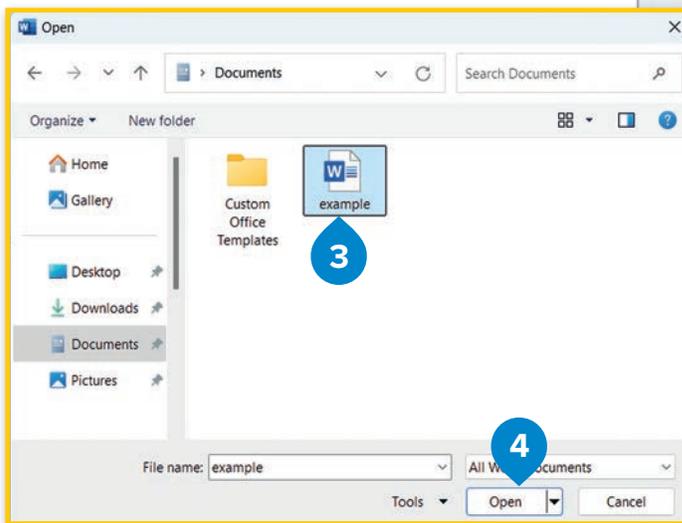
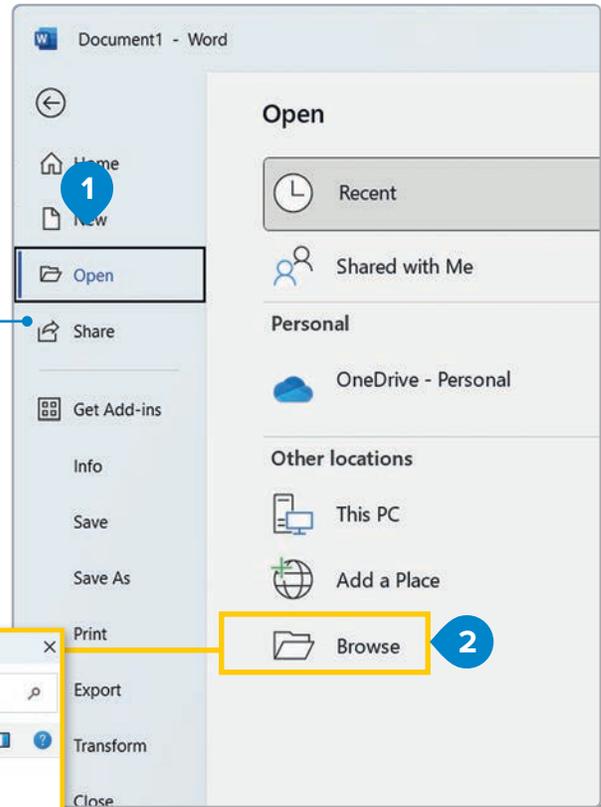


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To open a file:

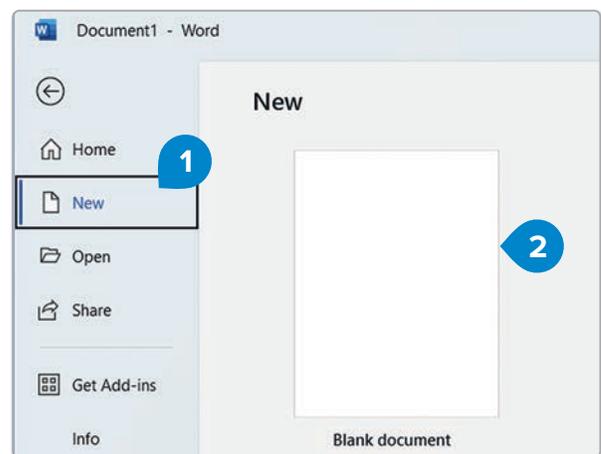
- > On the **File** tab, click **Open** 1 or press **Ctrl + O**.
- > Click **Browse** 2
- > In the **Open** window, locate your file, click it 3 and then click **Open** 4

The **Share** option allows a document to be sent to others or shared via a link, making it easy for multiple people to view or work on the same file without needing to send separate copies.



To create a new document:

- > On the **File** tab, click **New** 1 and then click **Blank document** 2



Smart Tip

You can also press **Ctrl + N** to create a new document.

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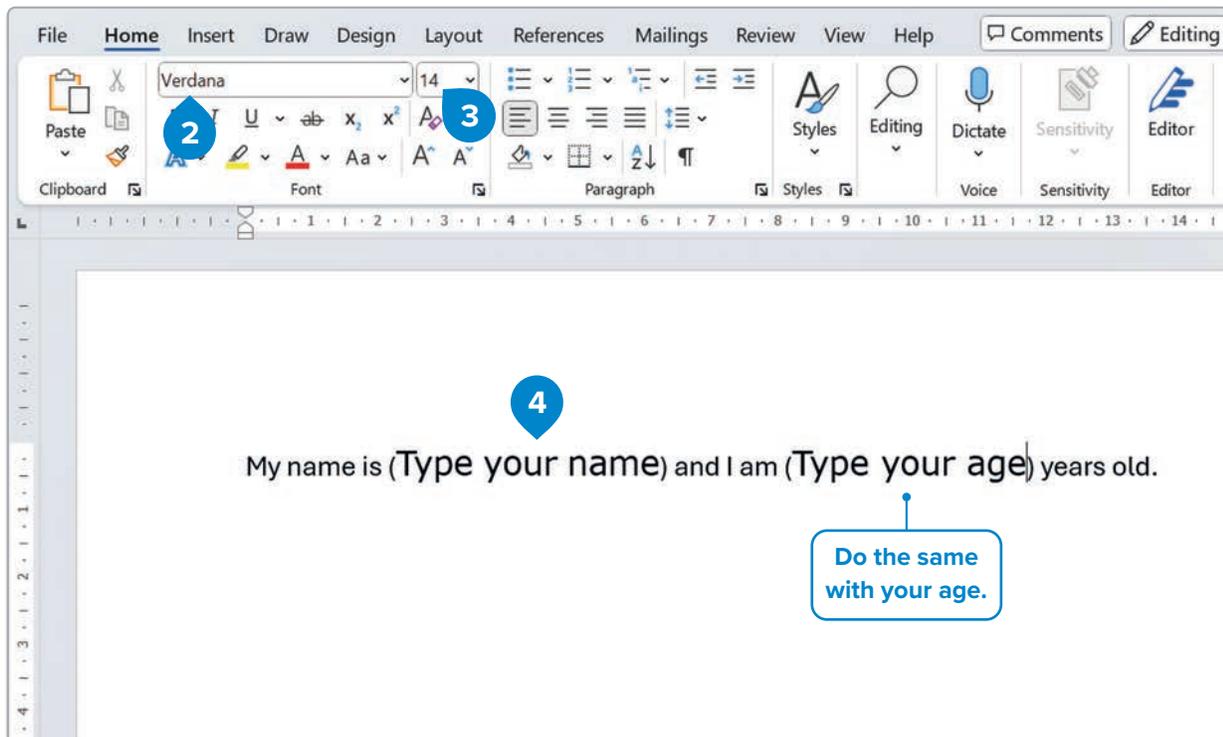
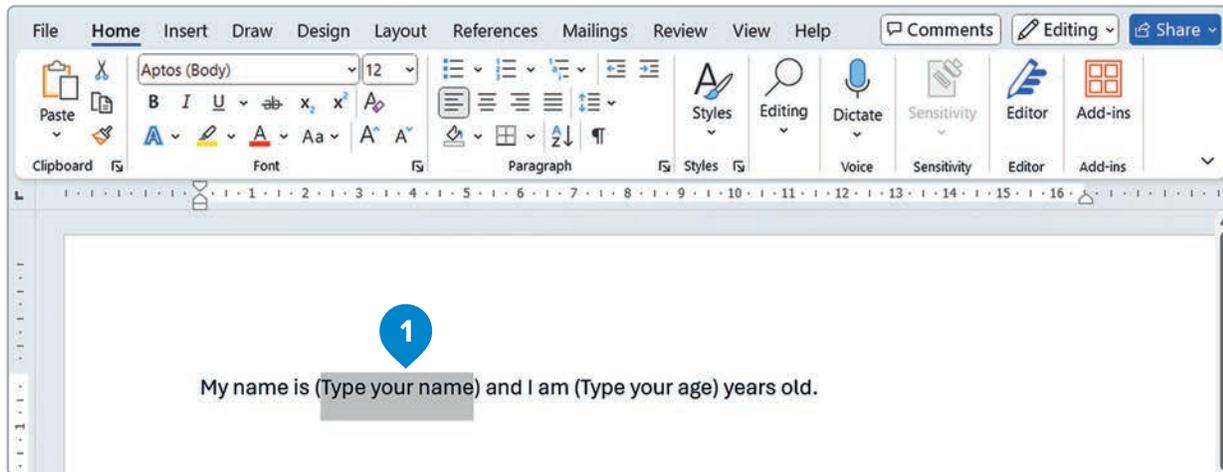


Format text

Since you know how to save and open your work, let's explore how to adjust your font to improve your document. Type the following sentence: Type "**My name is (type your name) and I am (type your age) years old.**"

To change the font of a word or phrase:

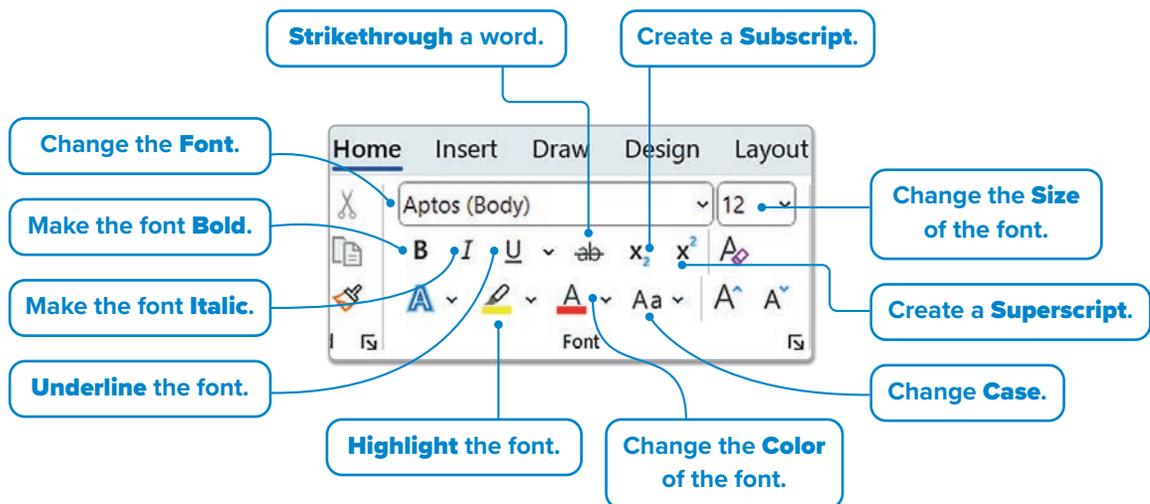
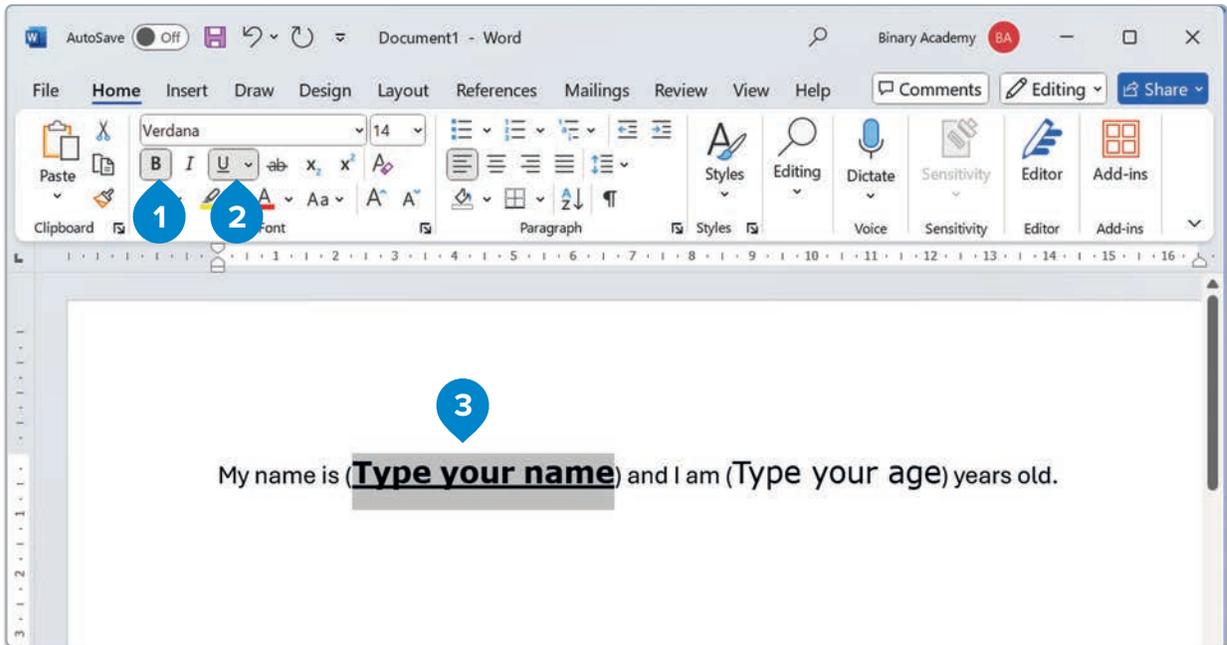
- > Select a word or phrase, for example, your name. **1**
- > On the **Home** tab, in the **Font** group, click the **font** you want. **2**
- > Adjust the **Font Size** to ensure that your name stands out clearly from the rest of the text. **3**
- > Your selected text will change accordingly. **4**



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To make your text bold and underline it:

- > Select your name and on the **Home** tab, in the **Font** group, click the **Bold** button. ❶
- > Follow the same steps, but instead of **Bold**, click the **Underline** button. ❷
- > Your selected text will change accordingly. ❸



Therefore, all buttons in the **Font** group operate similarly: first, select the text to be formatted, then click the desired button to apply the changes.



To select a word, you can double-click it.

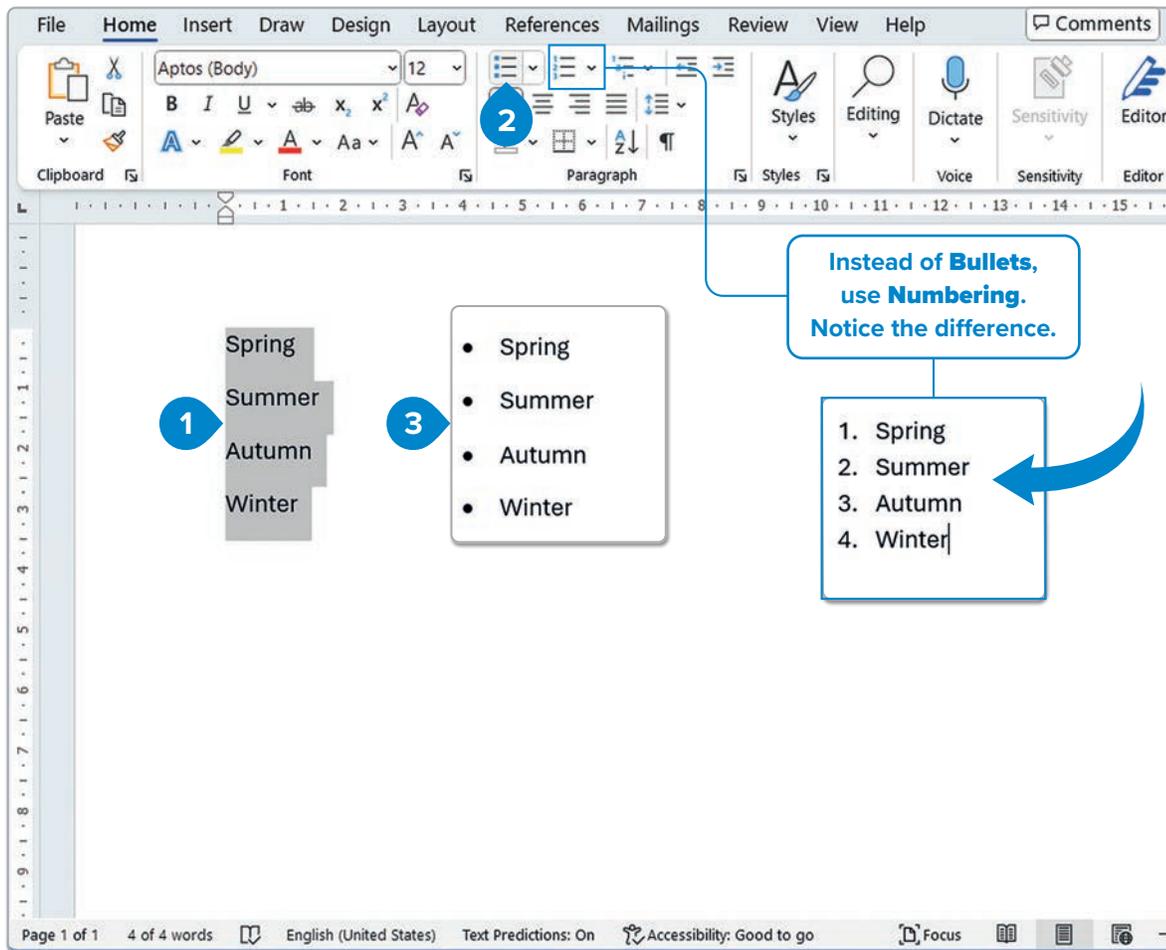
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Bullets and numbering

Sometimes a list of items, such as the four seasons, may need to be presented. Instead of simply placing the words one below the other, use **bullets** or **numbering** to create a more organized and easy-to-read list.

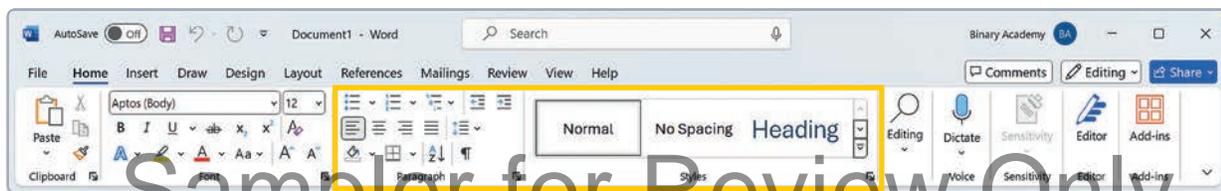
To create a bullet list:

- > Select the text you want to convert to a list. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Bullets** button. **2**
- > Bullets will be applied to your selected text. **3**



Format a paragraph

A **paragraph** is a collection of sentences about a specific subject. In **Microsoft Word**, most of the paragraph formatting options are on the **Home** tab, in the **Paragraph** and **Styles** groups.



Align text

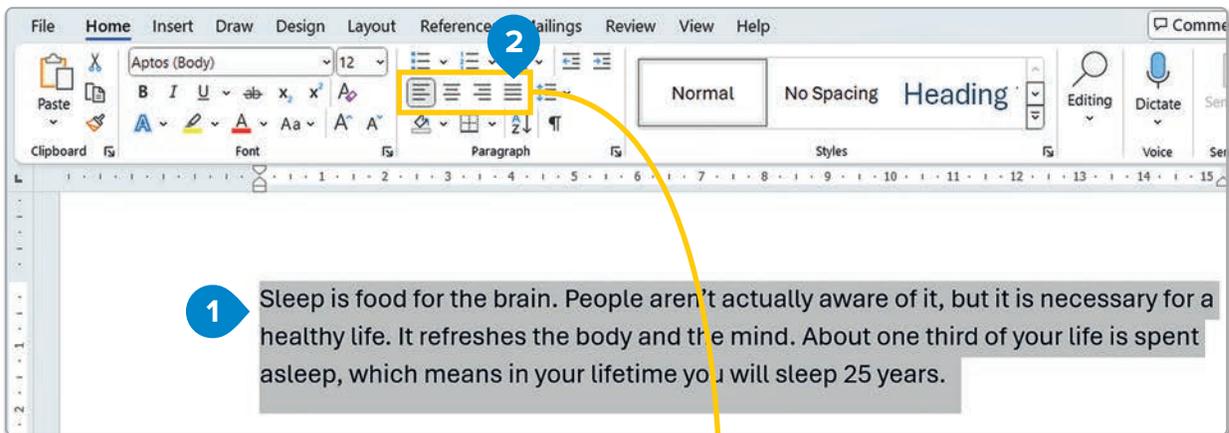
Aligning text differently can improve clarity and accessibility. You can align one or more paragraphs to the left, right, and center or you can justify the paragraphs.

Type this small paragraph:

Sleep is food for the brain. People aren't actually aware of it, but it is necessary for a healthy life. It refreshes the body and the mind. About one third of your life is spent asleep, which means in your lifetime you will sleep 25 years.

To align a paragraph:

- > Select the paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Justify** button. **2**
- > Your paragraph has been aligned and has straight edges on both sides. **3**



Align text to the left **Ctrl + L**.

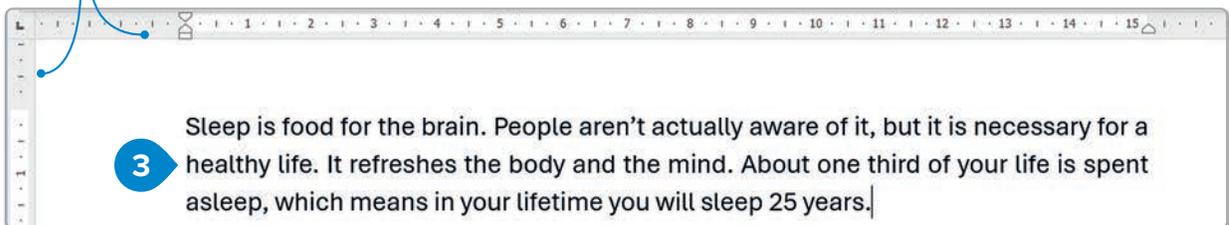


Align text to both left and right margins/justified **Ctrl + J**.

To enable the ruler, click the **View** tab, and in the **Show** group, click **Ruler**.

Align text to the center **Ctrl + E**.

Align text to the right **Ctrl + R**.



The ruler in Microsoft Word indicates measurements in centimeters or inches. Remember, 1 centimeter equals 0.3937 inches, so adjust accordingly for precise formatting.

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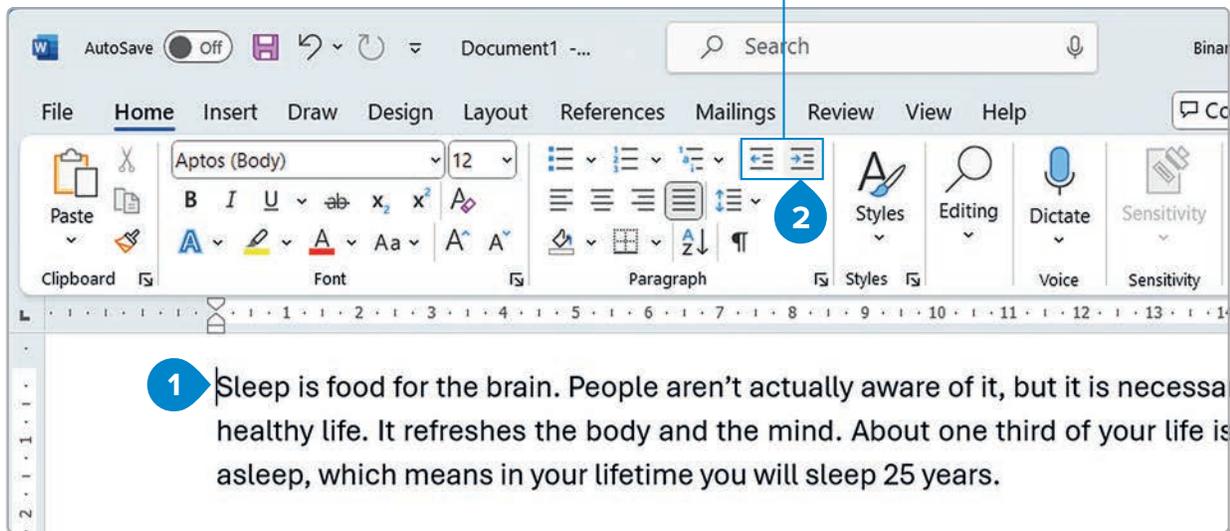
Paragraph indentation

Paragraph **indentation** determines the distance of the paragraph from either the left or the right **margin**.

To apply paragraph indentation:

- > Place your cursor at the beginning of your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Increase Indent** button. **2**

To change the indentation of the paragraph, click the **Increase Indent** or **Decrease Indent** button on the **Home** tab, in the **Paragraph** group.



Line spacing

Line Spacing is the distance between the lines or the paragraphs of the text. You can adjust the space between lines to improve readability.

To apply line spacing:

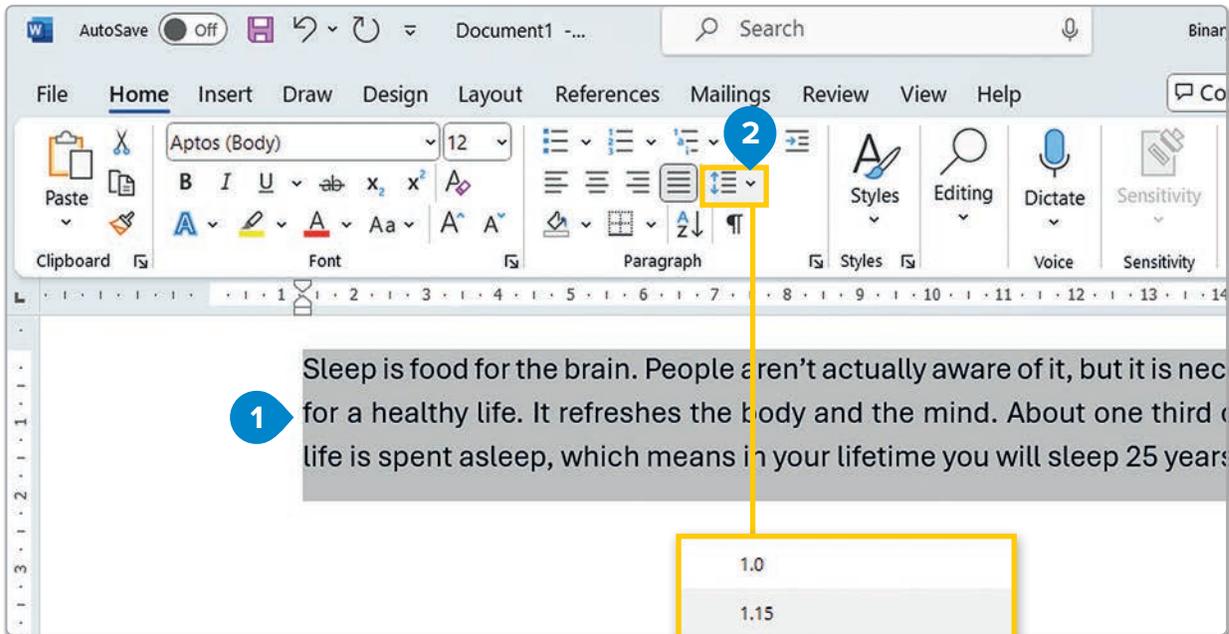
- > Select your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the **Line and Paragraph Spacing** button. **2**
- > Click **1.5**. **3**
- > The distance between the lines has been changed. **4**



Smart Tip

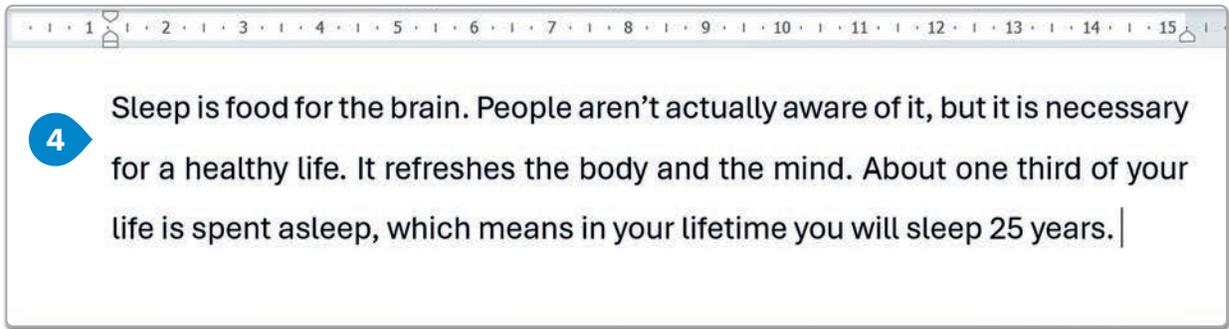
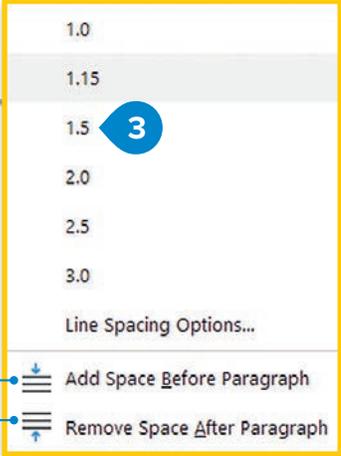
To indent the first line of a paragraph, click the beginning of the paragraph and press **Tab**.

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Click **Add Space Before Paragraph** to add more space before the selected paragraph.

Click **Remove Space After Paragraph** to remove space after the selected paragraph.



History

Typewriters were used to type text before computers were widely available. Early typewriters were built in the 18th century. The first commercially successful typewriter was invented in 1868 by Sholes and Glidden.

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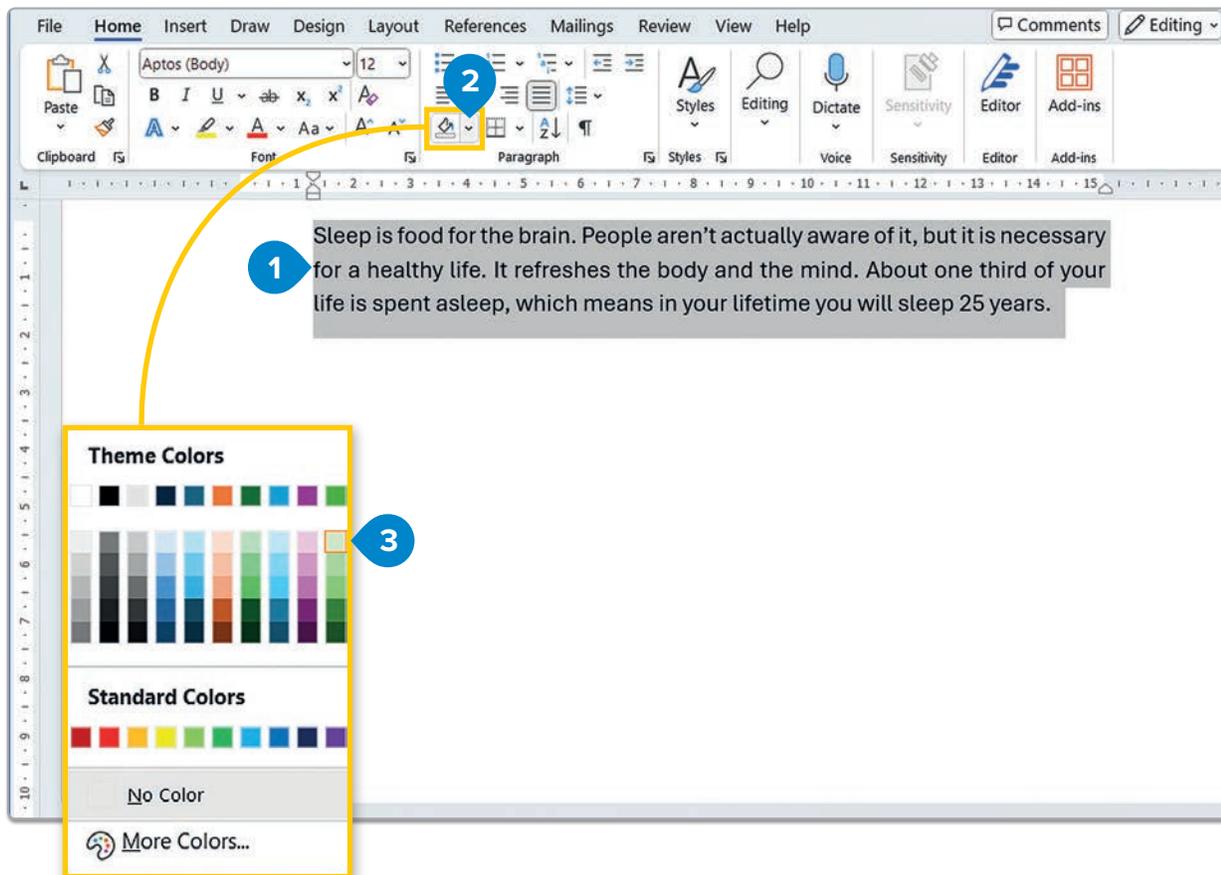


Borders and shading

The color behind text or a border around it can be customized. **Borders** and **shading** can be applied to a single word, a phrase, a paragraph, or even an entire section or page of text.

To apply shading and borders to your paragraph:

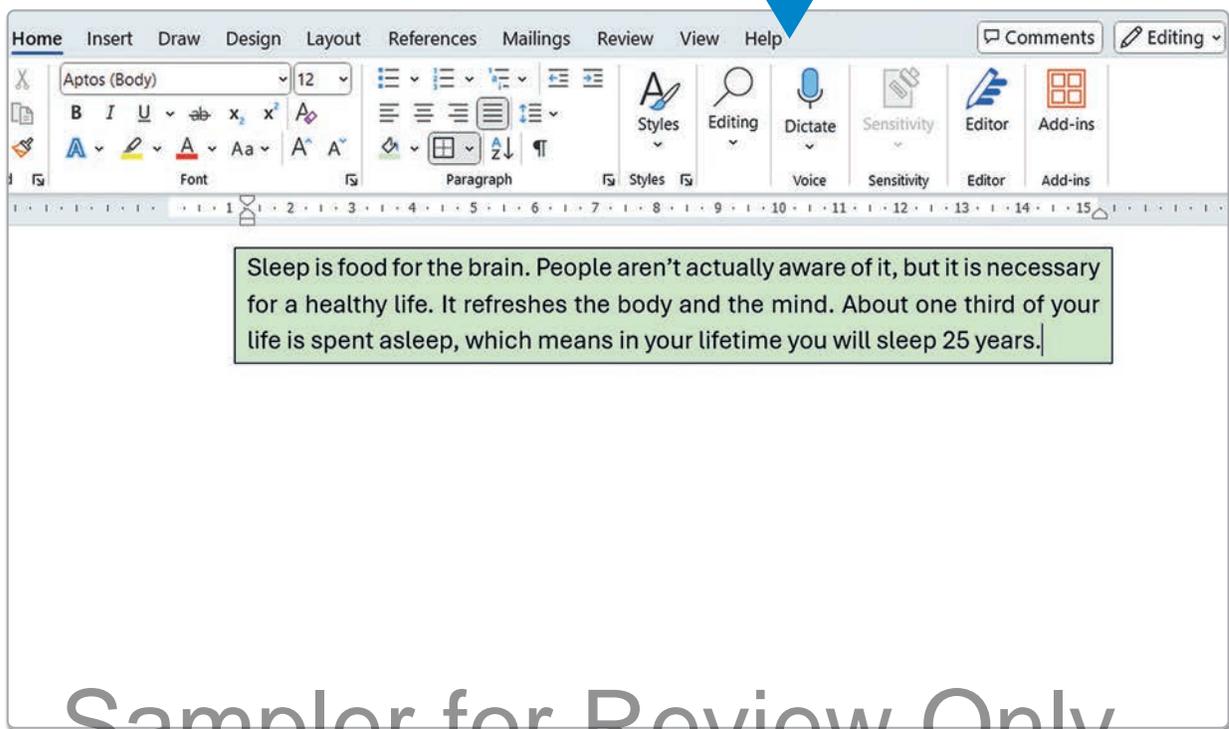
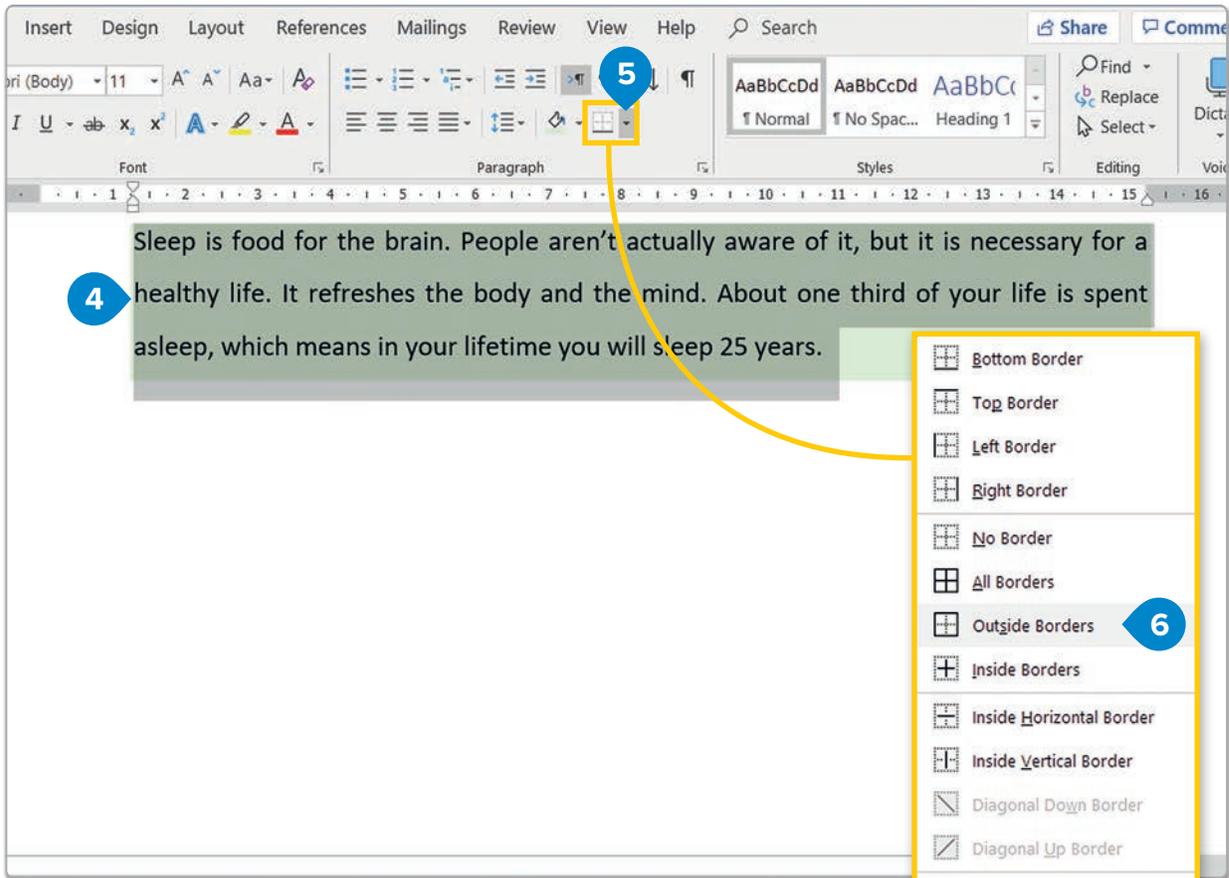
- > Select your paragraph. **1**
- > On the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Shading** button. **2**
- > Click a color **3** and it will be applied in the background of the selected paragraph.
- > Select your paragraph. **4**
- > On the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Borders** button. **5**
- > Click **Outside Borders**. **6**



Smart Tip

You can apply a border to the top, bottom, left, and right side of your text. If you select more than one paragraph, you can also apply horizontal borders between paragraphs.

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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. You can increase the font size of your text using the options in the "Home" tab.
2. The Ribbon in Microsoft Word adjusts depending on the task you're performing.
3. To undo a recent action, you can press the Ctrl + Z shortcut.
4. Microsoft Word allows you to create both bulleted and numbered lists.
5. You cannot change the background color of a paragraph in Microsoft Word.

2. Select the best answer.

1. Which key combination opens a file in Microsoft Word?
 - a. Ctrl + W
 - b. Ctrl + O
 - c. Ctrl + N
 - d. Ctrl + P
2. Where can you find the option to bold your text?
 - a. On the "Home" tab
 - b. On the "Insert" tab
 - c. On the "Design" tab
 - d. On the "View" tab
3. How do you save a document as a PDF?
 - a. On the "File" tab, click "Save."
 - b. On the "File" tab, click "Save As", click "Browse" and click "PDF."
 - c. On the "File" tab, click "Transfer."
 - d. On the "File" tab, click "Share."
4. Which button is used to create a bulleted list?
 - a. "Bullets"
 - b. "Superscript"
 - c. "Breaks"
 - d. "Subscript"

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3. Choose the correct word or phrase from the list to complete each sentence.

Justify

Home

Paragraph

Ctrl + N

Italic

Shading

Font

Paragraph

1. To align a paragraph to both the left and right margins, use the _____ button in the _____ group.
2. You can change the font color of selected text by clicking on the "Font Color" button in the _____ tab.
3. The shortcut to start a new document is _____.
4. The tool used to add a shaded background behind text is the _____ button in the _____ group.
5. If you want to make a word italic, select the word and click the _____ button in the _____ group.

4. Why is it essential to adjust paragraph spacing in a document? Think about situations where you might need to increase or decrease space between lines or paragraphs. How does this impact the readability of the document? Write 3–4 sentences explaining your reasoning.

5. Type this text on your computer. Format it so that it matches the example.

Mission to Mars

Mars is the **second** closest planet to Earth. Because of its color, it is called the '**red planet**'! People have studied this *amazing* planet since the invention of the telescope.

Scientists have known for over a hundred years that Mars has two moons *Phobos* and *Deimos*. Since the **1970s**, we have sent *satellites* around Mars and we have learned more about the '**red planet**'. Mars is a cold and dry place. **There is a mountain named Olympus Mons which is three times higher than Mt. Everest!**

Recently, humans have sent *robots* to Mars and they have taken some *amazing* pictures. However, astronauts haven't traveled to Mars yet. This is the next step. The first person to walk on another planet!

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LESSON 2

Advanced formatting



What do you think is the purpose of using advanced formatting features in documents?
How can changing the paragraph formatting improve the readability of your text?

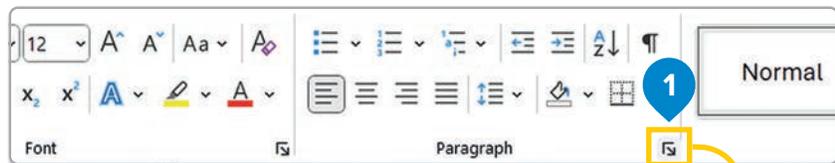
Having covered basic formatting, it's time to move to a higher level. This lesson will focus on more advanced formatting features.

Advanced paragraph formatting

Next, we will explore deeper into paragraph formatting. For instance, you can create a paragraph where all lines except the first one are indented; this is known as a **hanging indent**.

To create a hanging indent:

- > Select a paragraph.
- > On the **Home** tab, in the **Paragraph** group, click the **Expand** button. **1**
- > In the **Indentation** group, in the **Special** list, click **Hanging**. **2**
- > Click the arrows to change the amount of indentation you want to apply. **3**
- > Click **OK**. **4**
- > Your paragraph has been formatted. **5**



Alignment changes the alignment of your paragraph.

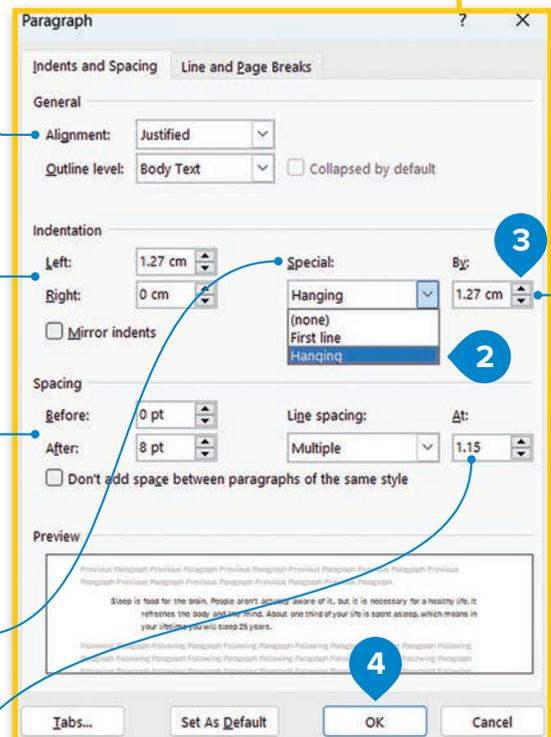
Left and Right determine the left and right indentation of the paragraph.

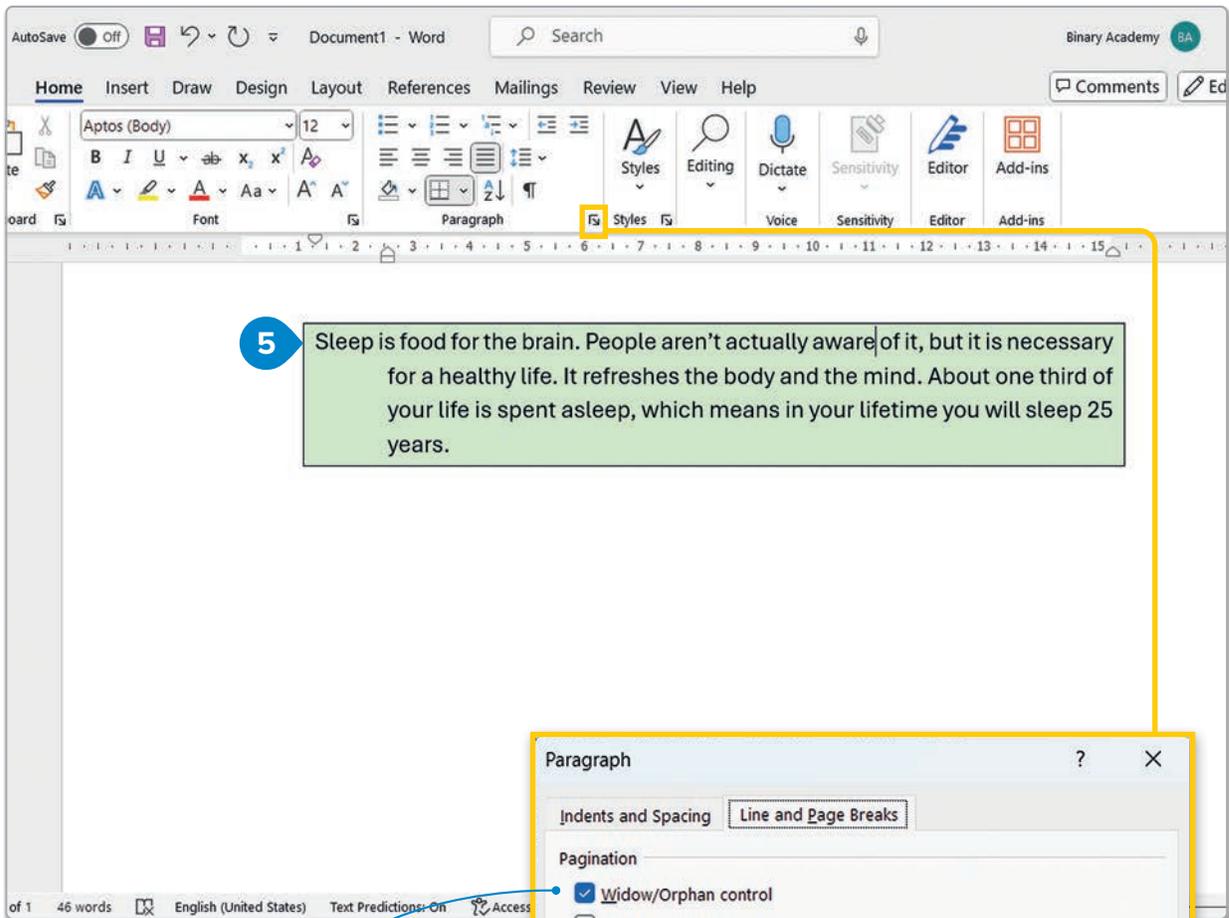
Before and After determine the space before and after the selected paragraph.

In the **Special** list, you can choose if you want the first line of the paragraph to be indented or hanging.

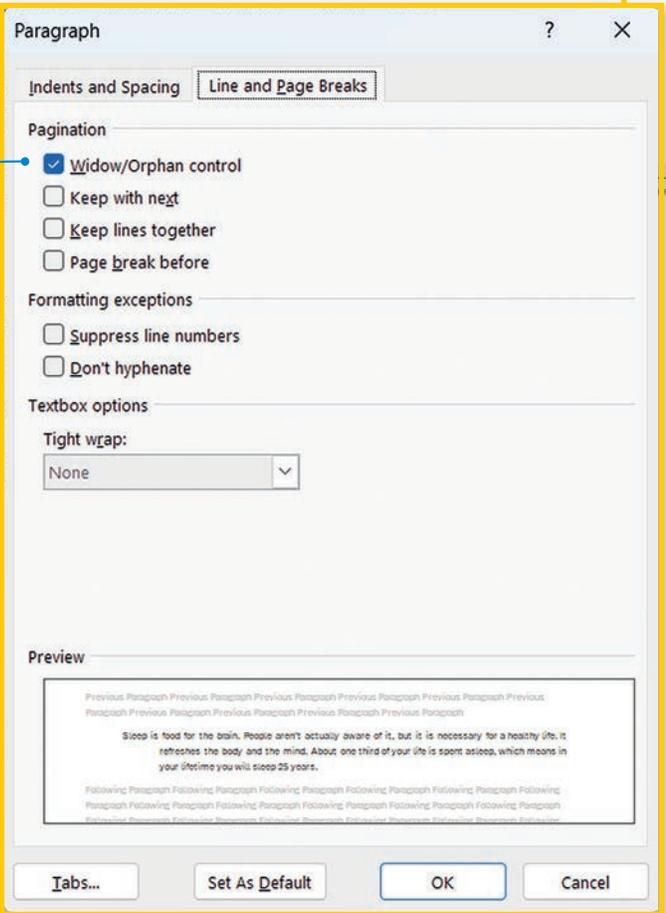
Decide the amount of space you want between lines using the **At** list.

Use the arrows in the **By** list to change the amount of special indentation you are going to use.





5 Sleep is food for the brain. People aren't actually aware of it, but it is necessary for a healthy life. It refreshes the body and the mind. About one third of your life is spent asleep, which means in your lifetime you will sleep 25 years.



On the **Line and Page Breaks** tab, you can find the **Widow/Orphan control** option. A widow is the last line of a paragraph printed by itself at the top of a page. An orphan is the first line of a paragraph printed by itself at the bottom of a page. When this option is checked, Microsoft Word prevents this from happening.

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Advanced borders and shading

You can also create custom borders and shadings and apply different styles of borders, more colors, or even add a border around the pages.

To apply a custom paragraph border:

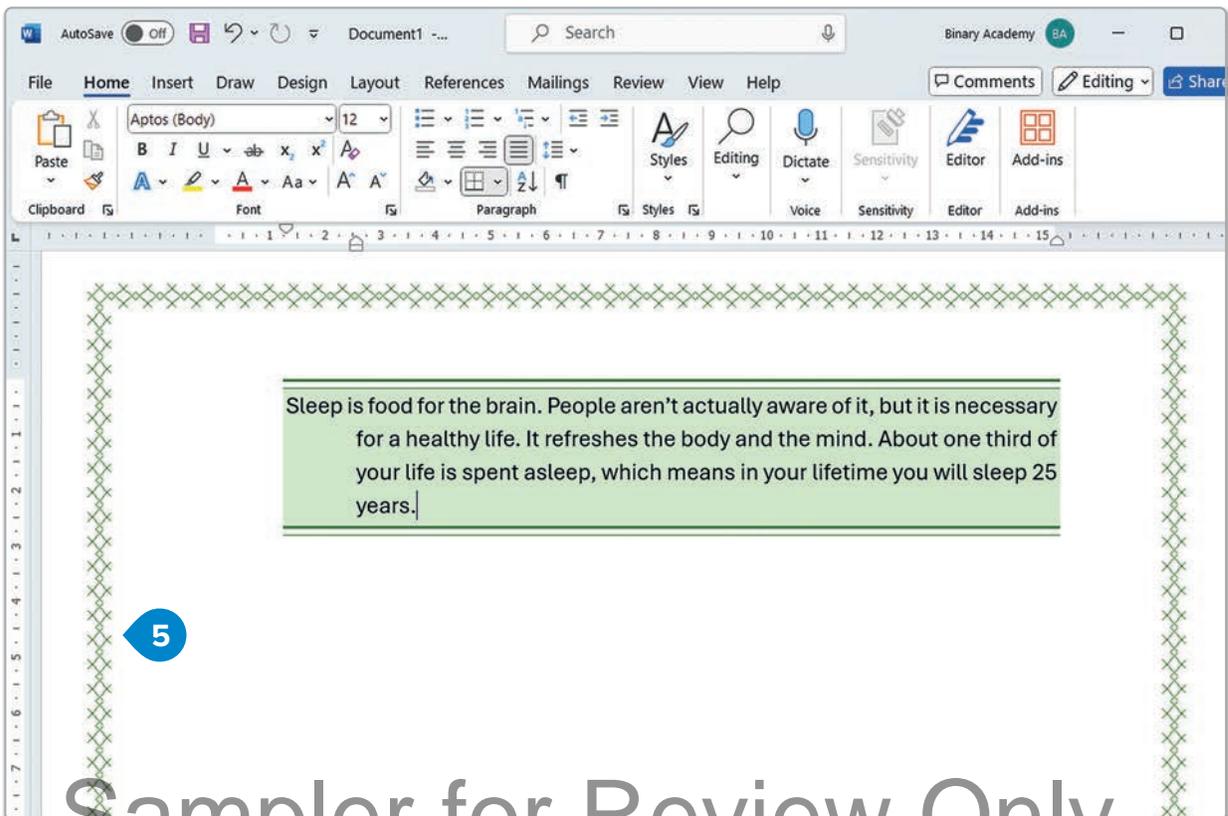
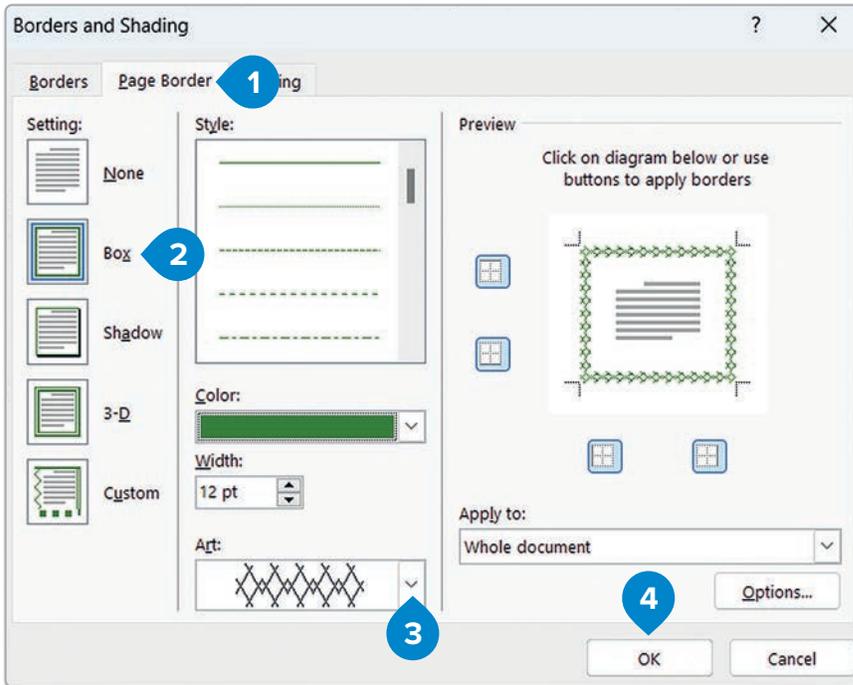
- > Select your paragraph and on the **Home** tab, in the **Paragraph** group, click the small arrow next to the **Borders** button. ①
- > Click **Borders and Shading**, ② and the **Borders and Shading** window will pop up.
- > On the **Borders** tab, in the **Setting** category, click **Custom** border. ③
- > In the **Style** list, click the **double line**. ④
- > Choose the **Color**, ⑤ and the **Width** you want. ⑥
- > In the **Preview** group, click **Top Border**, ⑦ **Bottom Border**, ⑧ and click **OK**. ⑨

The image illustrates the steps to apply a custom paragraph border in Microsoft Word. It shows the Home tab, the Paragraph group, and the Borders and Shading task pane. The task pane is set to Custom, with a double line style, green color, and 3 pt width. The Top and Bottom border buttons are selected in the preview area. The Apply to dropdown is set to Paragraph. The OK button is highlighted.

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To apply a page border:

- > Open the **Borders and Shading** window and click the **Page Border** tab. **1**
- > In the **Setting** category, click **Box** border. **2**
- > In the **Art** list, **3** click the **graphic** you want to use and click **OK**. **4**
- > A page border with this graphic will be added on your page. **5**



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Hyperlinks

A **hyperlink** is text or an object that connects to another location, such as a web page, a file, an email address, or another place within the same document. Hyperlinks make it easier to move between related sections of a document or access reliable online sources.

To add a hyperlink to a web location:

- > Select the text that will function as a hyperlink. **1**
- > On the **Insert** tab, in the **Links** group, click the **Link** button. **2**
- > In the **Insert Hyperlink** window, in the **Address** text box, type the web address to specify the location that will open when the hyperlink is selected **3** and click **OK**. **4**
- > The text for the hyperlink changes color and is underlined. **5**

The screenshot illustrates the steps to add a hyperlink in Microsoft Word. The **Insert** tab is active, and the **Link** button in the **Links** group is highlighted with a blue circle labeled '2'. A yellow arrow points from this button to the **Insert Hyperlink** dialog box. In the dialog box, the **Text to display** field contains the word 'Sleep', and the **Address** field contains the URL 'https://en.wikipedia.org/wiki/Sleep'. A blue circle labeled '3' is placed over the **Address** field. The **OK** button is highlighted with a blue circle labeled '4'. Below the dialog box, the text 'Sleep is food for the brain...' is shown with 'Sleep' underlined and colored blue. A blue circle labeled '5' is placed over the underlined text. A pink callout box on the left contains the text: 'To follow the link, hover the mouse pointer over the text, press **Ctrl** and left-click.'

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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. The "Indentation" arrows allow you to control how much the entire paragraph is indented from the left and right sides.
2. The "Insert" tab lets you adjust line spacing between paragraphs.
3. In the "Borders and Shading" window, you can choose from different line styles, colors, and widths for your paragraph borders.
4. The "Before" and "After" options in the "Paragraph" window, control how much space is added before and after a selected paragraph.
5. The "Page Border" in the "Paragraph" window, allows you to apply different border styles and colors to the entire document.
6. To follow a hyperlink in a Word document, simply click on the linked text without pressing any additional keys.
7. Copilot can be used by anyone, even without a Microsoft account.

2. Choose the correct word or phrase from the list to complete each sentence.

Home

Expand

Font

hyperlink

Widow/Orphan control

Top Border and Bottom Border

1. To apply a hanging indent, select your paragraph, and on the "Home" tab, and click the _____ button in the "Paragraph" group.
2. In the "Borders and Shading" window, to apply a border to just the top and bottom of a paragraph, select _____ in the "Preview" section.
3. You can change the color and style of the underline by expanding the options in the _____ group.

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4. The "Line and Page Breaks" tab, part of the "Paragraph" dialog box, includes the option to control _____, which prevents a paragraph's last line from being stranded at the top of a new page.
5. A _____ is a piece of text or an object that connects to another location, such as a web page, a file, an email address, or another place within the same document.
6. You can enable Copilot by using the corresponding tool, on the _____ tab.

3. Explain why you should use borders and shading in a professional document. How does adding borders or shading improve the presentation of the content? Think about scenarios where these formatting tools can make information more accessible and easy to understand or highlight important text sections.

4. Type this text on your computer. Format it so that it matches the example.

Protect the forests

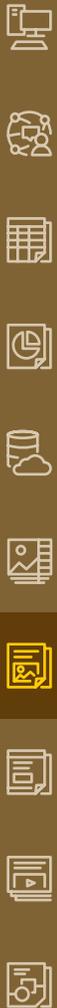
Forests are very important. A lot of animals and insects live there. Trees also clean the air, and people get food and wood from them.

But today people are cutting down too many trees because they want to make houses and furniture. They also need wood to make paper, so forests are slowly disappearing.

This is why we should all protect forests. Recycling paper is one of the things we can do. For example, we shouldn't throw away old newspapers and magazines. We should take them to recycling bins. Buying books made of recycled paper or using all the pages in your notebooks are good ideas, too.

What tools or features in Microsoft Word can you use to format a document like the example?

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LESSON 3

Images and graphics

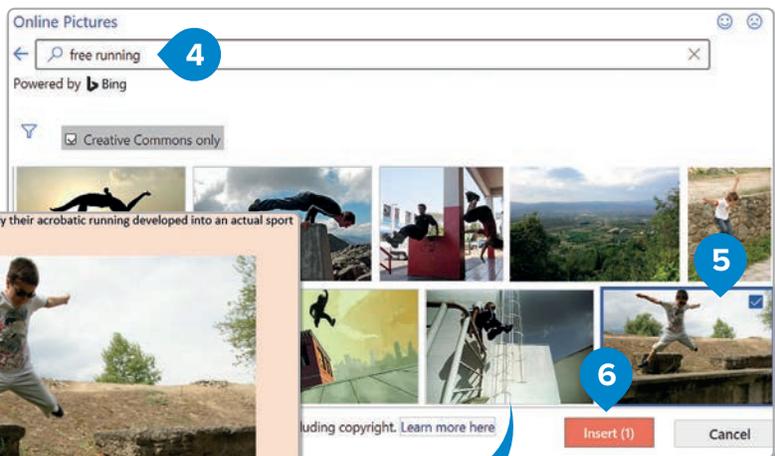
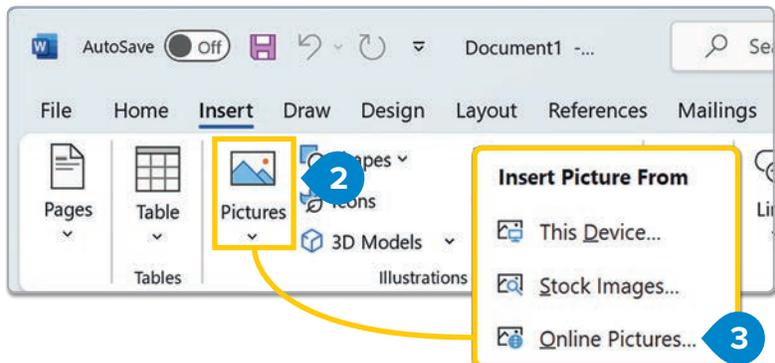
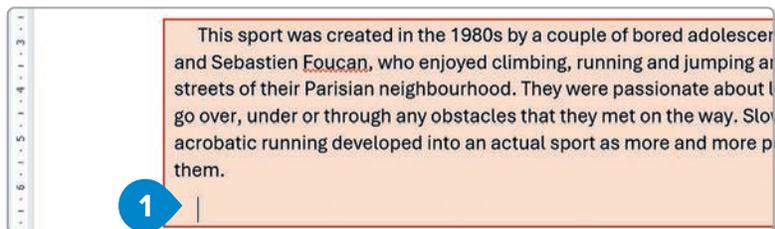


How do pictures help clarify or illustrate the content in a document?
How can positioning text around an image improve the layout and professionalism of your document?

Pictures can help illustrate the content of a text and can also make your document more attractive. You can insert pictures that you took with your digital camera or you can import some from **Online Pictures**. Let's explore how to do that.

To add a picture from Online Pictures:

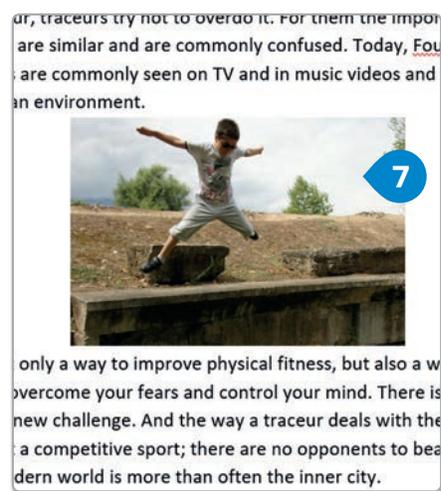
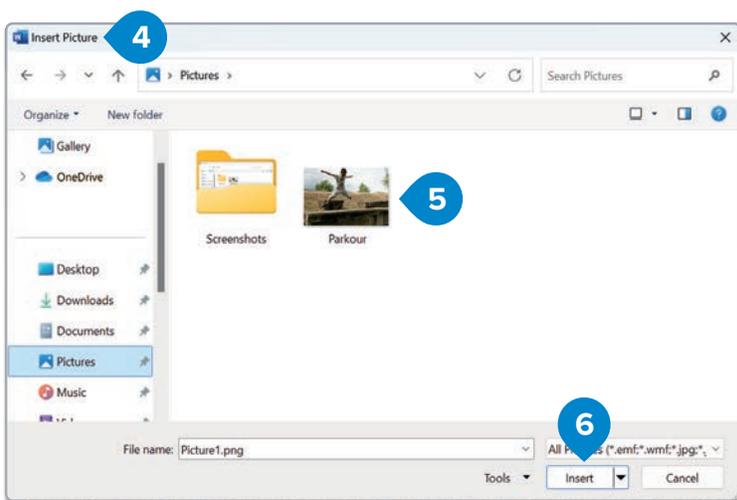
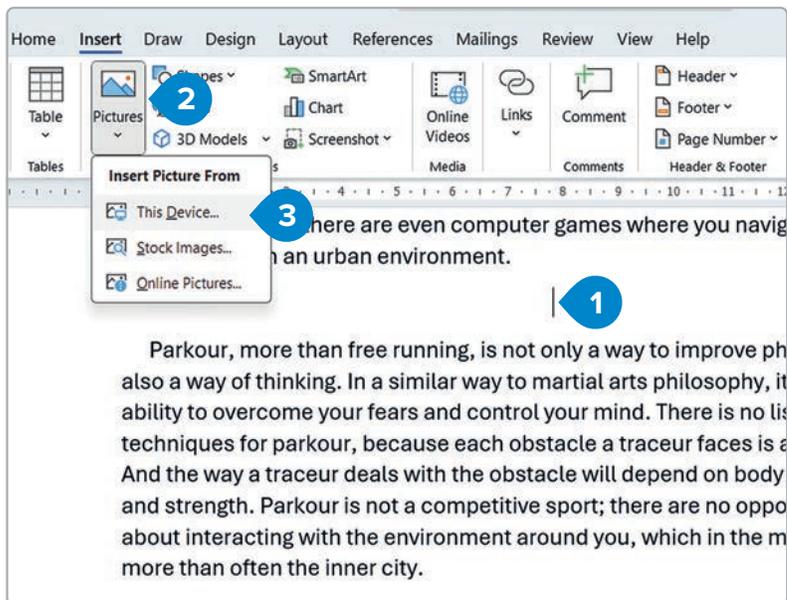
- > Click the point where you want to insert the image. **1**
- > On the **Insert** tab, in the **Illustrations** group, click **Pictures**, **2** and select **Online Pictures**. **3**
- > In the **Online Pictures** window, type a keyword or phrase in the search box and press **Enter**. **4**
- > Select one image **5** and click **Insert**. **6**
- > The image you chose will be automatically inserted in your document. **7**



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To add an image from your computer:

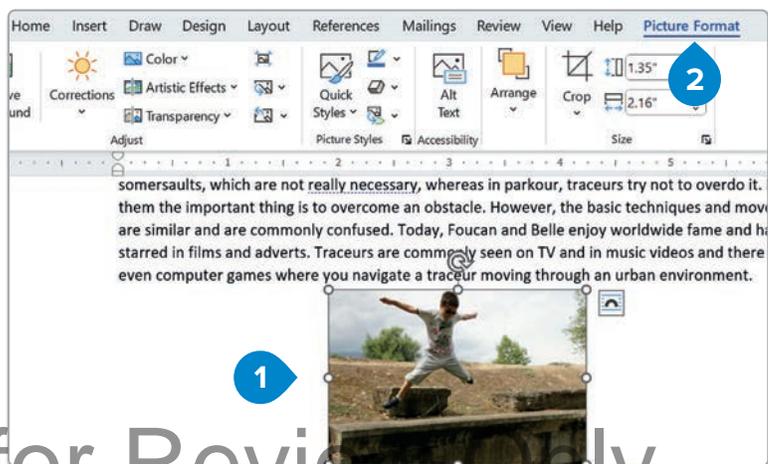
- > Click the point where you want to insert the image. **1**
- > On the **Insert** tab, in the **Illustrations** group, click **Pictures**, **2** and select **This Device**. **3**
- > The **Insert Picture** window will pop up. **4**
- > Click the picture you want **5** and click **Insert**. **6**
- > The picture will be inserted into your document. **7**



After you insert an **image** into a document, you can choose how the image is placed in relation to the text. For better accessibility and readability, you can adjust the layout so that the text wraps around the image or place the image in a corner of the page, similar to how it's done in magazines or newspapers. Let's explore how to do that.

To modify a picture or a shape:

- > Click the picture. **1**
- > Click the **Picture Format** tab. **2**
- > Use the buttons in the **Adjust** group to modify your picture. **3**

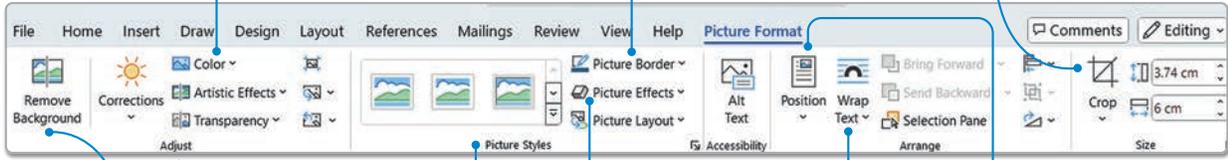


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Experiment with the **Corrections, Color and Artistic Effects** tools, to achieve your desired effect. There are many possible combinations.

Picture Border helps you change the style and color of the picture border. Choose a different line width or use dashes.

Click **Crop**, define the area of the picture you want to keep (crop area) and press **Enter ↵**.

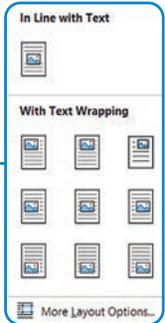


With **Picture Styles**, you can change the outline of a picture or create a shadow with a new picture style. Explore all the available options.

Wrap Text helps you to control how the text will be around the picture.

With **Position** you can select the correct place for your picture. Try all the choices to find out how the picture and the text can fit together.

Use **Picture Effects** for more ways to change your picture. Select from a list of shadow, glow, reflection, or even 3D effects.

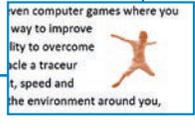


When you insert a picture in your document, it is in line with the text by default. If you want to move the picture, you need to choose a different text wrapping setting.

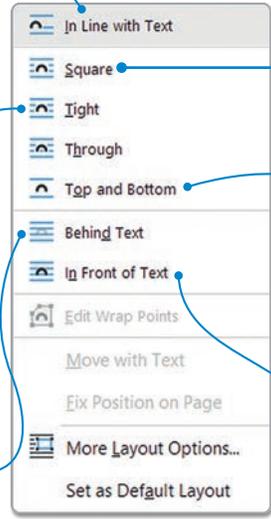
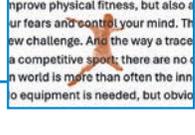
In Line with Text: Include the picture inside the text. Use it for small pictures, like icons.



Tight: If the picture is not a rectangle, you can put the text around its perimeter.



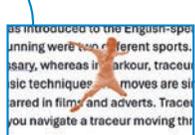
Behind Text: Put the picture behind the text.



Square: Put the text around the picture.



Top and Bottom: Leave the left and right sides of the picture empty.



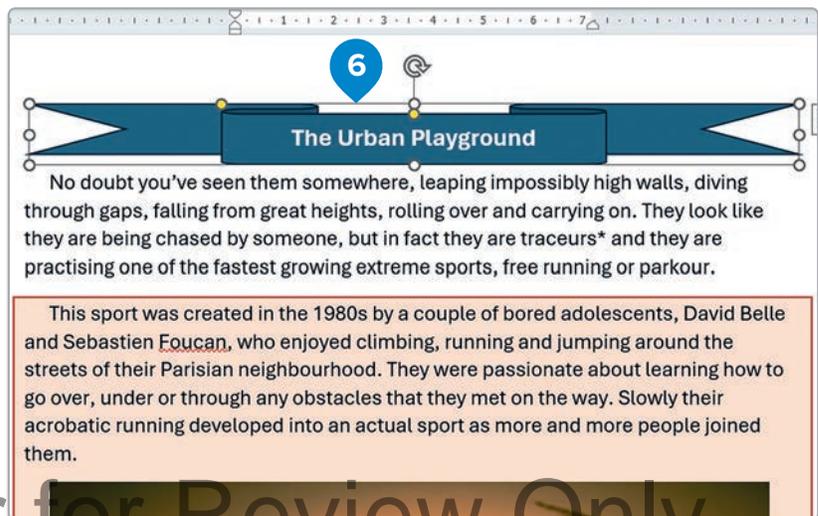
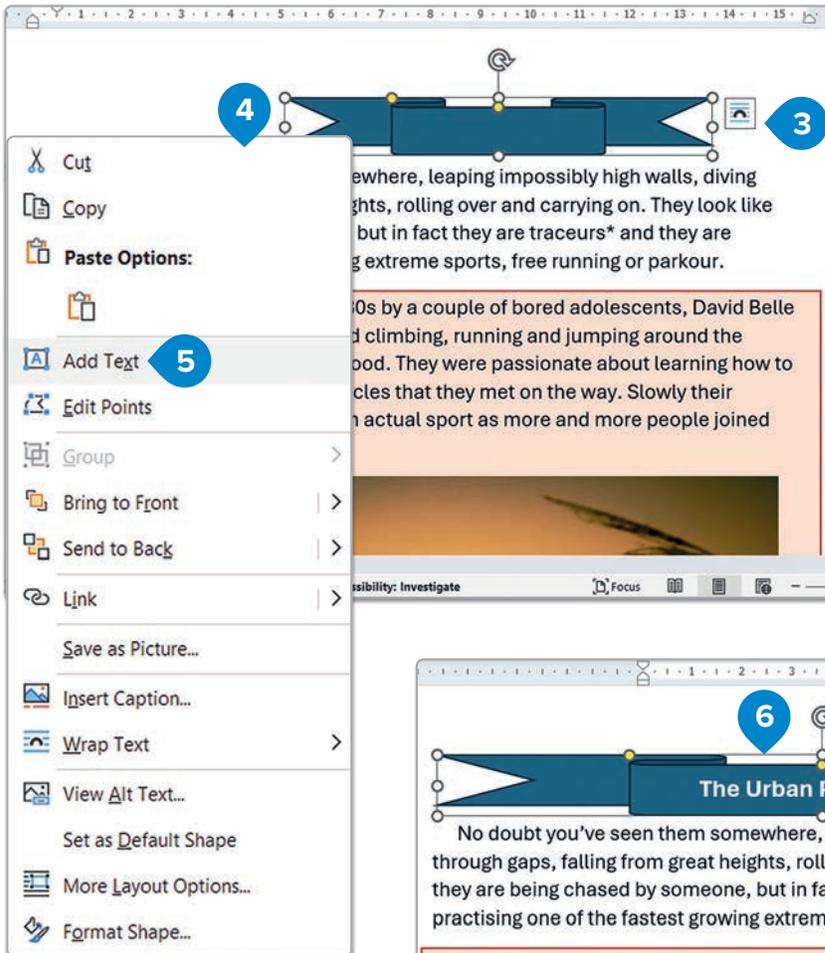
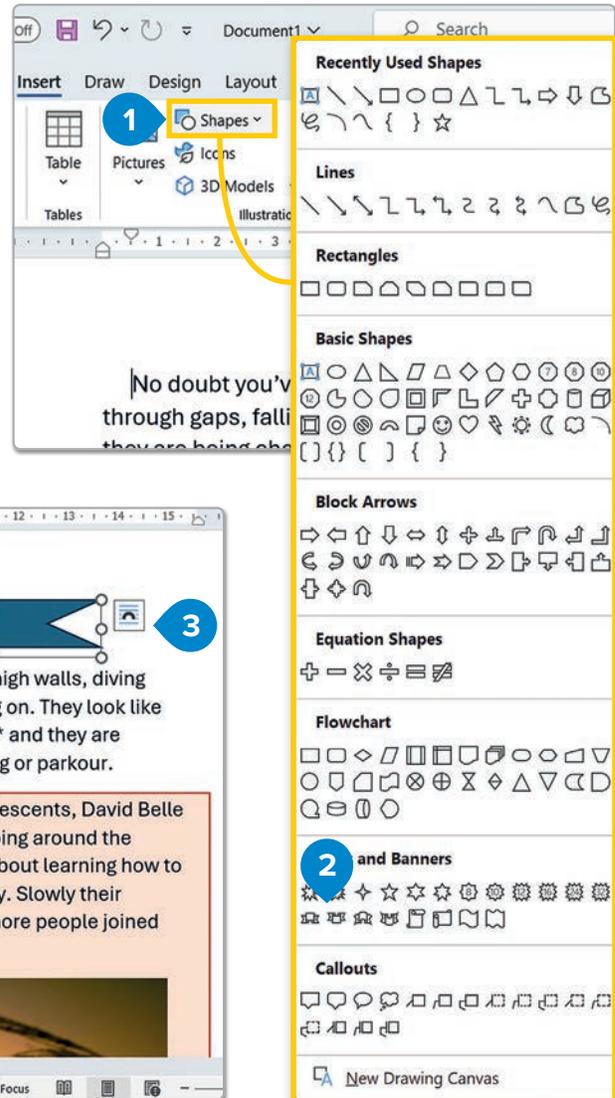
In Front of Text: Put the picture in front of the text.

Insert graphics

In addition to pictures and images, **graphics** and shapes such as arrows, circles, triangles, and more can be used to enhance a document.

To insert and write inside a shape:

- > On the **Insert** tab, in the **Illustrations** group, click **Shapes** 1 and in the drop-down list, click the shape you like. 2
- > Drag the shape into an empty space so that you can change its size and position. 3
- > Right-click it, 4 and click **Add Text**. 5
- > The cursor will be placed inside the shape. Type some text. 6



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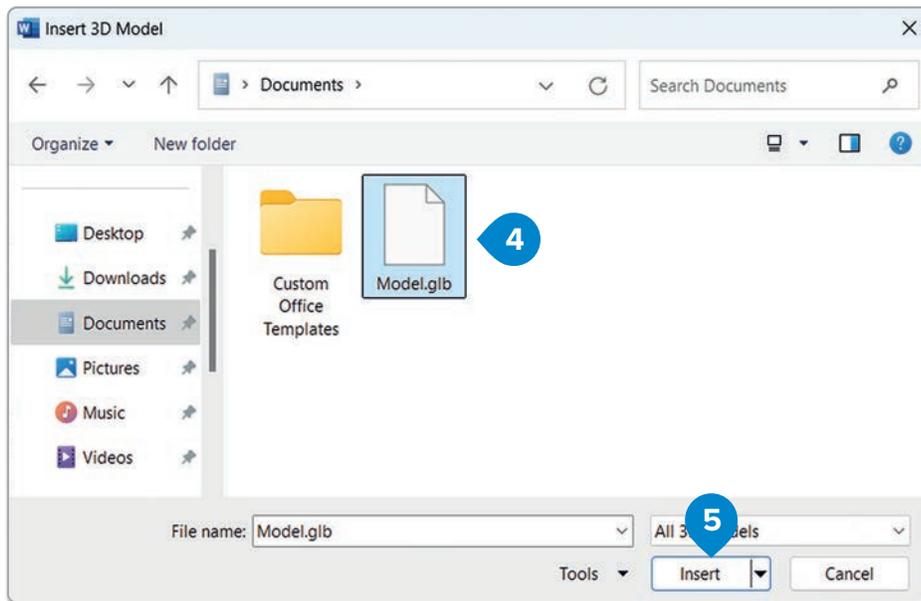
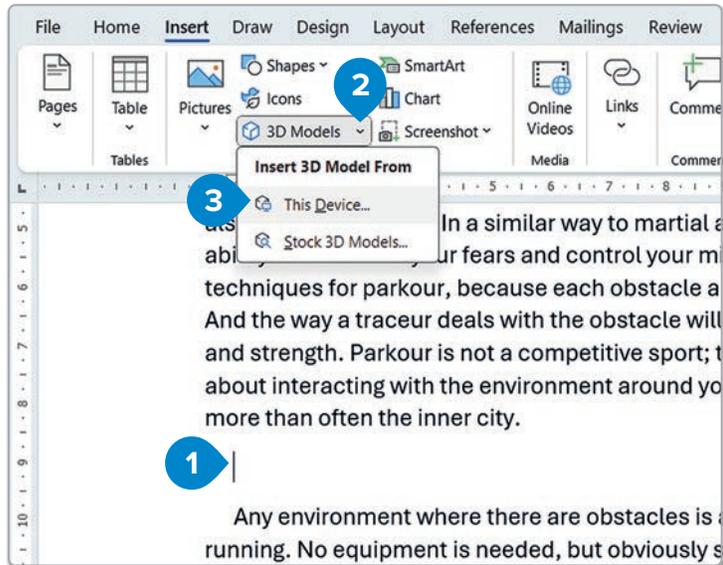


3D models

3D models allow you to display different perspectives of three-dimensional objects. You can rotate and tilt the models in your Word document, allowing viewers to interact with and explore the object from multiple angles for a clearer understanding of its details and structure.

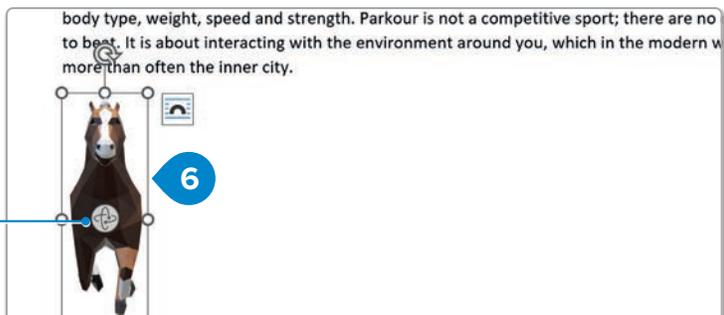
To insert a 3D model from your computer:

- > Click the point where you want to insert the 3D model. **1**
- > On the **Insert** tab, in the **Illustrations** group, click the arrow next to **3D Models**. **2**
- > Click **This Device**. **3**
- > In the **Insert 3D Model** window, select the model file **4** and click **Insert**. **5**
- > A 3D model will be inserted into your document. **6**



3D models are three-dimensional objects utilized in various applications such as animation, simulation, and even manufacturing processes.

To manipulate the 3D model, you can use the rotator on the object.



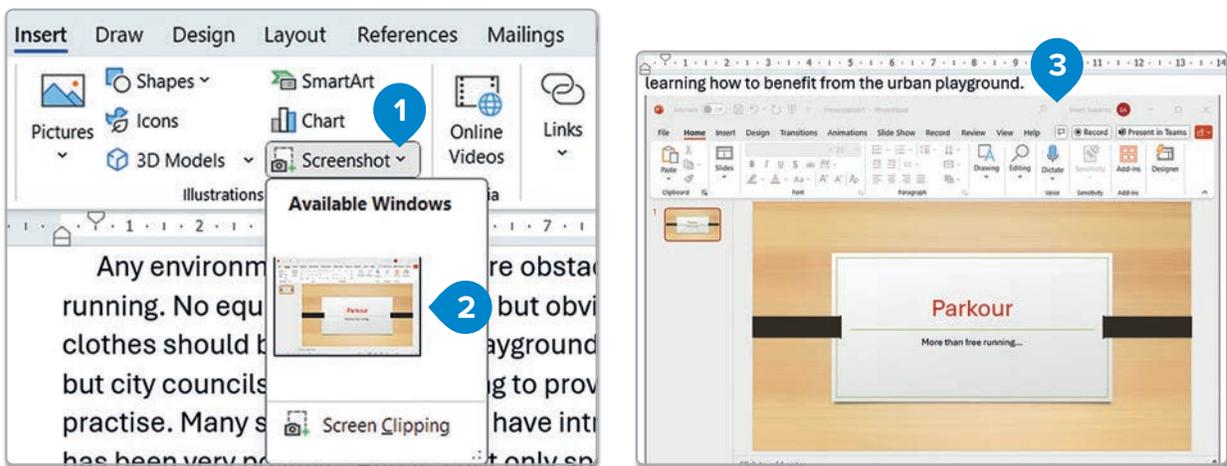
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Insert screenshots

Within a document, it is possible to conveniently add a snapshot of the screen directly into the file, enhancing readability and capturing important details. When adding a screenshot, users can choose to insert the entire program window or use the **Screen Clipping** tool to select and insert a specific portion of a window.

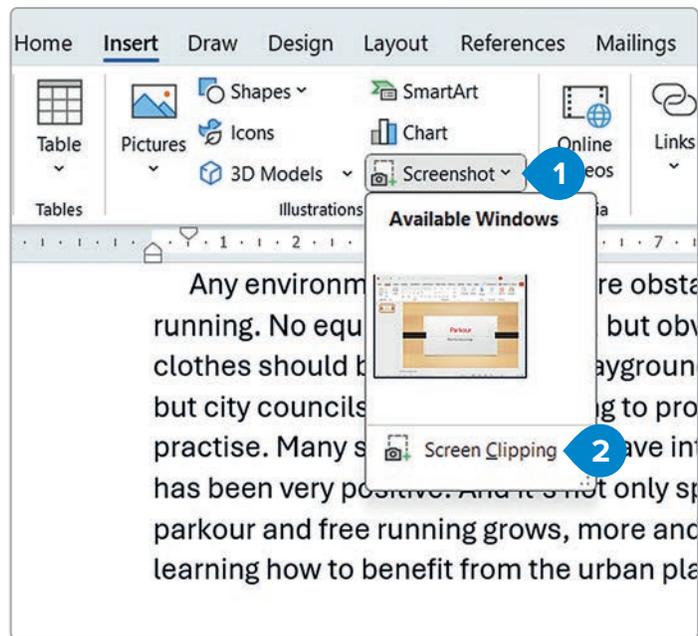
To insert a screenshot of an entire window:

- > Click the point where you want to insert the screenshot.
- > On the **Insert** tab, in the **Illustrations** group, click **Screenshot**. **1**
- > From the **Available Windows** gallery, click the thumbnail image of the entire window you want to insert into document. **2**
- > The screenshot will be inserted into your document. **3**



To insert a selected portion of a window:

- > Click the point where you want to insert the screenshot.
- > On the **Insert** tab, in the **Illustrations** group, click **Screenshot**. **1**
- > From the drop-down list, click **Screen Clipping**. **2**
- > Press and hold the left mouse button to select the part of the screen that you want to capture. **3**
- > Once you release, the screenshot will be inserted into your document. **4**



Sampler for Review Only



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"Parcours" redirects here. For the term used in cycle racing, see Glossary of cycling § P.

Parkour (French: [paʁkɥʁ]) is an athletic [training](#) discipline or sport in which practitioners (called *traceurs*) attempt to get from one point to another in the fastest and most efficient way possible, without assisting equipment and often while performing feats of [acrobatics](#).^[7] With roots in military [obstacle course](#) training and [martial arts](#), parkour includes [flipping](#), [running](#), [climbing](#), [swinging](#), [vaulting](#), [jumping](#), [plyometrics](#), [rolling](#), and [quadrupedal movement](#)—whatever is suitable for a given situation.^{[8][9]} Parkour is an activity that can be practiced alone or with others, and is usually carried out in [urban](#) spaces, though it can be done anywhere.^{[10][11]} It involves seeing one's environment in a new way, and envisioning the potential for navigating it by movement around, across, through, over and under its features.^{[12][13]}

Although a traceur may perform a [flip](#) as well as other aesthetic [acrobatic](#) movements, these are not essential to the discipline.^[14] Rather, they are central to [freerunning](#), a discipline derived from parkour but emphasising artistry rather than efficiency.

Parkour



An athlete performing parkour

Also known as PK^{[1][2][3]}

Focus Obstacle passing

Country of origin France

Date of formation 1980s in the Normandy region of France^{[4][5]}

Creator David Belle

Parkour was established by [David Belle](#) in the 1980s, and it was initially called *l'art du*

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parkour and free running grows, more and more young people are getting active and learning how to benefit from the urban playground. **4**

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Parkour



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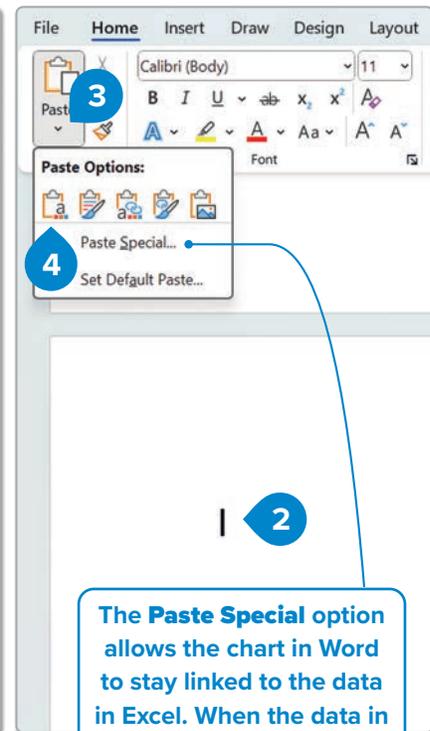
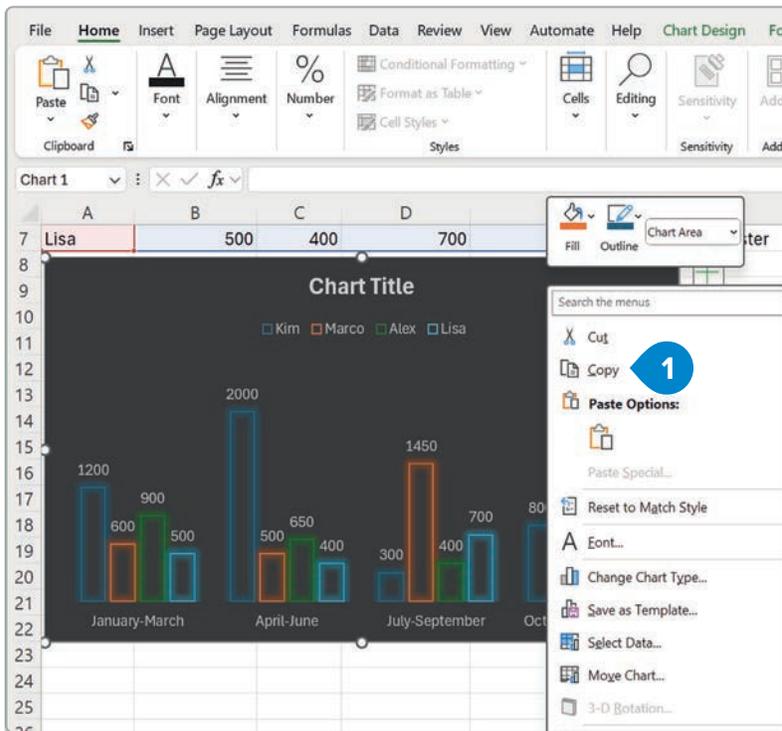
Parkour was established by [David Belle](#) in the 1980s, and it was initially called *l'art du*

Insert charts from another program

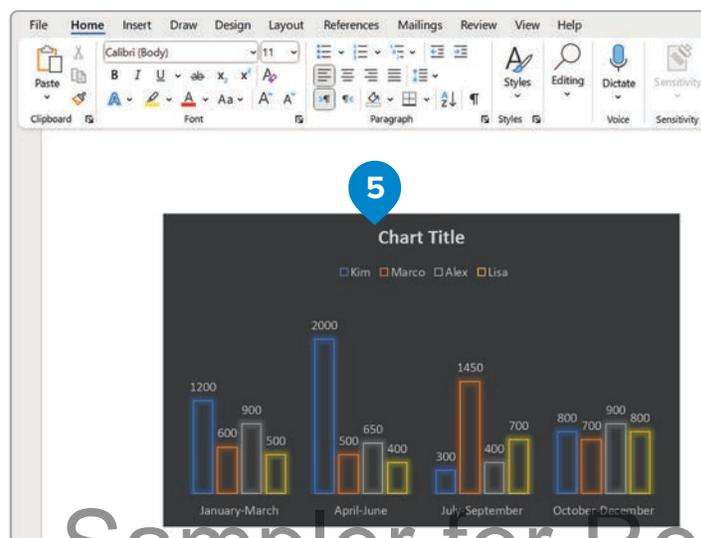
Charts that are already created in other programs, such as Microsoft Excel, can be copied and added to a Word document. This makes it easy to include data in reports or projects and saves time because the chart does not need to be recreated in Word.

To insert a chart from Excel:

- > Open the Excel file where the chart is, right-click on the chart, and click **Copy**. **1**
- > In the Word document, click where you want to insert the chart. **2**
- > On the **Home** tab, in the **Clipboard** group, click the arrow below **Paste**. **3**
- > From the **Paste Options**, click **Use Destination Theme & Embed Workbook (H)**. **4**
- > The chart has been inserted in the document. **5**



The **Paste Special** option allows the chart in Word to stay linked to the data in Excel. When the data in Excel is updated, the chart in Word can update automatically, keeping the information accurate.



Sampler for Review Only



Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. Microsoft Word allows you to insert pictures directly from your phone or tablet.
2. You can adjust the position of a picture in a document by changing the "Wrap Text" tool.
3. The "Crop" tool is used to add a bevel effect to a picture.
4. Inserting pictures from "Online Pictures" automatically adds a border around them.
5. The "Screenshot" tool helps you quickly add a snapshot of any open window in a document.
6. You can insert a "3D model" into a document but you cannot manipulate it.
7. When a chart is inserted into a Word document, it is always added as an image.

2. Select the best answer.

1. When inserting an image from an online search in Microsoft Word, what is the correct sequence to follow?
 - a. On the "Insert" tab, in the "Illustrations" group, click "Pictures" and then click "This Device."
 - b. On the "Insert" tab, in the "Illustrations" group, click "Pictures" and then click "Online Pictures."
 - c. On the "Draw" tab, in the "Insert" group, click "Drawing Canvas."
 - d. On the "Insert" tab, in the "Symbols" group, click "More Symbols."
2. Which tool allows you to add circles, squares, and arrows in a document?
 - a. "Pictures"
 - b. "Chart"
 - c. "Shapes"
 - d. "WordArt"

3. How can you crop an image to remove unwanted parts in Microsoft Word?
 - a. Use the "Picture Styles" option in the "Picture Format" tab.
 - b. Use the "Crop" tool, in the "Picture Format" tab, after selecting the image.
 - c. Use the "Picture Border" tool and choose the "Weight" option.
 - d. Use the "Wrap Text" tool, to remove unwanted areas.

4. What steps would you follow to insert a screenshot of a specific part of a window into your document in Microsoft Word?
 - a. On the "Insert" tab, in the "Illustrations" group, click "Icons."
 - b. On the "Insert" tab, in the "Illustrations" group, click "Screenshot," and click "Screen Clipping."
 - c. Right-click the picture, select "Format Picture," and click "Shadow."
 - d. Select the picture, go to the "Picture Format" tab, and use the "Corrections" tool from the "Adjust" group.

5. What is the main advantage of inserting a chart from Excel into a Word document instead of recreating it in Word?
 - a. It reduces the file size of the Word document.
 - b. It allows Word to automatically redesign the chart.
 - c. It converts the chart into plain text.
 - d. It saves time because the chart does not need to be recreated.

3. Why is it important to adjust the position and size of images in a document? Think about how it affects readability and the overall presentation of your work.

4. How do tools like "Wrap Text" and "Crop" help enhance the presentation of your document?



5. Type this text on your computer. Format it so that it matches the example.

Did you know that...?

A cold desert



Antarctica is a continent. Everybody knows that. But here's something you may not know. It is also a desert! You see, it rarely rains or snows there, but there is a lot of wind. In fact, Antarctica is the coldest desert in the world! And here's another strange fact: 90% of the world's fresh water is there, but you can't drink it because it's all ice!

What's that smell?

The biggest flower in the world is called rafflesia. It is one meter wide and it is not very pretty. But this is not the only strange thing about this flower. Rafflesia flowers have the worst smell of all!

Small but Dangerous

The black widow spider is the spider is more dangerous and widow. The Brazilian spider and shoes. So, on your next shoes before you put them



most famous spider, but the Brazilian more poisonous than the black hides in dark places like cupboards trip to Brazil, look inside your on!



How many hours in a day anyway?

A day on Earth has twenty-four hours, but how long is a day on other planets?

On Pluto one day lasts six Earth days and nine hours. On Venus one day is longer than a year on our planet! Jupiter is the biggest planet, but it has the shortest day. It lasts only nine hours and fifteen minutes!

LESSON 4

Working with tables



When might using a table be more effective than a list or a paragraph in a document? What do you think are the benefits of applying custom styles to a table?

To display information such as the personal details of a group of people or your school schedule, use a table. **Tables** organize data into a grid of cells, which are arranged in rows and columns.

To create a table:

- > On the **Insert** tab, in the **Tables** group, click **Table**. 1
- > Select the size of the table you want, e.g., choose **4x4** to create a table with 4 rows and 4 columns. 2
- > To type text, just click inside a cell and start typing. 3

By clicking **Quick Tables**, you can insert a default table to use as a calendar, alphabet, etc. Of course, you can format it or use it for any purpose you want.

3

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

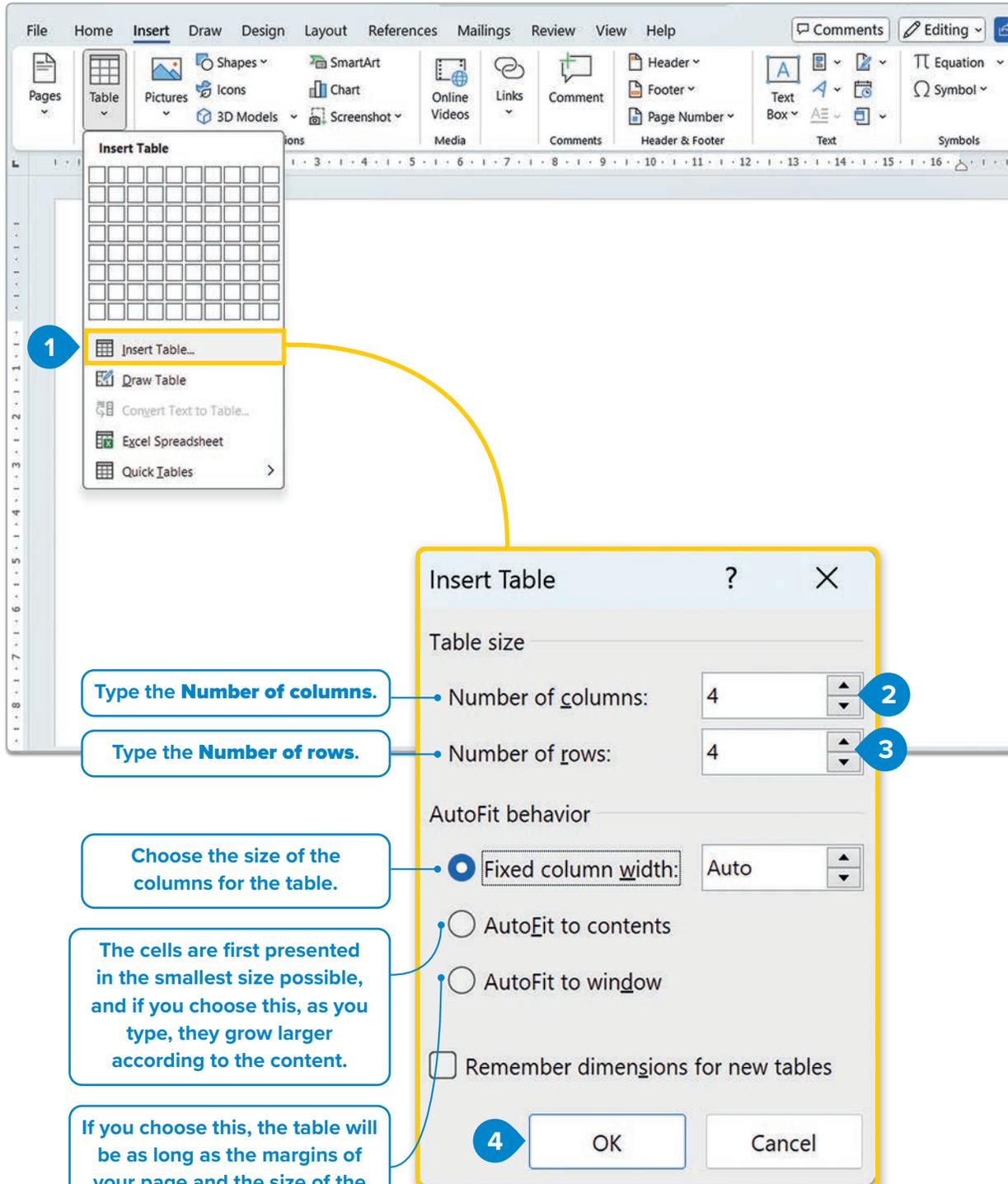
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Insert a table and set specific parameters before you draw it.
Let's discover how you can do that.

To insert a table:

- > On the **Insert** tab, in the **Tables** group, click **Table** and then click **Insert Table**. ❶
- > In the **Insert Table** window, set the parameters you want, for example, a table with "4" columns ❷ and "4" rows ❸ and click **OK**. ❹



Formatting a table

You can format your table using **Table Styles** or create a custom format to suit your needs.

To apply a style:

- > Click anywhere in the table. **1**
- > On the **Table Design** tab, in the **Table Styles** group, click the style you like. **2**
- > The style you selected will change the layout of the entire table. **3**

The screenshot shows the Microsoft Word interface with the **Table Design** tab selected. The **Table Styles** group is active, and the **Table Styles** gallery is open. A table with 2 columns and 4 rows is selected in the document. The gallery shows various styles categorized into **Plain Tables**, **Grid Tables**, and **List Tables**. A blue arrow points from the selected table to the gallery, and another blue arrow points from the gallery to the final formatted table.

	Monday
9-10	Math
10-11	Physics
11-12	Music

The screenshot shows the final formatted table with a green background and bold headers. The **Table Design** tab is still active, and the **Table Styles** gallery is closed.

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

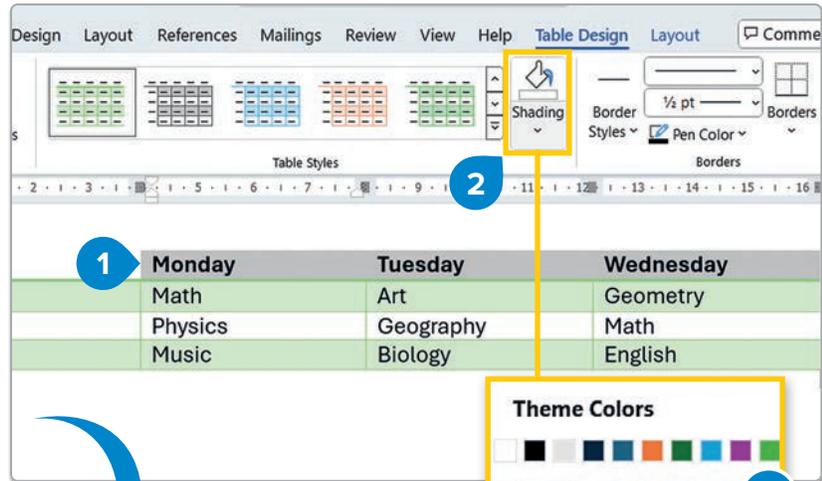
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A custom style can also be created by using options like the **Borders** or **Shading** buttons. As discussed in previous lessons, borders are used to add lines around the table or within the grid, while shading is used to color the cells.

To use shading:

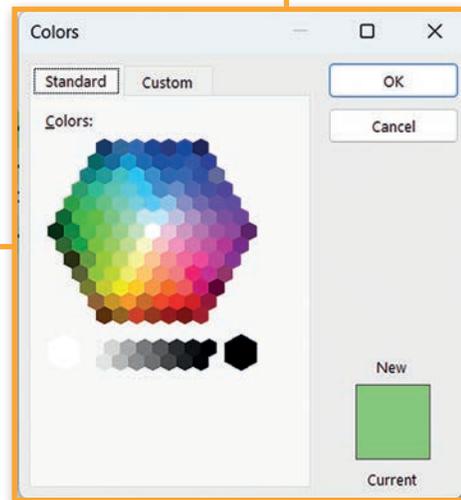
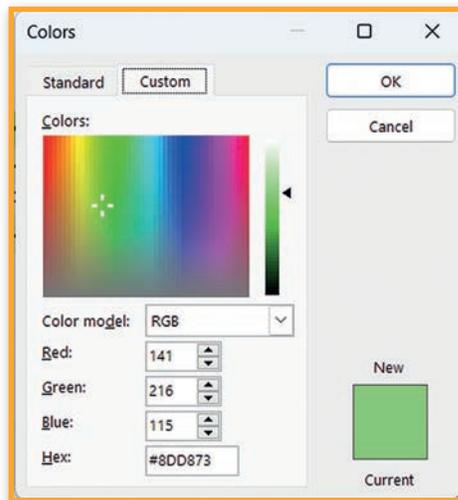
- > Select the cells you want to color. **1**
- > On the **Table Design** tab, in the **Table Styles** group, click the small arrow under **Shading**. **2**
- > Click the color you want to apply to your table. **3**
- > The color of the cells has changed. **4**



	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English



If you click **More Colors**, the **Colors** window will pop up. From there, you can use one of the 256 standard colors or you can choose your own from millions of choices in the **Custom** tab.



Smart Tip

A table consists of rows, columns, and cells, but they don't have names like on a spreadsheet. If you want to make complex calculations, use **Microsoft Excel** and then copy all the cells to your document as a table. As always, first select the area you want to change and then apply any format you choose from the menus.

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To use a border:

- > Select the area of the table you want to add a border to. **1**
- > On the **Table Design** tab, in the **Borders** group, click the small arrow under **Borders**. **2**
- > Click the type of border you want, e.g., **Outside Borders**. **3**

The screenshot shows the Microsoft Word interface with the **Table Design** tab selected. The **Borders** group is active, and the **Borders** dropdown menu is open. The table below has the following content:

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

The **Outside Borders** option is highlighted in the dropdown menu.

Edit your table

If you find that the table you created is too small, there's no need to start over. You can add rows and columns to your existing table.

To add a row or a column:

- > Right-click the cell next to which you want to add a row or a column. **1**
- > In the pop-up menu, click **Insert**. **2**
- > For this example, click **Insert Columns to the Right**. **3**
- > A new column will be added on the right side next to the selected cell. **4**

The screenshot shows a right-click context menu over a table. The **Insert** option is highlighted in the main menu, and the **Insert Columns to the Right** option is highlighted in the sub-menu. The table below has the following content:

	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

The **Insert** option is highlighted in the main menu, and the **Insert Columns to the Right** option is highlighted in the sub-menu.

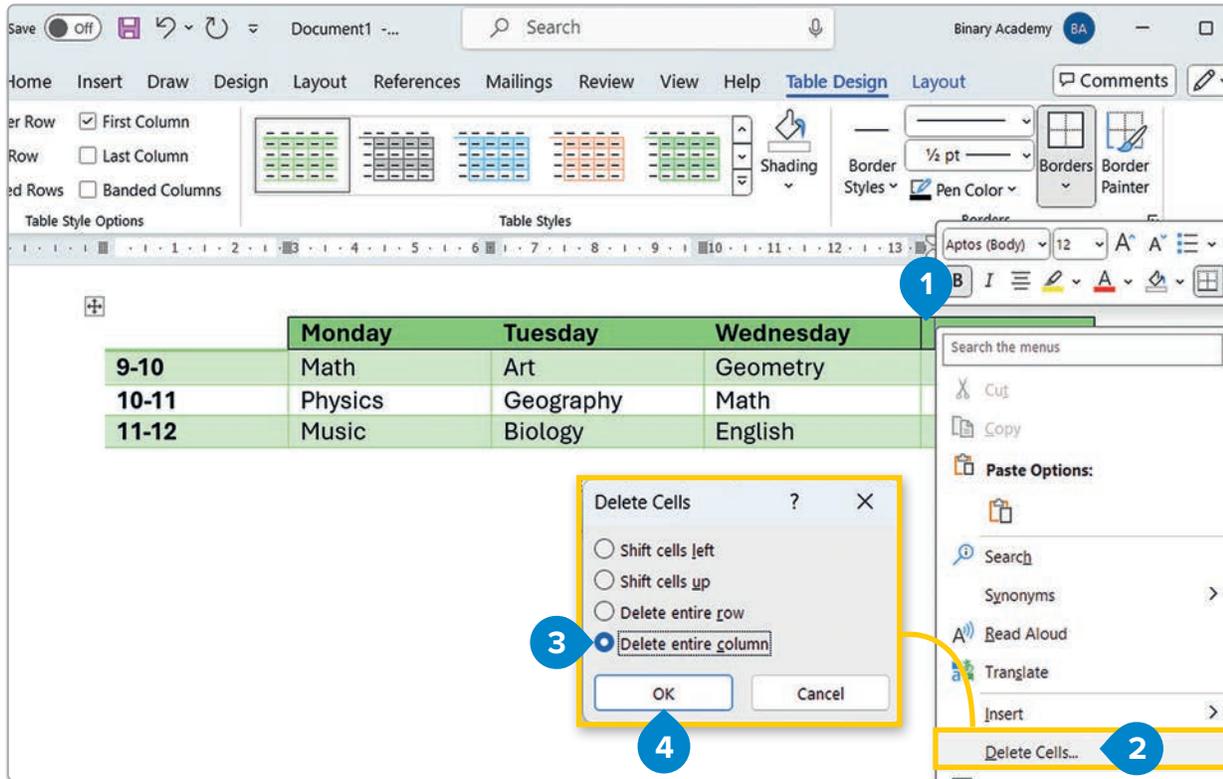
You can also **Insert Columns to the Left**, **Insert Rows Above**, **Insert Rows Below**, or **Insert Cells** to add individual cells in the table.

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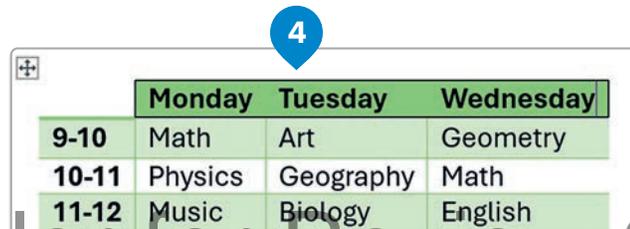
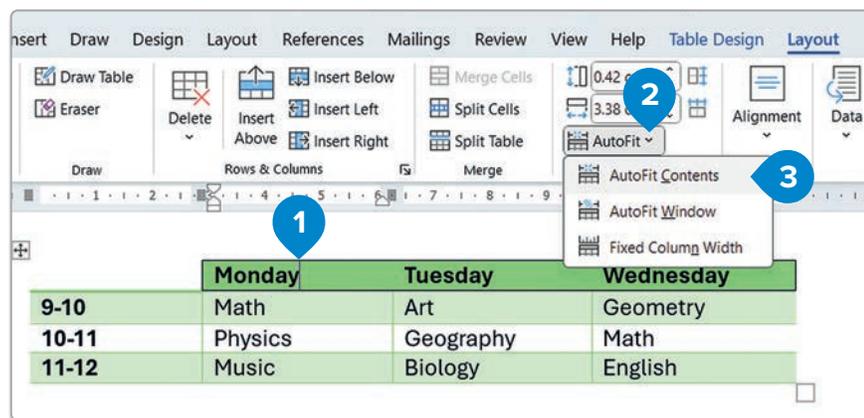
To delete a row or a column:

- > Right-click any cell in the row or column you want to delete. 1
- > Click **Delete Cells**. 2
- > Click **Delete entire row** or **Delete entire column** to delete a row or column. 3
- > Click **OK**. 4



Use AutoFit to automatically adjust your table size:

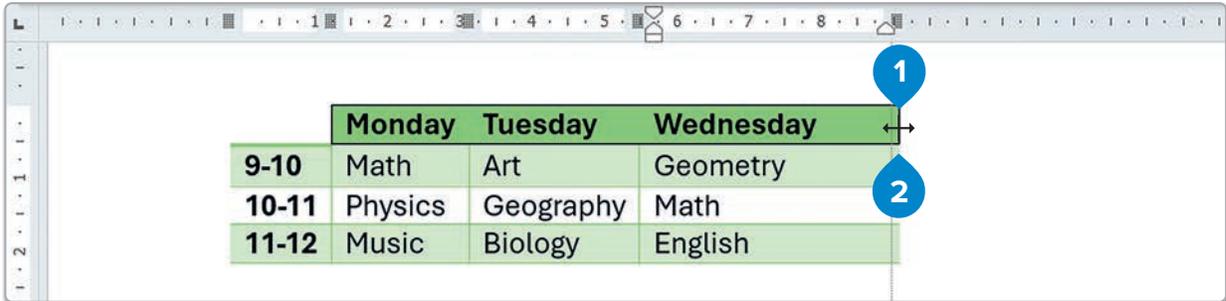
- > Click anywhere in the table. 1
- > On the **Layout** tab, in the **Cell Size** group, click **AutoFit**. 2
- > Click **AutoFit Contents** 3 to automatically adjust the size of the column to the longest word. 4



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To change the size of a column or a row:

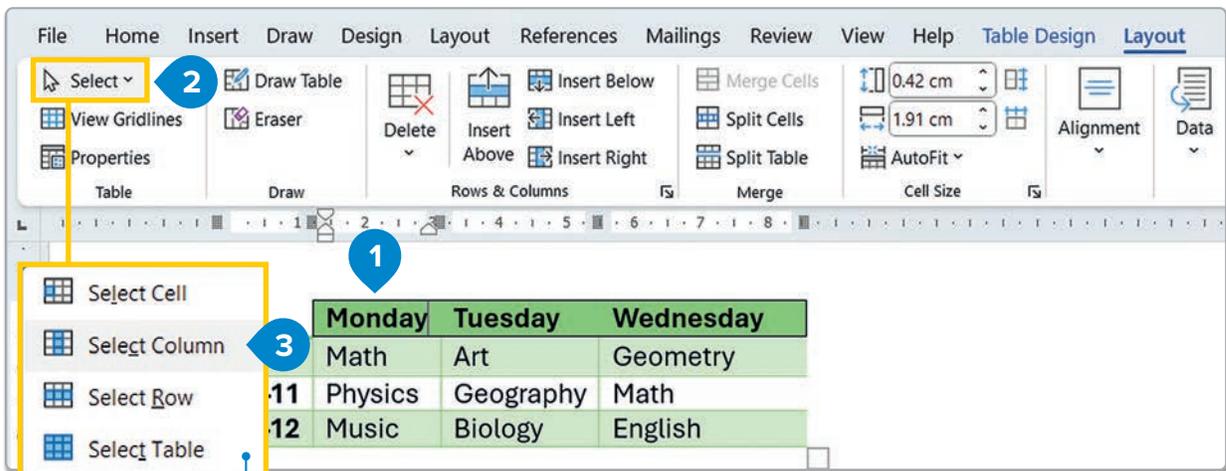
- > Point on the right border of the column whose size you want to change until it becomes a **resize cursor**. 1
- > Hold, click and drag the border to the left or right. 2



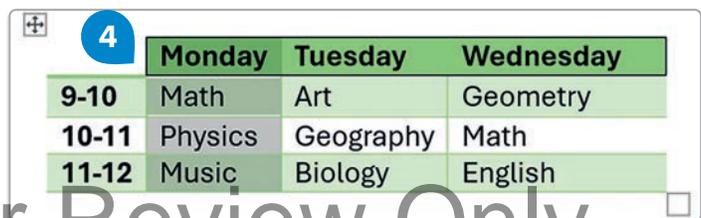
If you encounter difficulty selecting a column, row, or individual cell, don't worry. You can simply click on a specific point in the table to make your selection. For instance, to select the second column, click at the top of that column, or to select the second row, click at the beginning of the row. Alternatively, there is another method to achieve this.

To select a row, column, or cell:

- > Click any cell in the table. 1
- > On the **Layout** tab, in the **Table** group, click **Select**. 2
- > For this example, click **Select Column**. 3
- > The column to which the cell belongs will be selected automatically. 4



You can also choose the **Row**, the **Cell**, or the **entire Table** to which the cell belongs.

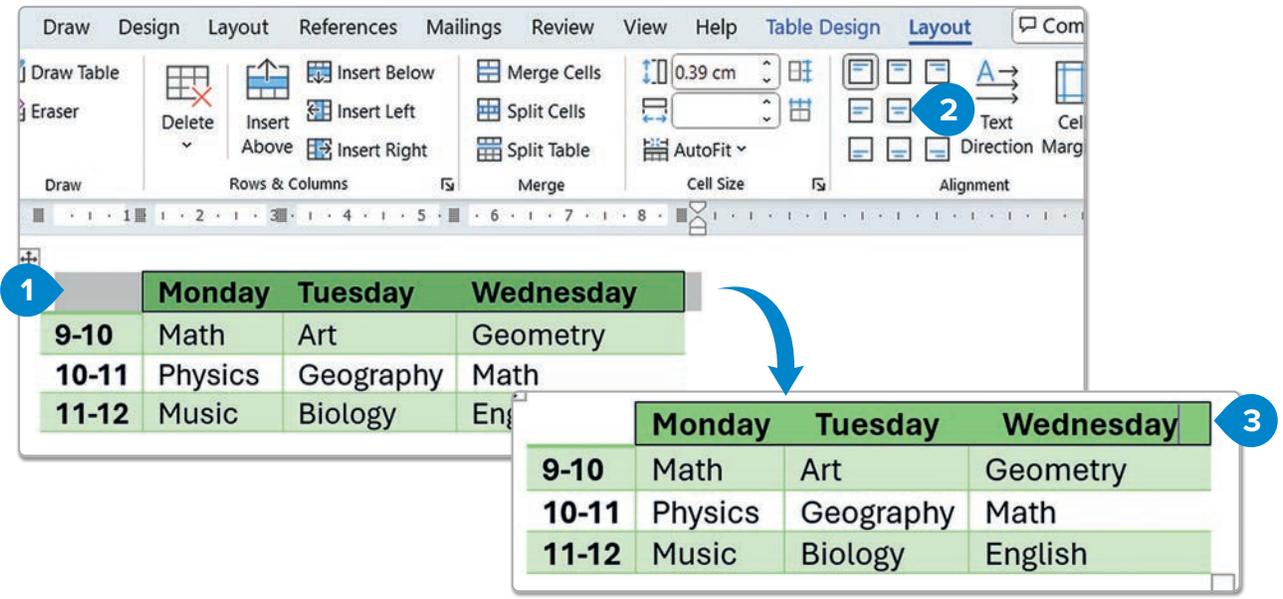


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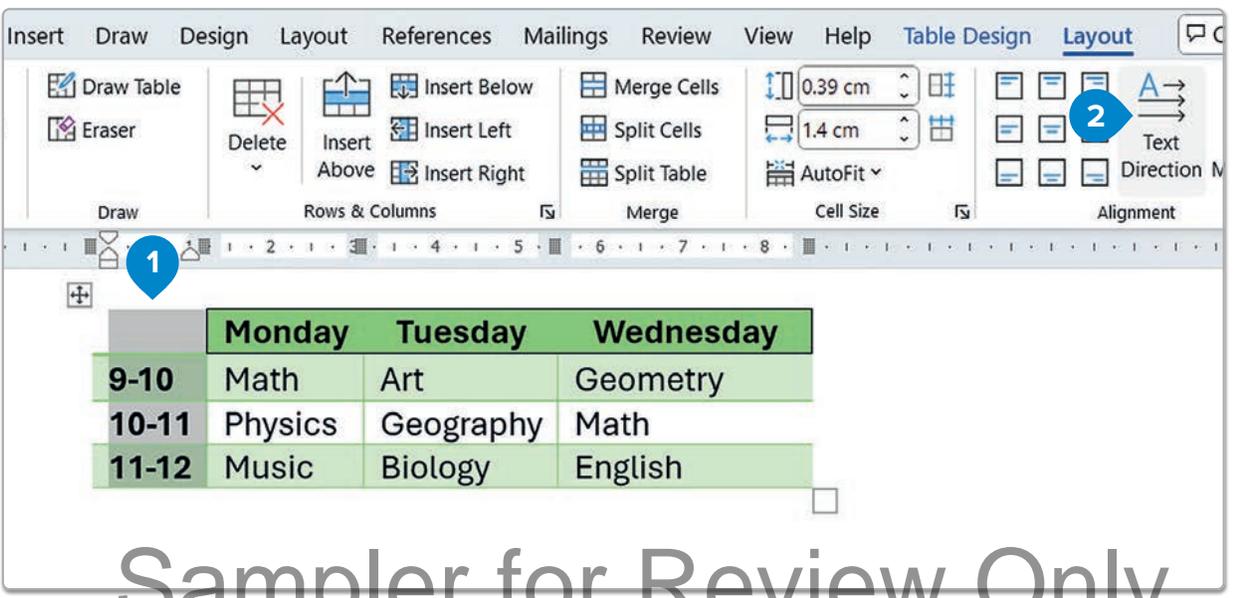


When typing in a table, by default the text is aligned to the left, just like a paragraph. You can change the alignment to right or center, but also to the top, center, and bottom.

- To align the text in the cells:**
- > Select a row. **1**
 - > In the **Layout** tab, in the **Alignment** group, select the alignment you prefer. **2**
 - > The alignment of the text in the row has been changed to the **center** in this example. **3**



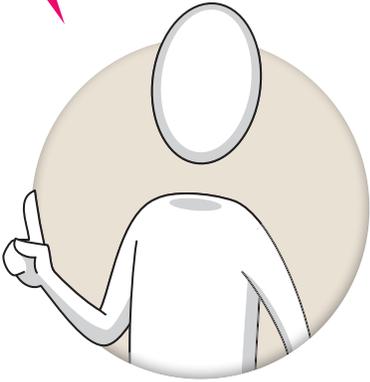
- To change the direction of the text:**
- > Select the cells you want to change the text direction in. **1**
 - > On the **Layout** tab, in the **Alignment** group, click **Text direction** twice in this example, to change the text direction. **2**



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	Monday	Tuesday	Wednesday
9-10	Math	Art	Geometry
10-11	Physics	Geography	Math
11-12	Music	Biology	English

You can save space by placing column titles vertically. While not widely used, this method can be helpful when you want to save space.



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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. The "AutoFit" option adjusts the column width to fit the content in each cell.
2. You can only use borders around the entire table, not individual cells.
3. You can right-click a table to delete a row or column.
4. The "Table Styles" option is found in the "Table Design" tab.
5. The "Insert Table" option allows you to specify the number of columns and rows for a new table.

2. Select the best answer.

1. What does the "AutoFit to Contents" option do in a table?
 - a. Automatically adjusts the column width to fit the text.
 - b. Adds a border around the table.
 - c. Changes the font size to fit the cell.
 - d. Centers the table on the page.
2. How can you add shading to specific cells in a table?
 - a. Right-click the table and select "Table Properties."
 - b. Go to the "Table Design" tab and click on "Shading."
 - c. Use the "Draw" tab and select "Pen: Black."
 - d. Use the "Design" tab and select "Colors."
3. Where can you apply a predefined table style?
 - a. On the "Design" tab, in the "Document Formatting" group.
 - b. On the "Layout" tab, in the "Arrange" group.
 - c. On the "Table Design" tab, in the "Table Styles" group.
 - d. On the "Home" tab, in the "Styles" group.

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4. How do you delete an entire column in a table?
 - a. On the "Home" tab, in the "Editing" group, click "Replace."
 - b. Right-click a cell in the column and select "Delete Cells."
 - c. On the "Table Design" tab, in the "Borders" group, click "Borders."
 - d. Select the column and press the "Delete" button.

3. Why is the "AutoFit" feature useful when working with tables in a document? Think about how it helps keep your table organized and how it adapts to the content you enter. Write 3–4 sentences explaining how this feature makes tables easier to read and manage.

4. Table Creation and Formatting.

1. Open a new Microsoft Word document.
2. Insert a table with 3 columns and 6 rows.
3. In the first row, type the following headings: Task, Due Date, Status.
4. In the next five rows, type the following data:

Task	Due Date	Status
Complete project report	12/15/2024	In progress
Study for math test	12/10/2024	Not started
Finish book report	12/20/2024	Completed
Organize science notes	12/18/2024	In progress
Prepare for presentation	12/22/2024	Not started

5. Use the "AutoFit" option to adjust the table width based on the content.
6. Apply a table style.
7. Save the document as a Word document and a PDF.



LESSON 5

Check and print



How important is it to check for spelling and grammar mistakes before printing or sharing a document?
Why is it helpful to preview a document before printing it?

While typing in Microsoft Word, some words may be underlined with a wavy line. This occurs because the program automatically checks for **spelling**, **grammar**, and **syntax** errors. To differentiate between types of mistakes, Microsoft Word uses red, blue, or brown underlines.

The red underline indicates a spelling mistake or that the word you typed isn't found in the program's dictionary.

Win or luse, it was a great game > Win or lose, it was a great game.

The double blue underline is for grammar mistakes:

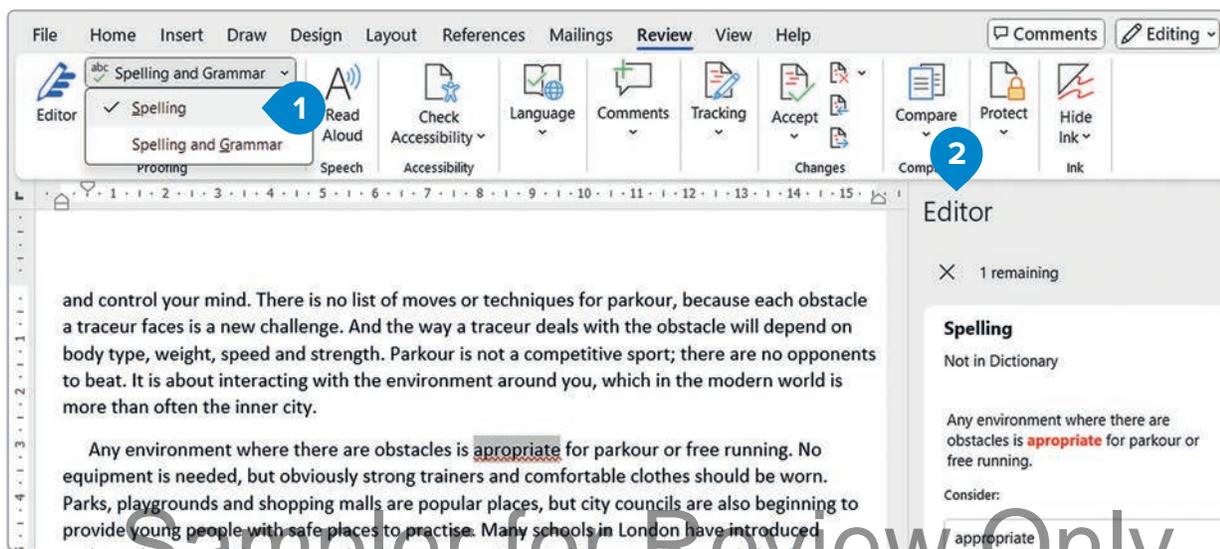
Win or lose, it were a great game > Win or lose, it was a great game.

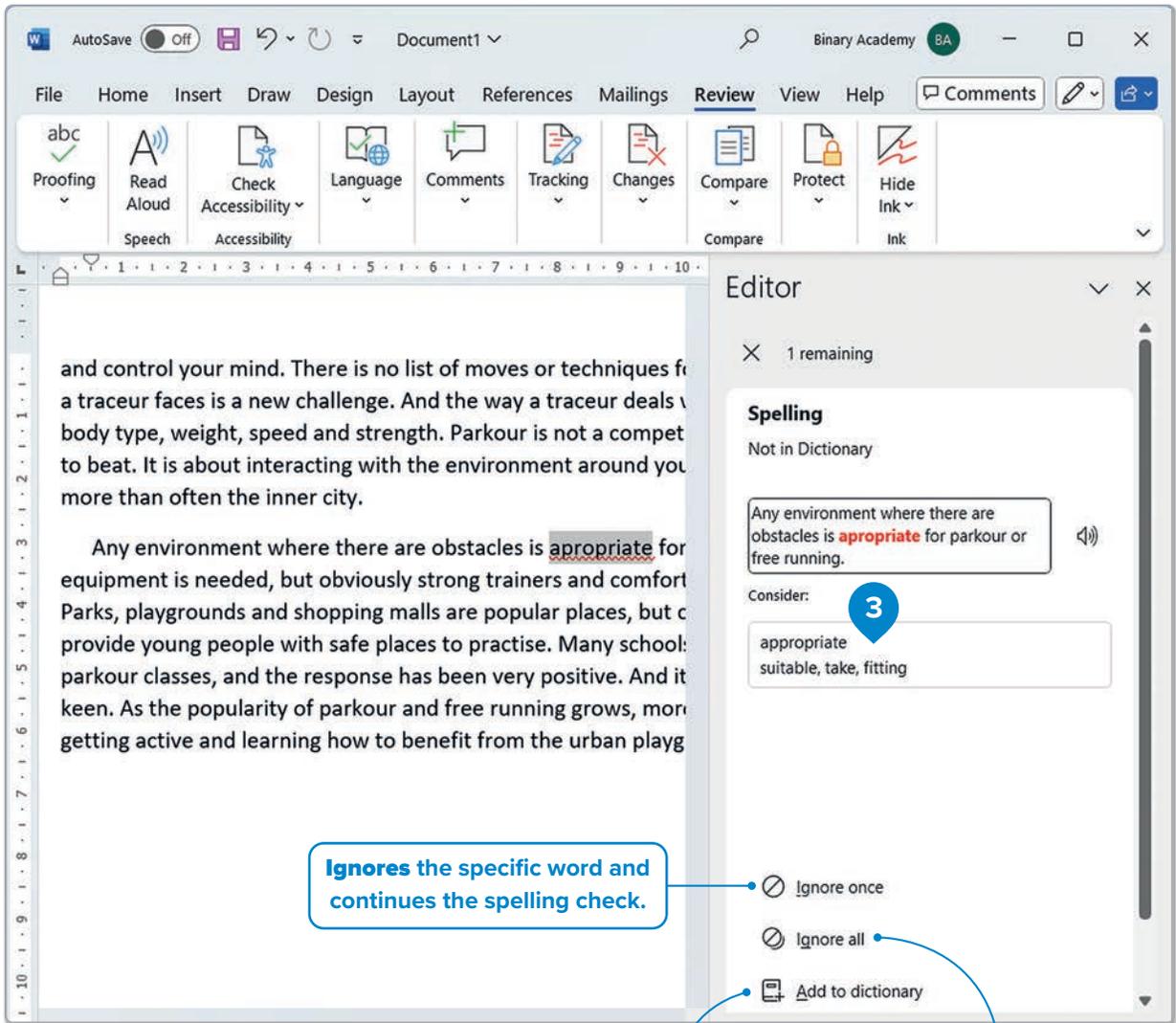
The brown dotted underline is for issues with clarity:

Win or loose, it used to be in the past a great game > Win or lose, it was a great game.

To check mistakes:

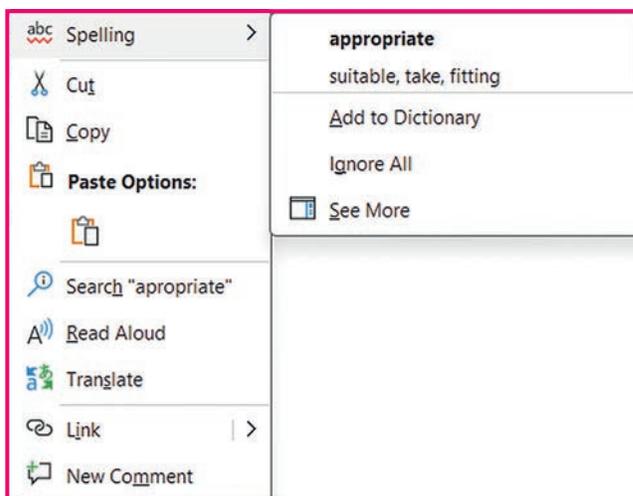
- > On the **Review** tab, in the **Proofing** group, click the **Spelling and Grammar** arrow, and select **Spelling** or press **F7**. **1**
- > The **Editor** pane with the incorrect words, suggestions, and other options will pop up. **2**
- > Replace the red word with the word you select from the **Consider** list. **3**





If you are sure the word is correct, make the program's dictionary better by adding it.

Ignores this word everywhere in your document.



An easy way to check a spelling error as you type is to right-click the misspelled word. There are the suggested corrections in bold and you can click the word you want.

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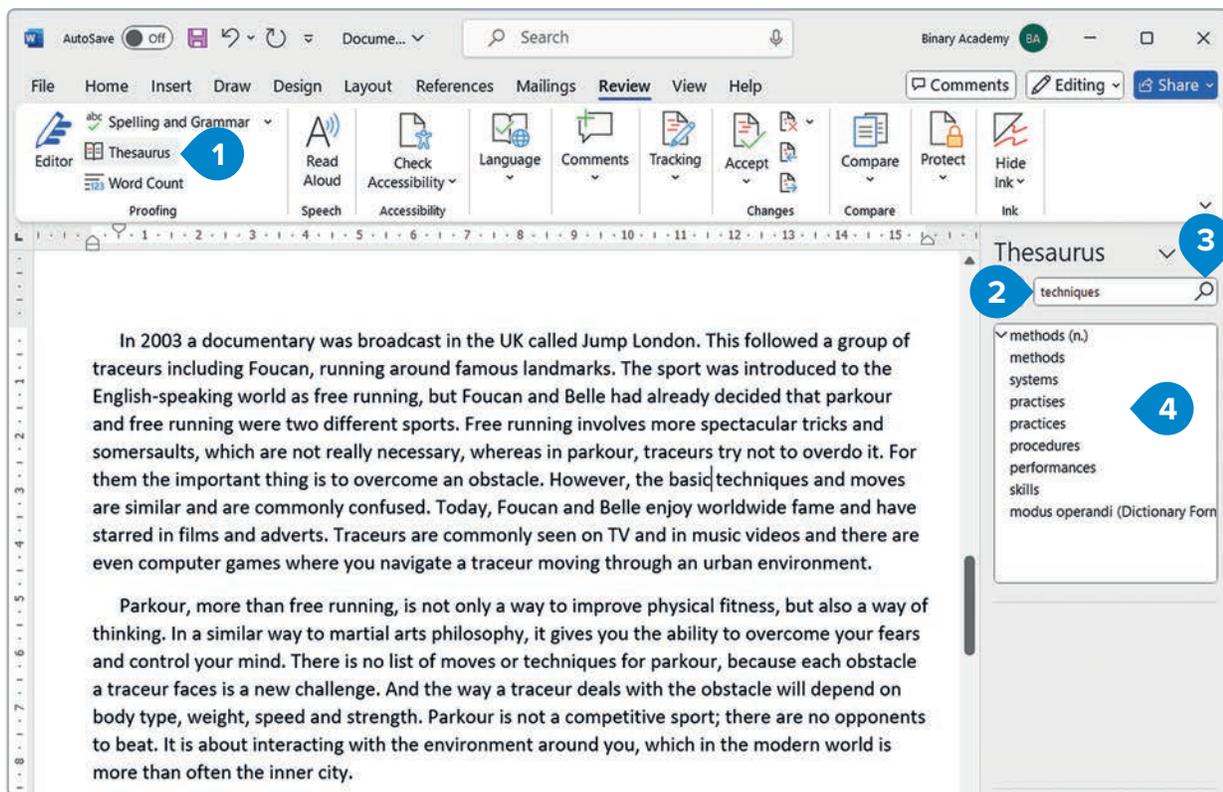


Thesaurus

The **Thesaurus** is like a dictionary, but instead of definitions, it gives you a list of **synonyms** when you search for a specific word. To start the Thesaurus, on the **Review** tab, in the **Proofing** group, click Thesaurus. The Thesaurus will be on the right side of the screen. Microsoft Word tells you what part of speech these words are using specific abbreviations. Nouns are marked with (n.), verbs with (v.), adjectives with (adj.), adverbs with (adv.), and prepositions with (prep.).

To find a word's synonyms:

- > On the **Review** tab, in the **Proofing** group, click **Thesaurus** or press **Shift** **↑** + **F7**. **1**
- > Type a word in the **Thesaurus** text box. **2**
- > Click the **search** button, **3** or press **Enter** **↵** to start the search.
- > A list of synonyms will be created. **4**

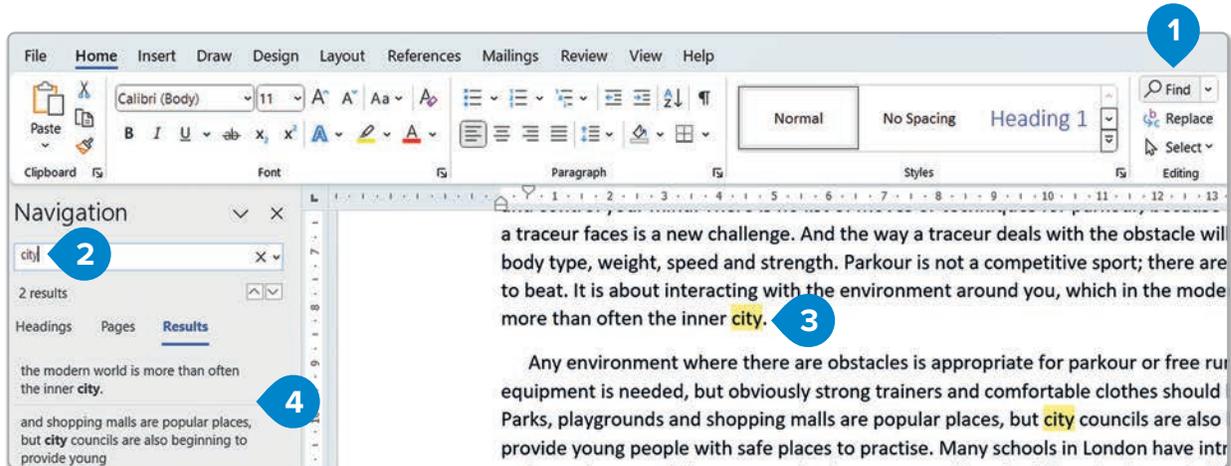


Find or replace a word

After finishing a document, it's advisable to review it one final time. Mistakes or elements that need adjustment may become apparent. For instance, if a word is repeatedly used throughout a 20-page document and needs replacing, there are tools available to **find** the word and **replace** it with another.

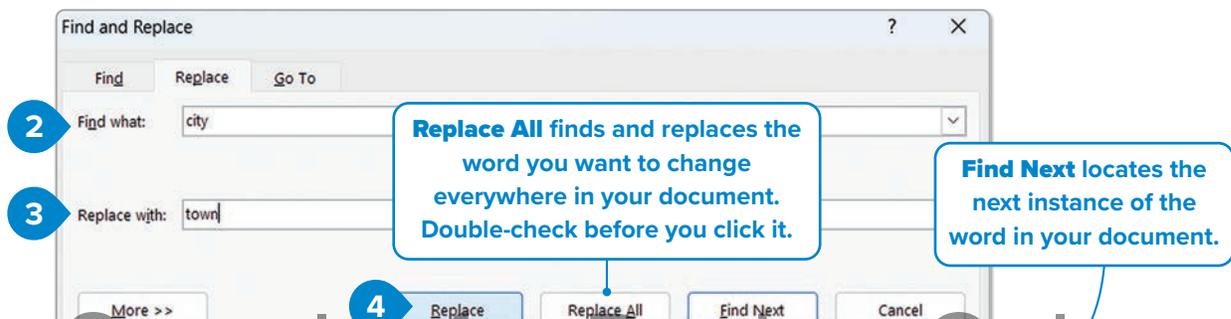
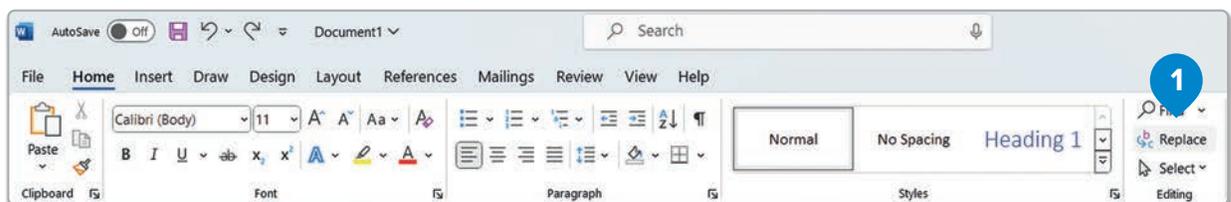
To find a word:

- > On the **Home** tab, in the **Editing** group, click **Find**. 1
- > In the **Navigation** pane, type the word you want to find 2 and press **Enter** ↵.
- > The word will be highlighted in the text 3 and thumbnails will also turn up in the **Navigation** pane, indicating where this word is. 4



To replace a word:

- > On the **Home** tab, in the **Editing** group, click **Replace**. 1
- > When the **Find and Replace** window opens, in the **Find what:** text box, type the word you want to find 2 and in the **Replace with:** text box, type the new word. 3
- > Click **Replace**. 4

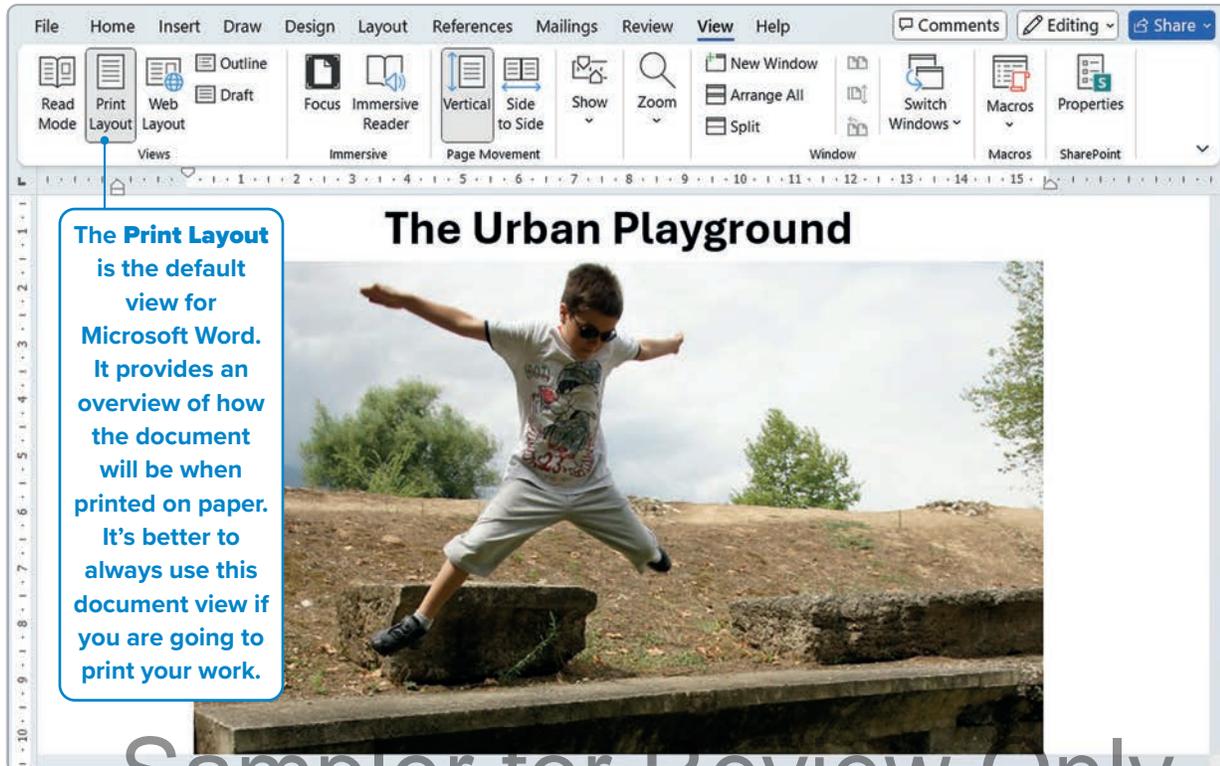


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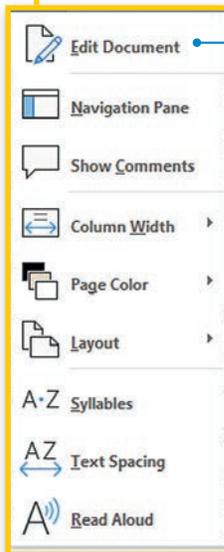
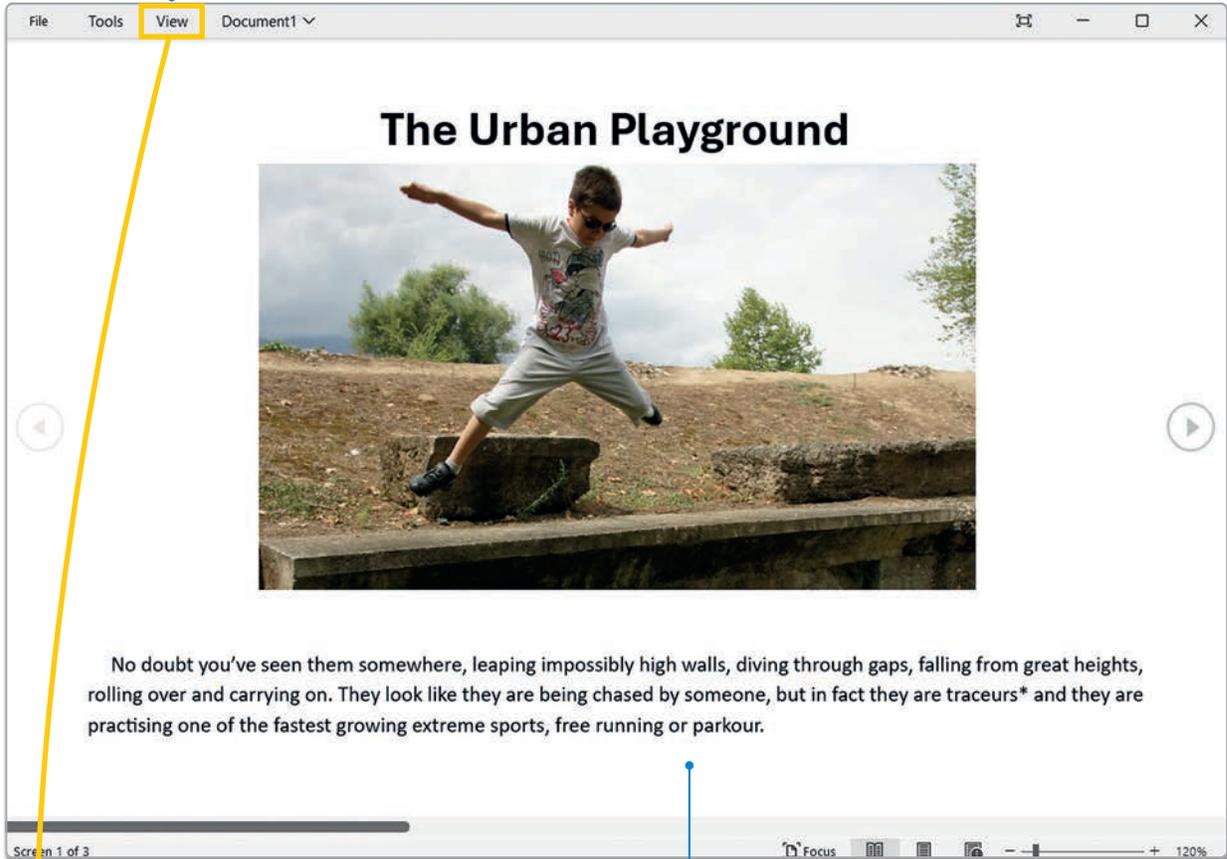
Document views

A document may not be intended for printing. It could be for sharing online or for creating a long list of ideas. To work more efficiently, different viewing options are available, such as **Print Layout** or **Web Layout**.



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Choose the **Read Mode** and click **View** to open a menu with different options that can help you read or edit the text while in this mode.

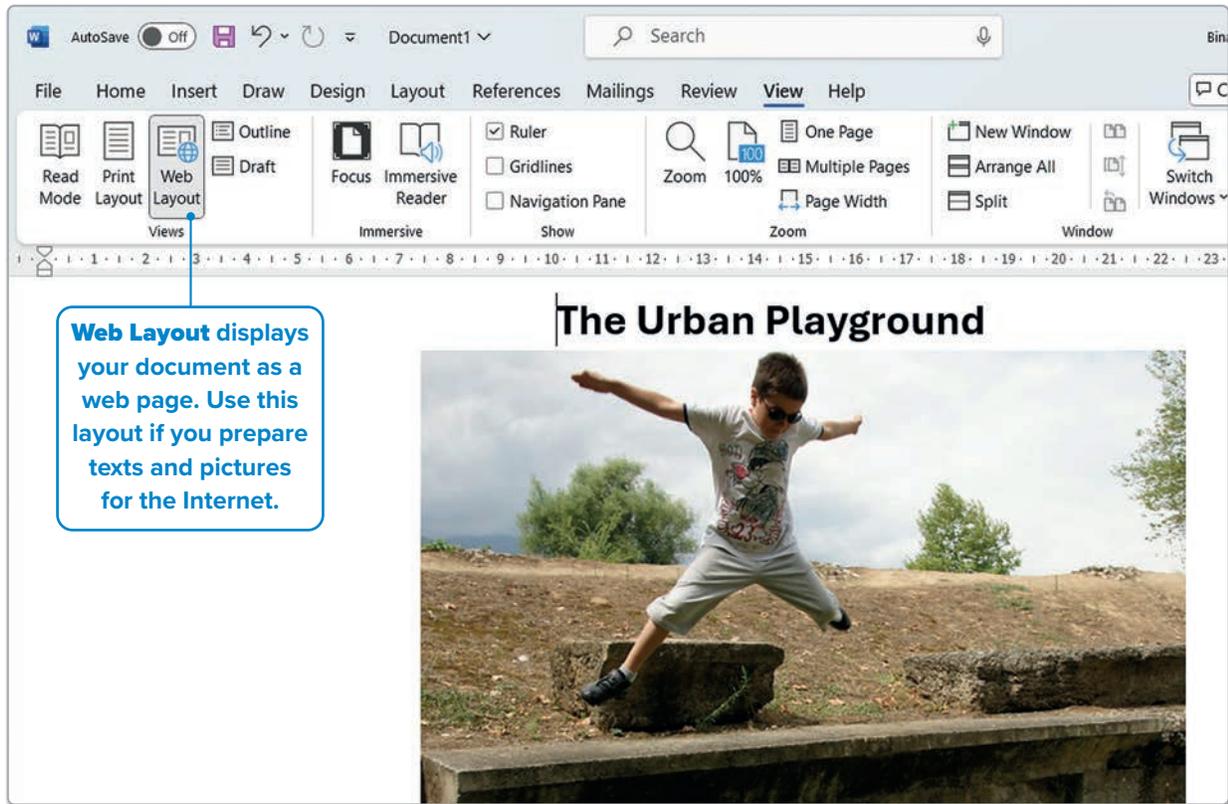


To make changes to the text, choose **Edit Document** from the **View** menu.

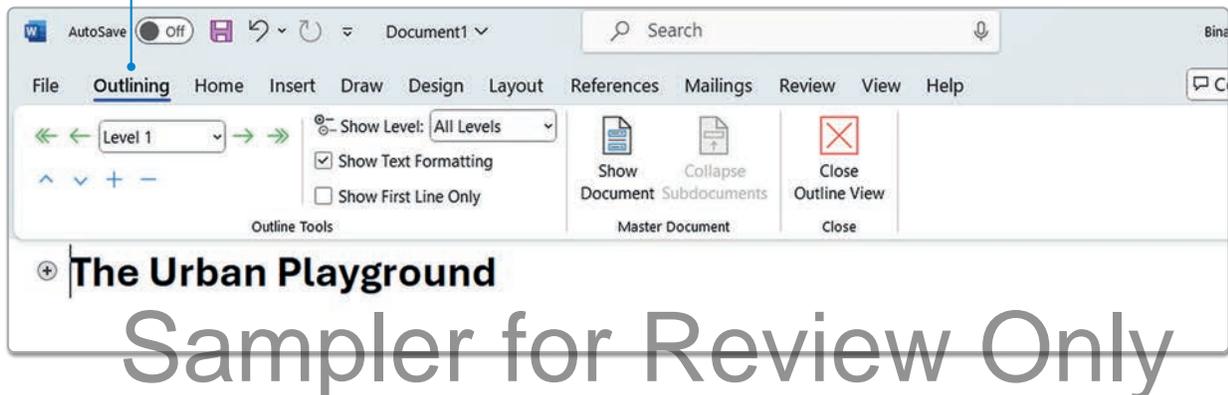
If you choose **Read mode**, the program hides the buttons and displays the document across the entire screen for easier navigation. If the document is very long, you can choose this view to make it easier to read.

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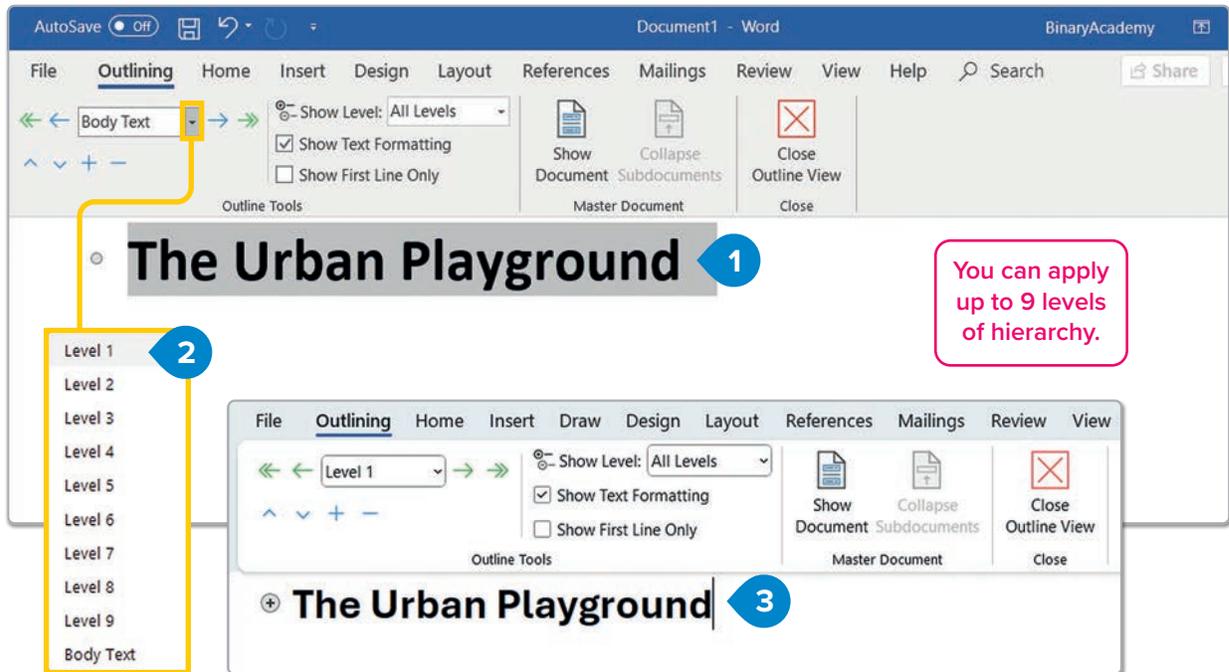
Outlining is a special view for text that presents the content in a structured, hierarchical list format.



The **Outline view** allows for easy creation of a **Table of Contents** in a document. For example, if the title comes from a shape inserted earlier, the title might be classified as **Level 1**, indicating it is the primary heading, while the main text would be designated as body text.

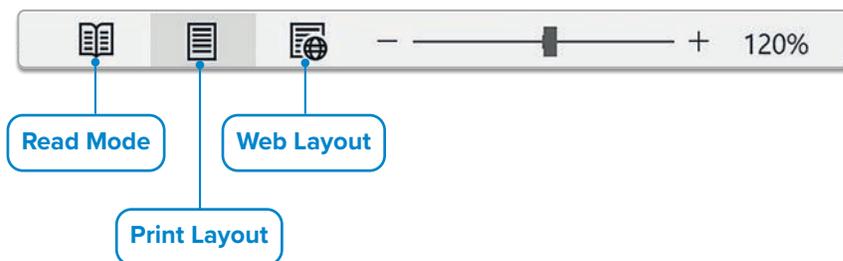
To apply Outlining:

- > Select the part of the text you want. **1**
- > On the **Outlining** tab, in the **Outline Tools** group, click **Level 1** in the drop-down list. **2**
- > The selected text will become the main title of your document. **3**



Zoom in and out

The **Zoom slider** allows for adjusting the size of a document on the screen. To focus on small details, zoom in (over 100%). To view the entire page or multiple pages at once, zoom out (under 100%). Note that the zoom level affects only the on-screen view; the size of the text or images remains unchanged when the document is printed.



Smart Tip

You can change the view of your document much faster with the small buttons on the status bar at the bottom of the program, next to the zoom slider.

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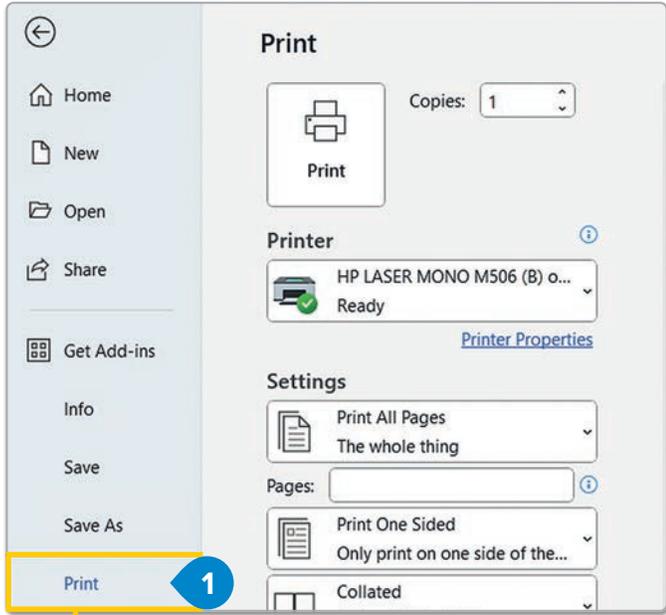


Print

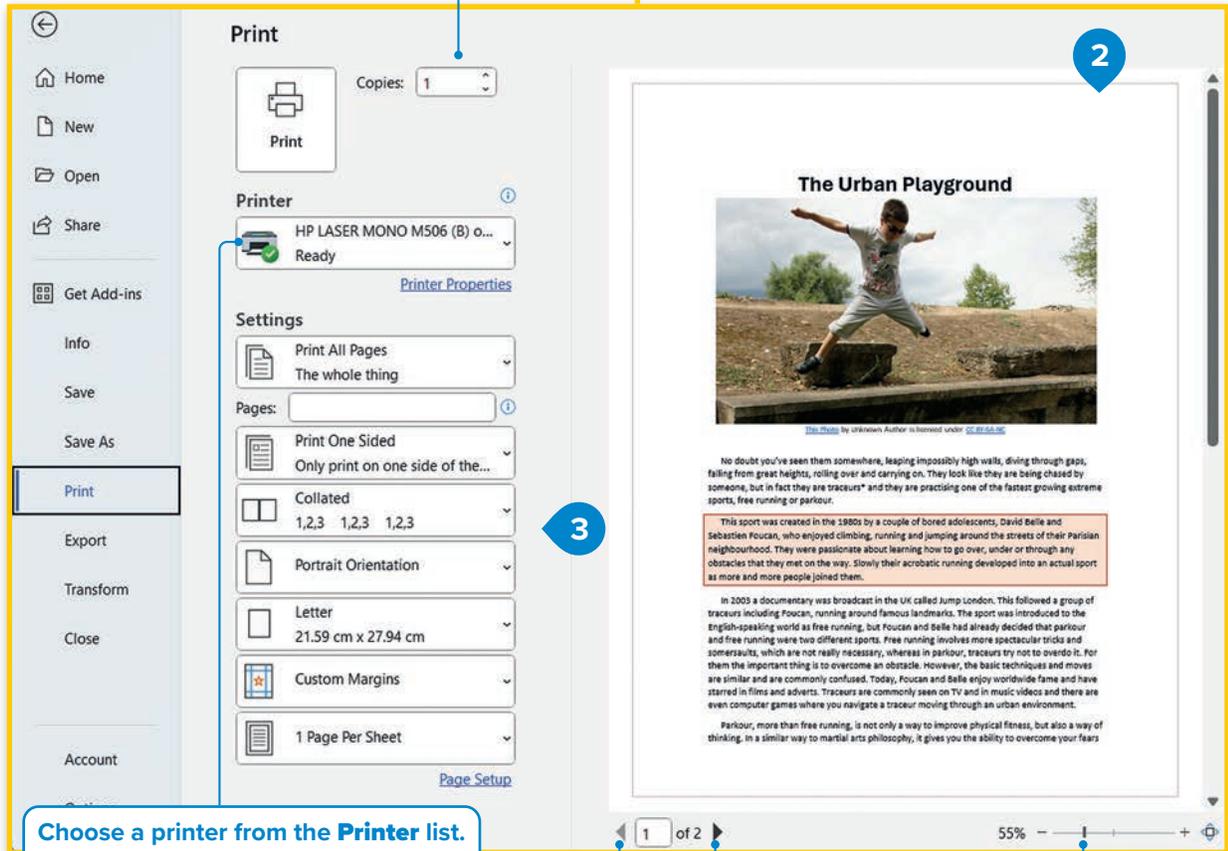
Working with your document digitally is helpful, but a printed version may be needed for certain tasks or sharing. Just press **Ctrl** + **P** and **Enter**. The printer will print your document in a few seconds.

If you need more options when printing:

- > On the **File** tab, click **Print**, **1** or press **Ctrl** + **P**.
- > On the right side of the screen, there is the **Print Preview** (how your document will be on paper). **2**
- > On the left side of the screen, you can change the different **Print Settings**. **3**



If you want more than one copy, type the number of **Copies** you want or use the arrows to select the number you want.



Choose a printer from the **Printer** list. The printer can be directly connected to your computer (local printer) or shared with other computers of your network (network printer).

Click the arrows under the preview to check another page.

Move the **Zoom Slider** to have more details of your document.

Type the pages you want to print in the Pages text box.
Examples:
 Type 1-5 to print pages 1, 2, 3, 4, and 5.
 Type 1, 5, 8 to print pages 1, 5, and 8.
 Type 1-5, 8, 11 to print pages 1, 2, 3, 4, 5, 8, and 11.

You can choose between Portrait Orientation and Landscape Orientation.

Print All Pages prints the whole document.

To print only a small selected part of your document on paper, click Print Selection.

Custom Print prints a range of pages you specify from the whole document.

Print Current Page prints only one page, the page you are previewing.

Print One Sided prints on only one side of the paper.

Print on Both Sides - Flip pages on long edge prints on both sides of the paper automatically. The pages turn along the long edge, like in a book or a report.

Print on Both Sides - Flip pages on short edge prints on both sides of the paper. The pages turn along the short edge, like in a notepad or calendar.

Tips for a professional document

As previously mentioned, Microsoft Word assists in creating text documents and enhancing their presentation. However, before printing, there are some important rules to follow:

- If you want to use a parenthesis, type your text, leave one space, open the parenthesis, type your text, close the parenthesis, and leave one space.
- Press Enter only when you want to start a new paragraph or make a list.
- Leave only one space between words.
- Begin each paragraph or sentence with a capital letter.
- When using punctuation such as a period or comma, type the word, add the punctuation, and leave one space after it.

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Hands on!

Answer each set of questions in your notebook.

1. Decide whether each of the following statements is true or false.

1. The red underline in Microsoft Word indicates a spelling mistake.
2. A double blue underline signifies a spelling error.
3. The brown dotted underline in Microsoft Word highlights clarity issues.
4. The "Thesaurus" provides definitions of words.
5. You can use "Find and Replace" to locate and replace specific words in a document.
6. When you print on both sides and choose "flip on the short edge," the pages turn like those in a book.

2. Select the best answer.

1. Which option allows you to print specific pages of a document, such as pages 1, 3, and 5?
 - a. "Print All Pages"
 - b. "Custom Print"
 - c. "Print Current Page"
 - d. "Print Selection"
2. Which key can you press to open the "Spelling and Grammar" tool?
 - a. Ctrl + S
 - b. Ctrl + F
 - c. F7
 - d. Shift + F3
3. Where can you find the "Thesaurus" tool in Microsoft Word?
 - a. On the "Review" tab
 - b. On the "Home" tab
 - c. On the "Insert" tab
 - d. On the "Design" tab

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4. What does the "Replace All" option do?
 - a. Finds and corrects grammar mistakes.
 - b. Replaces all instances of a word in the document.
 - c. Highlights errors.
 - d. Searches for times a phrase occurs.

3. Find the missing word(s) to complete the sentences.



1. The default view for Microsoft Word is the _____ Layout, which displays how the document will be when printed when printed.
2. If you want to view your document as a webpage, you should switch to the _____ Layout.
3. To make changes to the text in "Read Mode," you need to choose _____ from the "View" menu.
4. The _____ view is used to present text in a structured, hierarchical list format.
5. In older versions of Microsoft Word, the default view was _____, which hides the actual margins of the page.
6. The _____ option prints on only one side of the paper.



4. Why is it helpful to use the "Find and Replace" feature in Word? Think about when you have a long document with repetitive phrases. How can this tool save you time and improve efficiency? Write 3–4 sentences explaining your reasoning.

5. Type the text below and correct all the spelling, grammar, and contextual mistakes. Then format the document as it is below.

The evolution of the mobile phone

In 1973, Martin Cooper invented a portable mobile phone. It was the DynaTAC and in 1983, it was available in stores. DynaTAC phones were large and weighed about a kilo. They were also very expensive, but people used to buy them like crazy. However, people complained that you could only talk for an hour before needing to charge them again, so soon heavy shoulder packs with batteries in them were introduced. These gadgets became very trendy in the 80s and actors appeared in many films of the time, chatting with friends on their new, hi-tech device.



Because of their size and shape, these early mobiles became known as 'bricks'. They seem like dinosaurs compared to the devices we are used to seeing today. The first generation (1G) of mobile phone systems had weak signals and many problems. As technology improved, mobiles became smaller and offered more features. In the 90s, the introduction of 2G mobile systems meant improved reception over wider areas. They also included the ability to send small amounts

of data such as SMS messages. The first SMS was sent in the UK on December 3, 1992. Today, over 18 trillion text messages are sent every year. Mobiles continued to improve, with full-color screens and a wide variety of ringtones.

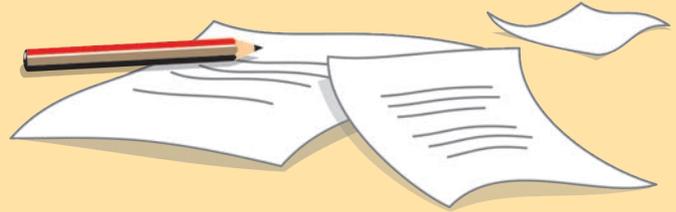
Another important development was the introduction of cameras on mobile phones. Camera phones became hugely popular and changed the world of journalism. In 2004, the Indian Ocean earthquake was the first event in which most of the videos on the news were provided by camera phones, instead of professional camera crews.

Project

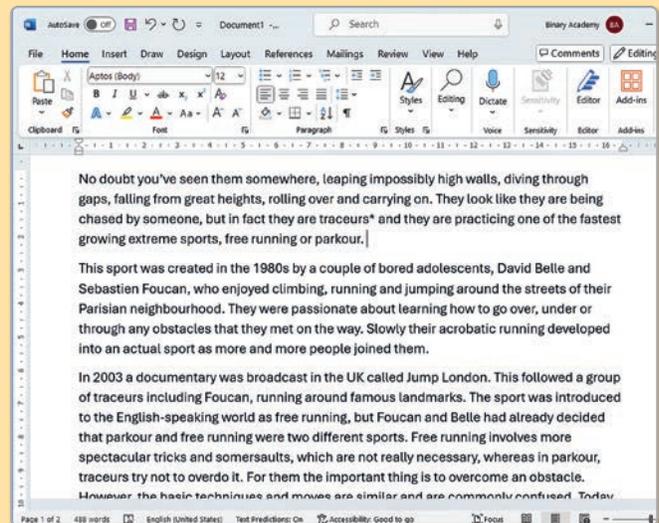
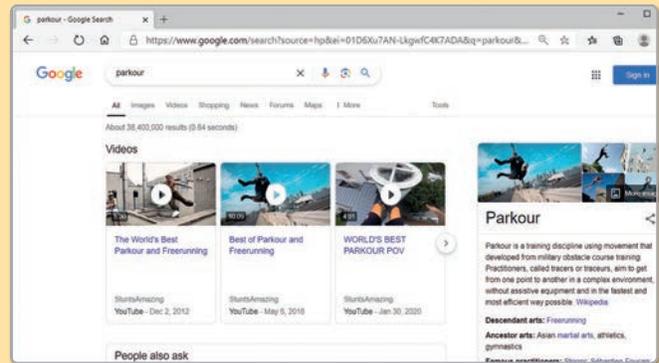
Write an article

When you want to write an article, you need to start by gathering information.

1. First, on paper, write down what you want to include in your article. Write down all the topics you want to research and what you want to say on each topic in a few words.



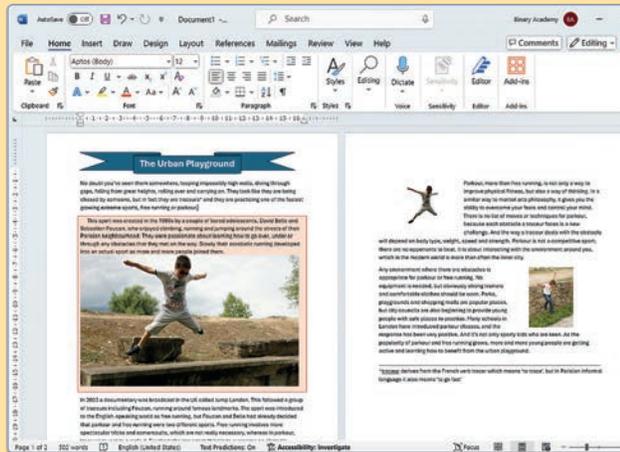
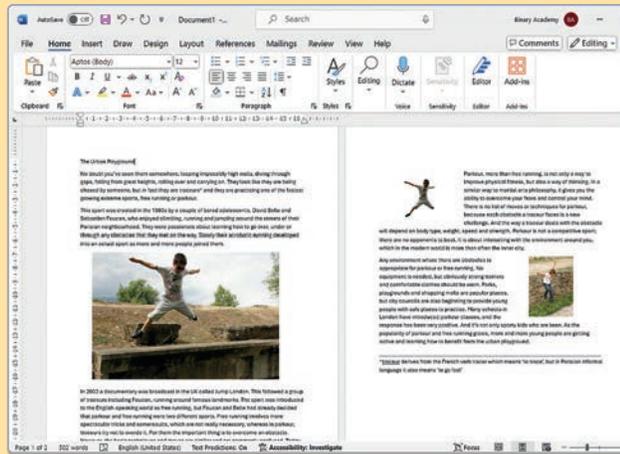
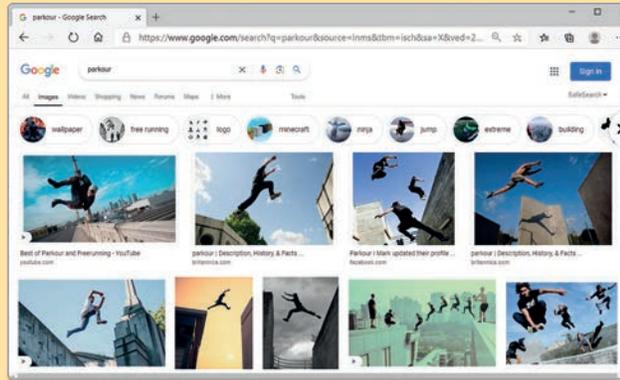
- Use your computer and browse the Internet to search for information on each topic.
- Prioritize reliable sources when researching online and avoid suspicious or unverified websites.
- You can also search wikis like Wikipedia for more information.
- Cross-check all your information so that you know that it is correct and never depend on only one website or book.
- When you have gathered all the information you need, open Microsoft Word and start typing without any special formatting. Focus on your content.
- Don't copy any material from the websites you found, but instead use your own words. If you copy any text, you have to mention the website from which you took it or its author.
- Add a hyperlink if a term in your article would benefit from additional information provided on a reliable webpage.



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- Then start gathering all the pictures that you will use in your text. Find and insert pictures from a variety of online sources.
- If you use a special photo or drawing, be sure to mention the source.
- Place the pictures inside your document. Adjust the size and position of each picture to ensure the content is clear and accessible, helping the reader easily follow and understand the text.
- Finally, format your text to ensure it is clear, well-organized, and easy to read. Try to avoid elements like heavy borders or excessive use of colors, which may be appealing but can actually make your text harder to read and less accessible.



2. Form teams and write an article comparing life in the past to life today.

Research how technology has influenced everyday life and changed daily routines. As part of your research, talk to family members from previous generations to learn about their daily lives and compare their experiences with your own.

3. Answer the questions below. Write all your answers in your notebook.

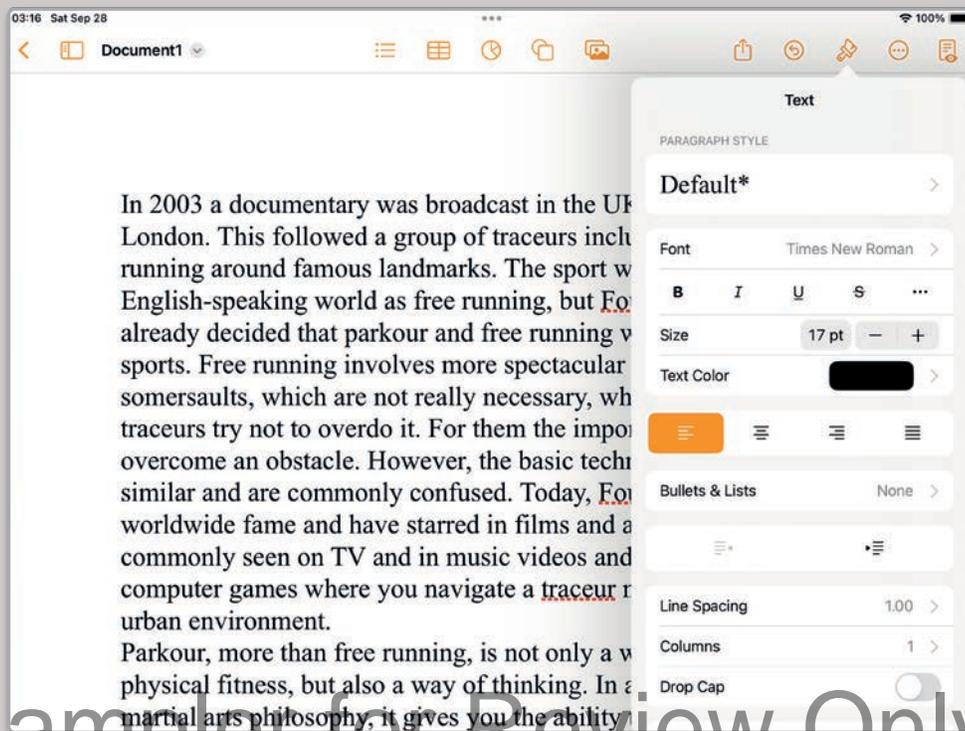
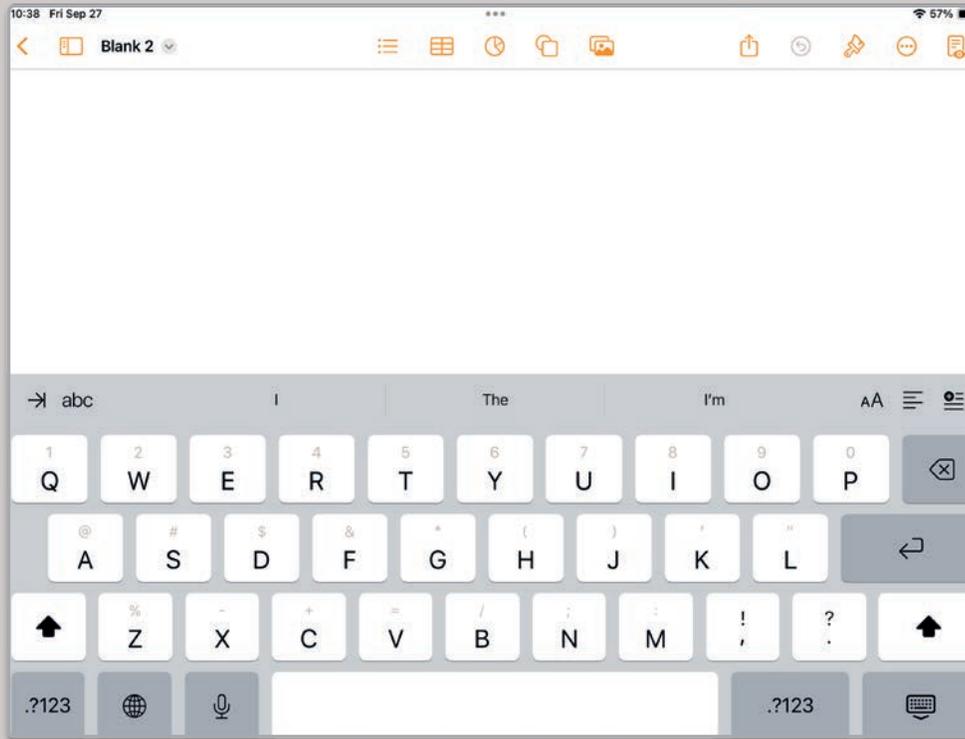
- What strategies did you use to gather reliable information from online sources?
- What did you find helpful when organizing your ideas in the document?
- How did adding images help enhance the article?

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Discover more

Apple Pages for iPad OS

This is the text editor for Apple iPad OS devices. All text editors have more or less the same features and buttons. If you learn one, you can easily jump to another. You can format your text or you can work with tables.

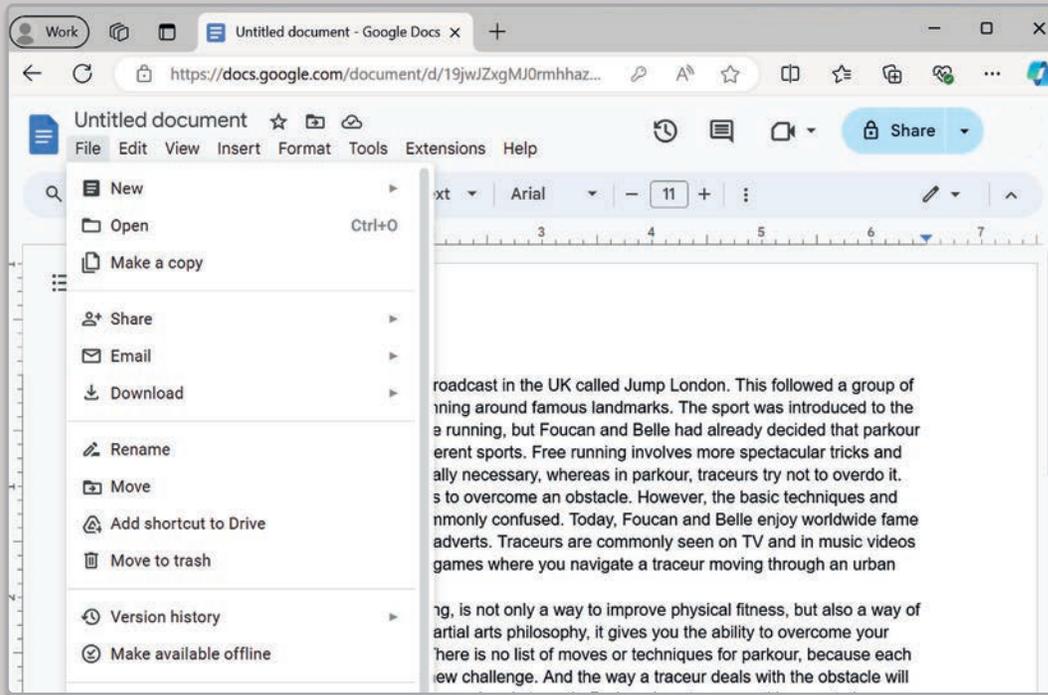


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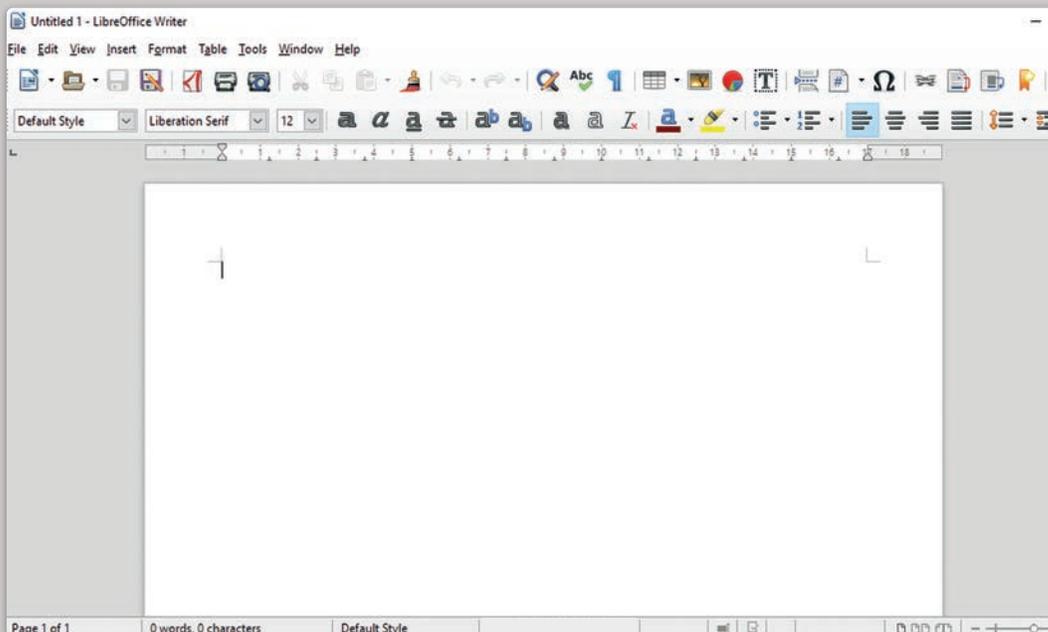
Google Docs

You can work with Google Docs if you have a Google account. Type your text and insert an object like an image or graphic.



LibreOffice Writer

LibreOffice is a free suite of programs that you can download from the Internet. It has all the basic programs just like Microsoft Office. LibreOffice Writer provides you with all the main features of a word processor. It can also work with the Microsoft Word file formats.



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Wrap up

Take a moment to reflect on your progress.

How confident are you in your ability to apply the following skills?

- > I can change fonts and font sizes and apply bold, italic, and underline effects.
- > I can align text, use bullets and numbering, and adjust paragraph settings.
- > I can customize borders and shading for paragraphs and sections.
- > I can use advanced formatting options such as character spacing and hanging indents.
- > I can add and manage hyperlinks to connect my document to webpages.
- > I can insert, format, and modify images and graphics using text wrapping and positioning.
- > I can insert and edit shapes, 3D models, and screenshots.
- > I can create and format tables with borders, shading, and text alignment.
- > I can use the Spelling and Grammar tool to identify and correct errors and use the Thesaurus to find new words.
- > I can set up documents for printing using the most efficient printing options and choose the right view for editing and reviewing documents.

Key Terms

align	format	numbering	synonym
bold	Grammar	orientation	syntax
border	graphic	outline	tab
bullet	hyperlink	portrait	table
cell	image	print	thesaurus
character spacing	indentation	print preview	tight
column	italic	replace	underline
direction	justify	ribbon	view
document	landscape	row	wrap
draft	layout	ruler	zoom
find	line spacing	shading	
font	margin	spelling	

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Build the Digital Skills You Need for School, Work, and Everyday Life

Introduction to Digital Skills and Computer Applications empowers you to thrive in today's technology-driven world. Through interactive lessons and creative projects, you'll learn how digital tools enhance learning, communication, and problem-solving in everyday life. As you explore new technologies, including AI applications, and develop your own digital creations, you'll gain skills that apply across subjects and future career paths.

What You'll Learn:

- Master the basics of computers, files, and operating systems.
- Use online resources, collaboration tools, and practice responsible digital citizenship.
- Design and format documents, charts, graphics, and multimedia.
- Organize and present data using spreadsheets and databases.
- Create digital images and infographics.
- Explore AI basics and how to use AI tools responsibly.



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