Information and Communication Technology

Workbook

Grade 7

Educational Publications Department

The National Anthem of Sri Lanka

Sri Lanka Matha

Apa Sri Lanka Namo Namo Namo Namo Matha

Sundara siri barinee, surendi athi sobamana Lanka

Dhanya dhanaya neka mal palaturu piri jaya bhoomiya ramya

Apa hata sepa siri setha sadana jeewanaye matha

Piliganu mena apa bhakthi pooja Namo Namo Matha

Apa Sri Lanka Namo Namo Namo Namo Matha

Oba we apa vidya

Obamaya apa sathya

Oba we apa shakthi

Apa hada thula bhakthi

Oba apa aloke

Apage anuprane

Oba apa jeevana we

Apa mukthiya oba we

Nava jeevana demine, nithina apa pubudukaran matha

Gnana veerya vadawamina regena yanu mana jaya bhoomi kara

Eka mavakage daru kela bevina

Yamu yamu vee nopama

Prema vada sema bheda durerada

Namo, Namo Matha

Apa Sri Lanka Namo Namo Namo Namo Matha

අපි වෙමු එක මවකගෙ දරුවෝ
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එක පාටැති එක රුධිරය වේ
අප කය තුළ දුවනා

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ආනන්ද සමරකෝන

ஒரு தாய் மக்கள் நாமாவோம
ஒன்றே நாம் வாழும் இல்லம்
நன்றே உடலில் ஓடும்
ஒன்றே நம் குருதி நிறம்

அதனால் சகோதரர் நாமாவோம்
ஒன்றாய் வாழும் வளரும் நாம்
நன்றாய் இவ் இல்லினிலே
நலமே வாழ்தல் வேண்டுமன்றோ

யாவரும் அன்பு கருணையுடன்
ஒற்றுமை சிறக்க வாழ்ந்திடுதல்
பொன்னும் மணியும் முத்துமல்ல - அதுவே
யான்று மழியாச் செல்வமன்றோ.

ஆனந்த சமரக்கோன்
கவிதையின் பெயர்ப்பு.

Being innovative, changing with right knowledge
Be a light to the country as well as to the world.

Message from the Hon. Minister of Education

The past two decades have been significant in the world history due to changes that took place in technology. The present students face a lot of new challenges along with the rapid development of Information Technology, communication and other related fields. The manner of career opportunities are liable to change specifically in the near future. In such an environment, with a new technological and intellectual society, thousands of innovative career opportunities would be created. To win those challenges, it is the responsibility of the Sri Lankan Government and myself, as the Minister of Education, to empower you all.

This book is a product of free education. Your aim must be to use this book properly and acquire the necessary knowledge out of it. The government in turn is able to provide free textbooks to you, as a result of the commitment and labour of your parents and elders.

Since we have understood that the education is crucial in deciding the future of a country, the government has taken steps to change curriculum to suit the rapid changes of the technological world. Hence, you have to dedicate yourselves to become productive citizens. I believe that the knowledge this book provides will suffice your aim.

It is your duty to give a proper value to the money spent by the government on your education. Also you should understand that education determines your future. Make sure that you reach the optimum social stratum through education.

I congratulate you to enjoy the benefits of free education and bloom as an honoured citizen who takes the name of Sri Lanka to the world.

Akila Viraj Kariyawasam
Minister of Education

Foreword

The educational objectives of the contemporary world are becoming more complex along with the economic, social, cultural and technological development. The learning and teaching process too is changing in relation to human experiences, technological differences, research and new indices. Therefore, it is required to produce the textbook by including subject related information according to the objectives in the syllabus in order to maintain the teaching process by organizing learning experiences that suit to the learner needs. The textbook is not merely a learning tool for the learner. It is a blessing that contributes to obtain a higher education along with a development of conduct and attitudes, to develop values and to obtain learning experiences.

The government in its realization of the concept of free education has offered you all the textbooks from grades 1-11. I would like to remind you that you should make the maximum use of these textbooks and protect them well. I sincerely hope that this textbook would assist you to obtain the expertise to become a virtuous citizen with a complete personality who would be a valuable asset to the country.

I would like to bestow my sincere thanks on the members of the editorial and writer boards as well as on the staff of the Educational Publications Department who have strived to offer this textbook to you.

W. M. Jayantha Wickramanayaka,
Commissioner General of Educational Publications,
Educational Publications Department,
Isurupaya,
Battaramulla.
2019.04.10

vii

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Content

ix

x

01 Central Processing Unit

Activity 1.1

01. What is mean by the term CPU?

      A. Operating System
      B. Central Proccessing Unit
      C. Application Software
      D. Arithmetic and Logic Unit

02. What is central proccessing unit?

....

....

Activity 1.2

01. Name the main parts of central processing unit and briefly describe the function of those.

    • ....

....

....

....

....

- ....

....

....

....

....

- ....

....

....

....

....

02. Consider the following sentences Put tick " ✓ " for correct sentences and cross " ✗" for incorrect sentences.

(i) Central processing unit holds all the Information, that is currently using in memory registers. ( )

(ii) Operating system is a main part of central processing unit. ( )

(iii) Central processing unit is running on the background when ever any task is performed by the computer. ( )

(iv) Clock speed is measured in hertz ( )

(v) Control unit is a part of central processing unit ( )

(vi) Central processing unit is a digital ciruit ( )

(vii) Control unit performs arithmetic operations ( )

(viii) Central processing unit is located on the computer mother board ( )

Activity 1.3

01. Complete the following table related to evolution of the central processing unit

	Technology used	Electricity Consumption	Unit which measures processing speed
First Generation	Vacuum tube		
Second Generation			
Third Generation			
Fourth Generation			

02. Name the technology used to construct the central processing unit for following computers

....

....

....

02 Operating System

Activity 2.1

01. List five tasks performed by the operating system.

- ....
- ....
- ....
- ....
- ....

02. Match the following operating systems with its commercial Logo.

A. ![Windows]   Apple Macintosh / MC OS

B. ![MS DOS]   Ubuntu

C. ![ubuntu]   Android

D. ![fedora]   Blackberry OS

E. ![android]   Fedora

F. ![iOS]   Microsoft Dos

G. ![BlackBerry] Microsoft Windows
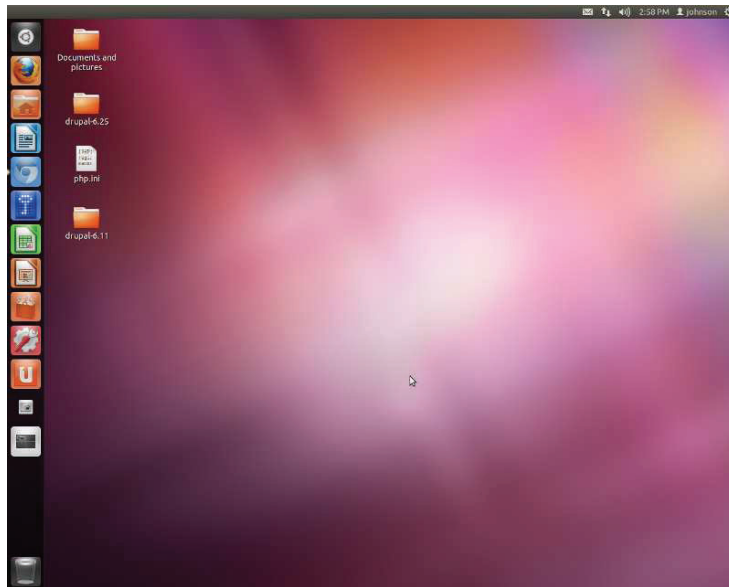
Computer screen of the Ubuntu operating stystem

Computer screen of the iOS operating system
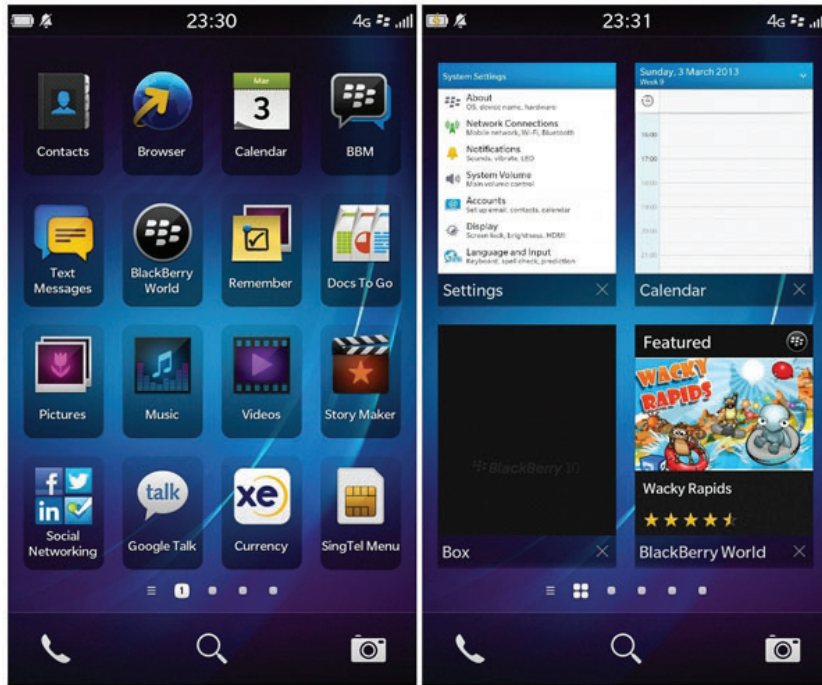
Computer screen of the Blackberry operating system
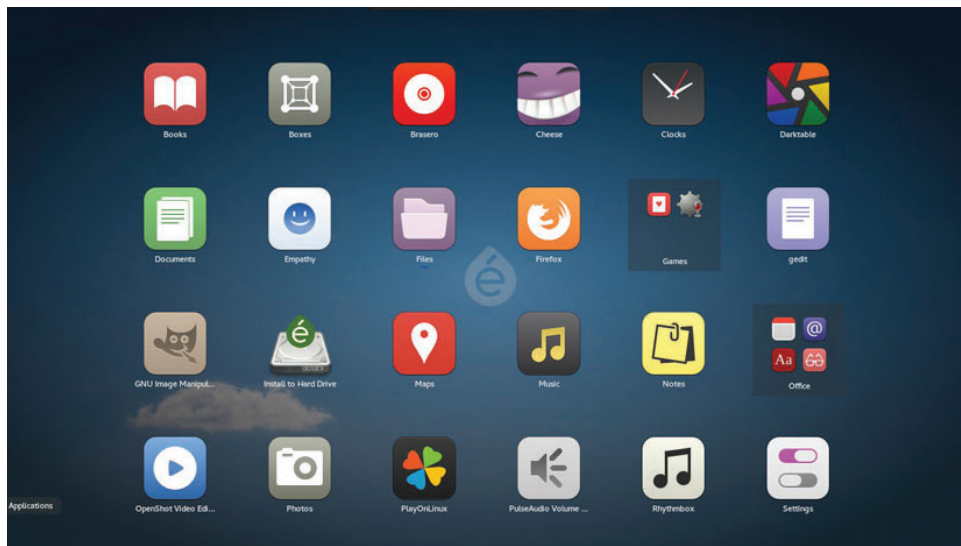
Computer screen of the Fedora operating system
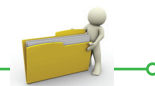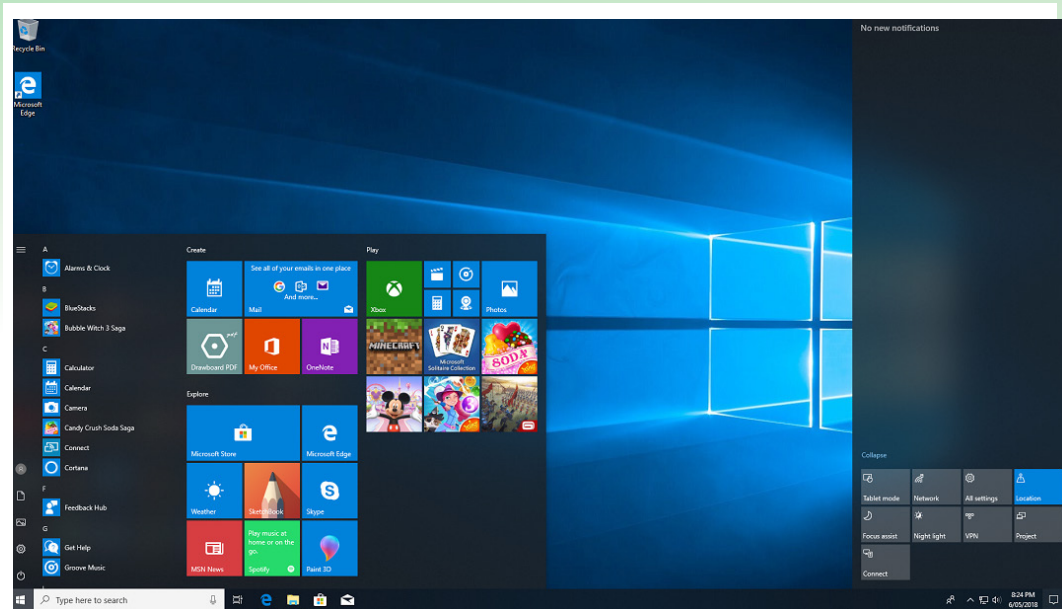
Computer screen of the Windows operating system

Computer screen of the Mac operating system

Computer screen of the Android operating system

Activity 2.2

01. What are computer storage devices?

    ....

    ....

02. What are the things that can be stored in computer storage device?
    (List five examples)

    - ....

    - ....

    - ....

    - ....

    - ....

03. - Magnetic Media Devices
    - Optical Media Devices
    - Solid State Media Devices

    are the three categories of computer storage devices.

    Above categorization is based on which factor?

    ....

04. Consider the following storage devices.

    | hard disk | CD |
    | external hard disk | DVD |
    | magnetic tape | zip |

    Correctly insert the above devices into following table.

Magnetic media devices	Optical media devices	Solid state media devices

Activity 2.3

01. List files and folders separately in the computer screen shown in the following diagram.

School images	Office budget			Scan document
Agenda				
Classroom	Sheet 1			Sceince day vedio

Start

File	**Folder**
Ex:	....
....	....
....	....
....	....
....	....
....	....

Activity 2.4

01. Consider the following files and write them under the suitable folder to store.

Term test mark list of students in a class
Video of the school drama which participated in all island drama competition
Agenda of the sportmeet
National anthem
Picture of the sport meet

Term test	
Songs	
DramaVideo	
MS Word	

03 Security of the Computer System

Activity 3.1

01. What are Computer Hardware?

....

....

02. Write ten examples for Computer Hardware.

i.	....	vi.	....
ii.	....	vii.	....
iii.	....	viii.	....
iv.	....	ix.	....
v.	....	x.	....

03. Inset above mentioned hardware devices into the suitable column in the table

Externally visible hardware	Hardware inside the system unit

Activity 3.2

01. Briefly describe three instances when the security of the computer hardware is threatened .

A ....

....

....

....

B ....

....

....

....

C ....

....

....

....

02. Write two procedures that can be followed to be secured from each threat
mentioned above

Threat	Protection method
A.	....
B.	....
C.	....

Activity 3.3

01. What are Computer Software?

....

....

02. Write five examples for computer software

- ....
- ....
- ....
- ....
- ....

03. List five instances when the security of the computer software In threatened Write the precautions to avoide each threat mentioned above.

Threat	Protection method
•	....
•	....
•	....
•	....
•	....
•	....

Activity 3.4

01. What is Malware?

....

....

02. List three examples for Malware and briefly describe them.

- ....

  ....

  ....

- ....

  ....

  ....

- ....

  ....

  ....

03. Write five issues created in the computer by malware

- ....

- ....

- ....

- ....

- ....

04. Write five precautions to avoid or minimize damages created by malware

- ....
- ....
- ....
- ....
- ....

Activity 3.5

01. What is a backup copy?

....

....

02. List three advantages of keeping backup copies.

- ....

  ....

- ....

  ....

- ....

  ....

03. What you mean by access control?

....

....

....

....

04. Why an access control should be done?

....
....
....
....

05. Write the main two methods used in access control and briefly explain them.

- ....

....
....

- ....

....
....

04 Word Processing

Activity 4.1

01. Consider the following statements. Put ¨ ✓ ¨ for correct statements and ¨ ✗¨ for incorrect statements.

(i)   Word processing is a computer hardware based operation   (   )

(ii) Open office write is a word processing software   (   )

(iii) MS Word is the very first word processing software created (   )

(iv) Linux is not a word processing software   (   )

02. What is word processing?

....

....

Activity 4.2

01. Clearly explain the term word processing software.

....

....

....

....

02. List five advantages of using a software for word processing.

- ....
- ....
- ....
- ....
- ....

03. Identify the following word processing software

    A.   Microsoft Office Word

    B.   Open Office Writer

    C.   Corel Word Perfect

    D.   iWork Pages

    E.   Libre Office Writer
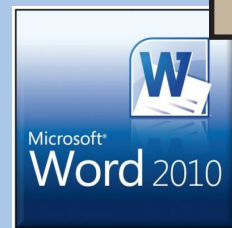
Activity 4.3

01.   I am a rabbit.
              I like CARROTS.

What are the keys used to type the above sentences?

Example :-   **Key** $\boxed{A}$ Character **A**
                ....

- ....
- ....
- ....
- ....
- ....
- ....

02. What are the outputs obtained when typing the following keys?

$\boxed{\text{Shift}}$ + $\boxed{D}$ = ...

$\boxed{E}$ → $\boxed{\text{Enter}}$ → $\boxed{B}$ = ...

$\boxed{\text{Caps}}$ → $\boxed{B}$ $\boxed{I}$ $\boxed{G}$ = ...

$\boxed{D}$ → $\boxed{\text{Caps}}$ → $\boxed{M}$ = ...

$\boxed{\text{Shift}}$ → $\boxed{K}$ → $\boxed{\text{Shift}}$ + $\boxed{H}$ = ...

Activity 4.4

01. List the advantages of using the keyboard appropriately.

- ....

- ....

- ....

- ....

02. Write five steps to be followed when using the keyboard correctly

- ....

- ....

- ....

- ....

- ....

Activity 4.5

01. Write the English letter/letters according to the finger/ fingers used to type the following keys.

C
B   D
A

Q   R
        S
            T
P   E
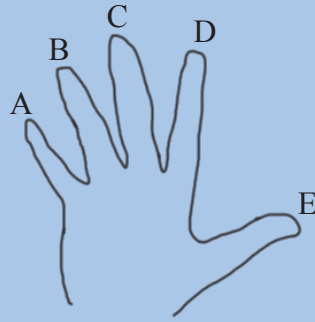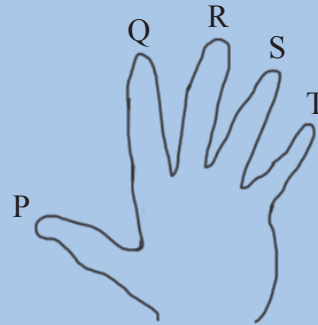
Left   **Right**

J	....	S	....
Shift	....	Space bar	....
%	....	?	....
T	....	B	....

02. What is touch typing ?

....

....

03. List three advantages of practicing the touch typing

- ....

- ....

- ....

Activity 4.6

01. Write the importance of using a software for touch typing

....

....

....

....

02. Write five softwares used for touch typing.
    (Get the help from your teacher)

- ....

- ....

- ....

- ....

- ....

03. Create a model of a keyboard and practice the touch typing

Count the number of keys are typed within a minute with the help of your teacher in the computer lab or using the model of the keyboard created above. (Practice this as a game with your friends during your free time)

04. Practice following sentences by touch typing

   i. I am in Grade Seven
  ii. This is my new Book
 iii. We will play Basketball
 iv. I come to school by car
  v. How's the weather

Activity 4.7

01. Draw a image of a sinhala keyboard in your exercise book.
    (Get the help of your teacher for this task)

02. Write the key or key combination used in English keyboard to type the following sinhala letters based on the sinhala keyboard.

Example :   ඨ ⟶ Shift + W   ෂ ⟶ ....

           ම ⟶ ....   ව ⟶ ....

           ද ⟶ ....   කූ ⟶ ....

           ණ ⟶ ....   ස ⟶ ....

           ළ ⟶ ....   ඒ ⟶ ....

03.Practice the following sentences given in sinhala by typing
    i. අපේ ජාතික පක්ෂියා වලිකුකුළා ය.
   ii. අධ්‍යාපන අමාත්‍යාංශය
  iii. උදෑසන ආහාරය
   iv. ක්‍රීඩා උත්සවයේ න්‍යාය පත්‍රය
    v. පලතුරු හොඳින් සෝදා ආහාරයට ගන්න

04. Draw a image of a Tamil keyboard in your exercise book.
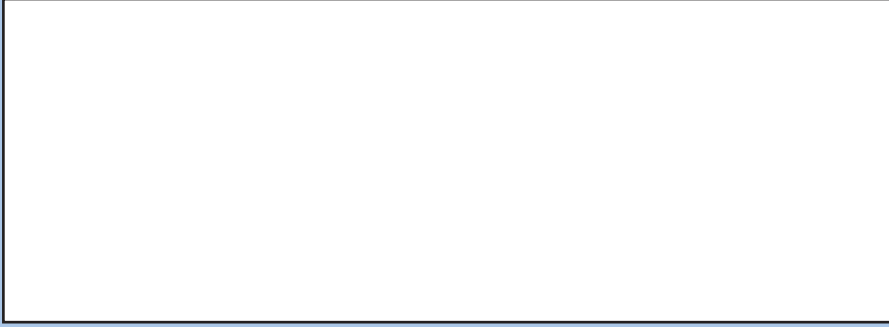
05. Write the key or key combination used in English keyboard to type the following tamil letters based on the tamil keyboard

Example : யு ⟶ [A] ....

இ ⟶ ....

ர ⟶ ....

ச் ⟶ ....

ங ⟶ ....

சா ⟶ ....

ற ⟶ ....

ஒ ⟶ ....

ண ⟶ ....

டி ⟶ ....

06. Practice the following sentences given in tamil by typing

    i. இலங்கை எங்கள் நாடு
   ii. கல்வி அமைச்சு
  iii. காலை ஆகாரம்
  iv. விளையாட்டுப் போட்டிகள் நடைபெறும்
   v. பழங்களை நன்றாகக் கழுவி சாப்பிடுங்கள்

07. If you have internet facility in your school, type the sentences mentioned in question 03 and 06 using (Get help from your teacher)

Program development

Activity 5.1

01. Decompose the following problem into simple parts and fill in the blank using mathematical relations in order to solve the problem easily.

| $3 \times 8 = 24$ | $5 + 6 = 11$ | $24 \div 4 = 6$ |

Problem

$5 + \dfrac{1}{2} \times 8$

11   Solution

| $3 \times 2 = 6$ | $5 + 6 = 11$ | $8 \div 4 = 2$ |

Problem

$5 + \dfrac{3}{4} \times 8$

11   Solution

| $5 \times 6 = 11$ | $0.75 + 8 = 6.0$ | $3 \div 4 = 0.75$ |

Problem

$5 + \dfrac{3}{4} \times 8$

11   Solution

Note : Several solutions for above problem, there may be several solutions for other problem

01. (i) We can use the following flow chart to show the steps of making a kite

Most of the people like to fly kites in As their hobby leisure. Which sentences in blanks in order to show the process to make a balanced kite, arranging statements in order Fill in the blank and write the methrods step up step according to make a kite properly

```
            ┌──────────────┐
            │    Start     │
            └──────┬───────┘
                   ↓
  ┌──────────────────────────────────────────────┐
  │ Take two not unequal coconut sticks or wooden stick │
  └──────────────────────┬───────────────────────┘
                         ↓
  ┌──────────────────────────────────────────────┐
  │                                              │
  └──────────────────────┬───────────────────────┘
                         ↓
  ┌──────────────────────────────────────────────┐
  │ Tie the four corners of the sticks using string and bend the sticks from the middle little bit │
  └──────────────────────┬───────────────────────┘
                         ↓
  ┌──────────────────────────────────────────────┐
  │                                              │
  └──────────────────────┬───────────────────────┘
                         ↓
  ┌──────────────────────────────────────────────┐
  │ Paste the other decorations as the kite to be balanced │
  └──────────────────────┬───────────────────────┘
                         ↓
  ┌──────────────────────────────────────────────┐
  │                                              │
  └──────────────────────┬───────────────────────┘
                         ↓
            ┌──────────────┐
            │     End      │
            └──────────────┘
```

Paste the tissues to the frame of the kite

Attach the string and take the suitable length to fly

Take the three quarter length from the longest stick and attach the short stick in the middle point to that point like a cross

(ii) Write suitable algorithm in order to switch on the computer system according to the diagram given below.
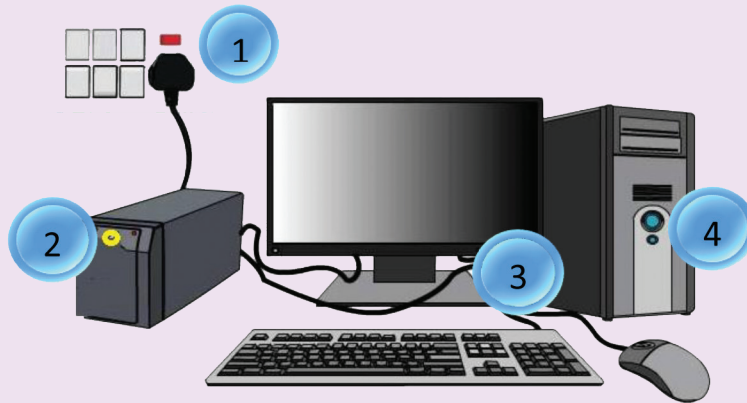
Answer the following questions using the flow chart 1

01. Write the input, process and output of flow chart

    (a) Input   = ...

    (b) Process   = ...

    (c) Output   = ...

02. The control structure of flow chart 1 is ....

    (Selection, Sequence, Interation)

03. Insert the following statements into the appropriate places in the flow chart 2 in order to calculate the total of two numbers

Total = A+B	Display total	Input A,B

Flow chart 1

Start → Get two numbers → Add two number → Display total → End

Flow chart 2
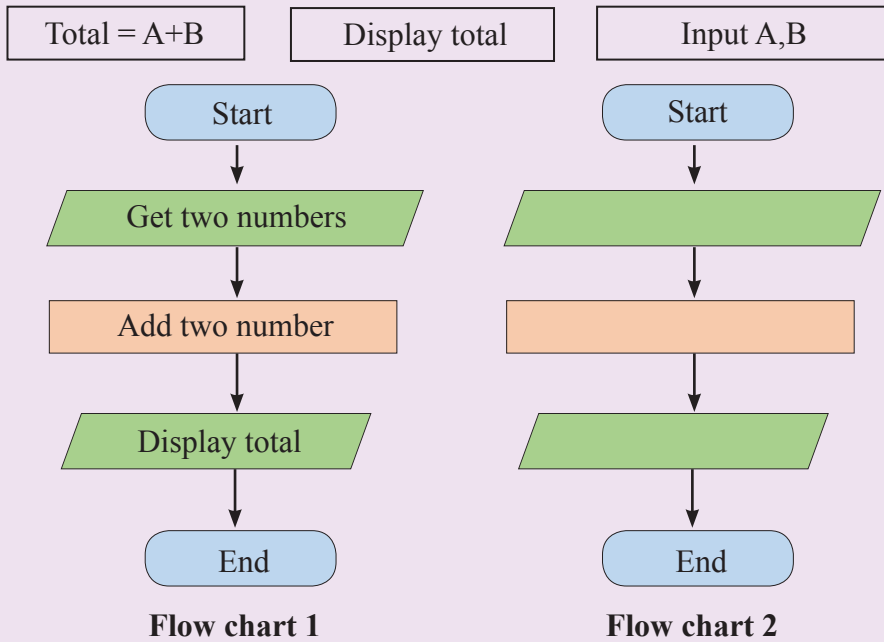
Start → [ ] → [ ] → [ ] → End

04. Draw a flow chart to calculate the multiplication of two numbers and display the output.

....

....

....

....

....

05. Fill in the blank using flow chart 3

```
              ┌──────────┐
              │  Start   │
              └──────────┘
                   │
                   ▼
            ╱──────────╲
           ╱      A      ╲
           ╲             ╱
            ╲───────────╱
                   │
                   ▼
              ◇─────◇
             ◇       ◇        No        ┌──────────┐
            ◇    B    ◇──────────────▶  │  output  │
             ◇       ◇                  └──────────┘
              ◇─────◇                        │
                   │ Yes                     ▼
                   ▼                   ┌──────────┐
            ┌──────────┐               │    D     │
            │    C     │               └──────────┘
            └──────────┘
```
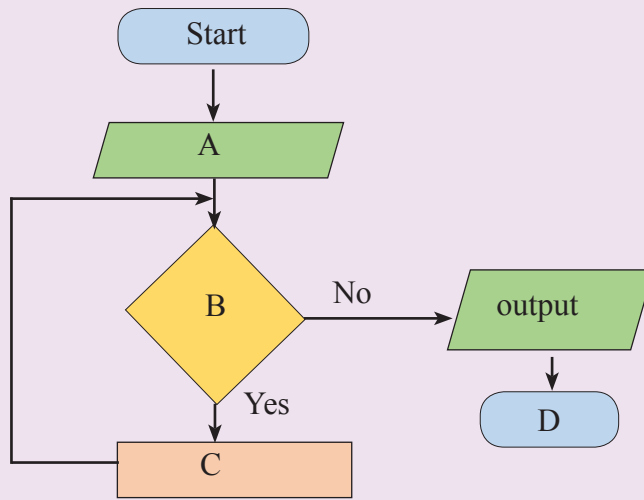
Flow chart 3

Identify the statements denoted in the symbols A,B and C in the above flow chart   D

End   = ...

Input   = ...

Process   = ...

Decision = ...

01. Fill in the circle using the statements given from A to J according to the related instruction given below.

Block		Statement
set pen color to ■	H	A Play the sound for 0.25 seconds
say Good	○	B Move to 0.0 position in the stage
move 10 steps	○	C Reduce the volume by 10
play drum 1▾ for 0.25 beats	○	D Display the word "good" for 2 seconds
go to x: 0 y: 0	○	E Rotate the angle to 15 degree in clock wise
pen down	○	F Change the pen size to 3
think Good for 2 secs	○	G walk 10 steps
turn ↻ 15 degrees	○	H Change pen color to red
change volume by -10	○	I Express the word "good"
set pen size to 3	○	J Start to draw using the pen

02. Fill in the blank using only the given words in the brackets.

(i)   Instruction are ……………….………. to develop a scratch programme (used/ not used)

(ii)   Instructions ……………….………. be connected to each other in order to develop a programme (can/ cannot)

(iii) Variables are ……………….………. to store a values in a programme (used/ not used)

(iv) Scratch programme ……………….………. be downloaded from internet for free of charge (can/ cannot)

(v)   ……………….………. control structure decides the flow direction according to the decision (Sequence/ Selection)

(vi) Sequence control structure programme instructions are executed ……………….………. given order (in / not in)

01. Following programme is developed to play the first two lines of the national anthem

ශ්‍රී ලංකා මාතා
අප ශ්‍රී ලංකා, නමෝ නමෝ නමෝ නමෝ මාතා

Here three instruction are used
To select the instrument (2nd instrument)

    set instrument to 2▼

To change tempo (change to 120)

    set tempo to 120 bpm

To select the tone

    play note 64▼ for 1 beats

To change tone and time

    play note 60▼ for 0.5 beats
    Middle C (60)

E E D B D C
Sri Lanka Matha
C B C D E D E F G A G C B A G F E E D B D C
Apa Sri Lanka Namo Namo Namo Namo Matha

You can develop this programme further if you can obtain the tone of national anthem completely.

when ⚑ clicked
set instrument to 2▼
set tempo to 120 bpm
play note 64▼ for 1 beats
play note 64▼ for 1 beats
play note 62▼ for 1 beats
play note 59▼ for 0.5 beats
play note 62▼ for 0.5 beats
play note 60▼ for 3 beats
play note 60▼ for 0.5 beats
play note 59▼ for 0.5 beats
play note 60▼ for 0.5 beats
play note 62▼ for 0.5 beats
play note 64▼ for 0.5 beats
play note 62▼ for 0.5 beats
play note 64▼ for 0.5 beats
play note 65▼ for 0.5 beats
play note 67▼ for 0.5 beats
play note 69▼ for 0.5 beats
play note 67▼ for 1.5 beats
play note 72▼ for 0.5 beats
play note 71▼ for 1.5 beats
play note 69▼ for 0.5 beats
play note 67▼ for 1.5 beats
play note 65▼ for 0.5 beats
play note 64▼ for 1.5 beats
play note 64▼ for 0.5 beats
play note 62▼ for 1 beats
play note 59▼ for 0.5 beats
play note 62▼ for 0.5 beats
play note 60▼ for 2 beats

01. Complete the following set of instructions and connect three variables (Num1, Num2, Sum) to each other using the arrows in order to calculate the total of two numbers
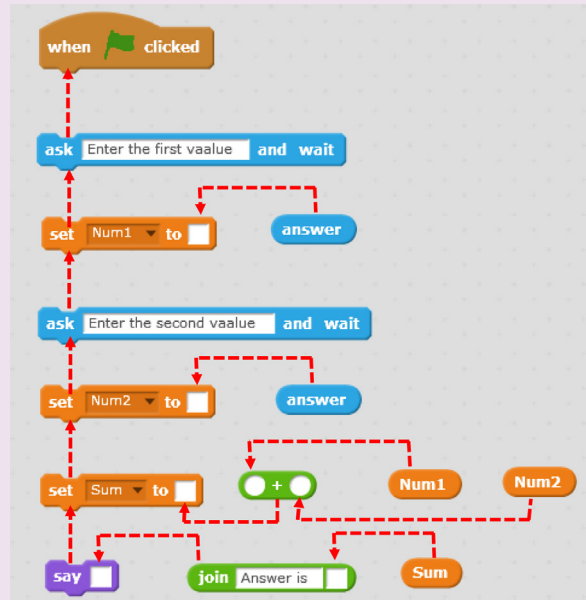
02. Similar to the above, develop a programme to divide one number from the other.
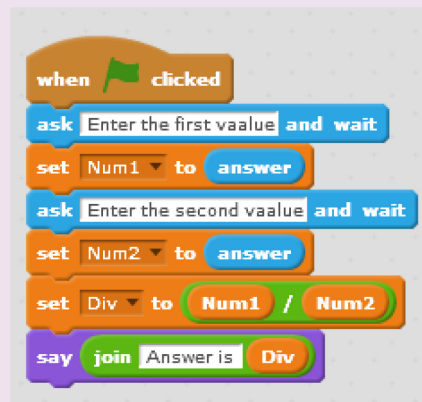
Presentation Software

Let's create a presentation

Let's learn how to use Microsoft Office PowerPoint software create a presentation. Now blank presentation can be opened using 'blank presentation'. The, below shown interface will appear

Step

Start → All Programs → Microsoft Office → Microsoft Office PowerPoint
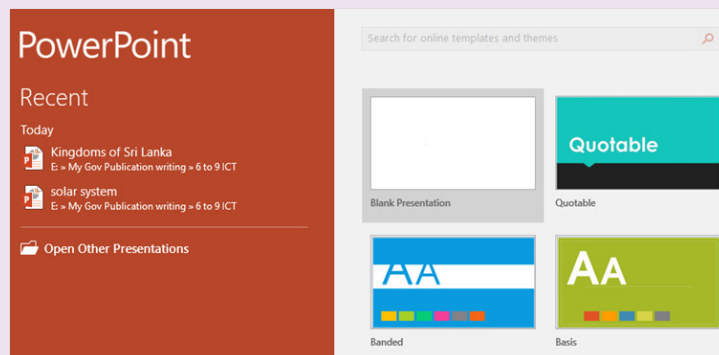
Figure 6.1 – Open power point

When a new presentation is opened, topic slide would appear as shown in figure 5.2. Here include a topic for the presentation you are going to prepare
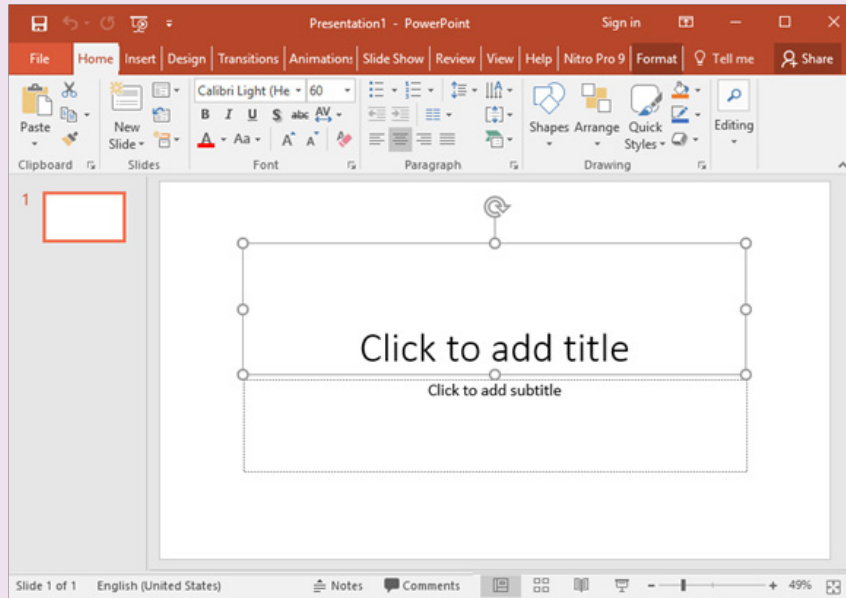
Figure 6.2 – New presentation slide

Adding a New Slides to a presentation

To add new slide to a presentation, following steps should be followed. Here several types of slides appear as shown below. By selecting the slide according to the need, you have to click on the selected slide.

Steps to add New Slides

Home → New Slide
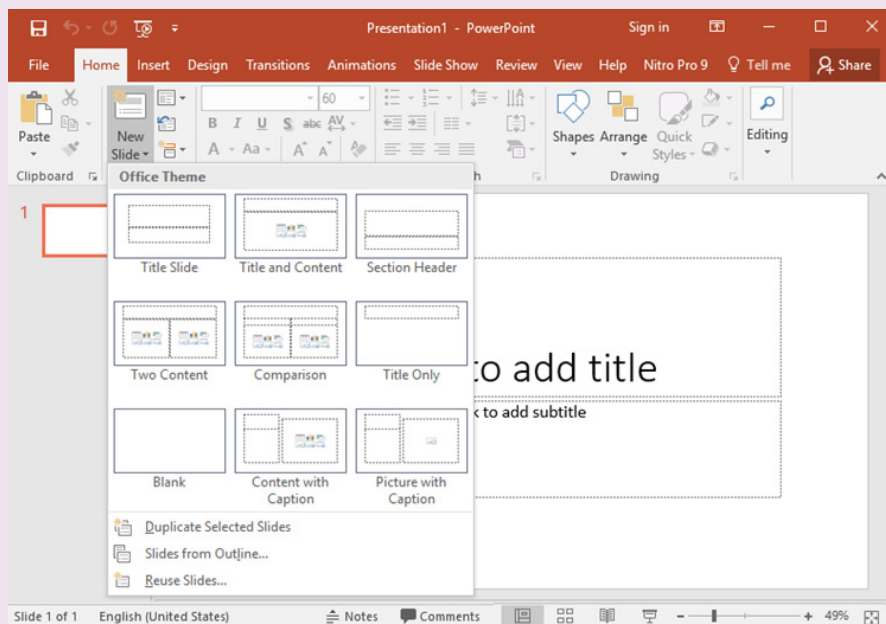
Figure 6.3 – New slide dialog box

Select the 'blank' if you can need a blank slide, 'title and content' if you can nee to present facts with a title or 'title slide', if you want a slide to include a title.

Inserting a Clip Art and Word Art to slides

To add title to a presentation click on the
Click to add title place holder box, then type the text

To add sub title to a presentation click on the
Click to add sub title place holder box then type the text

To add description in details click on the
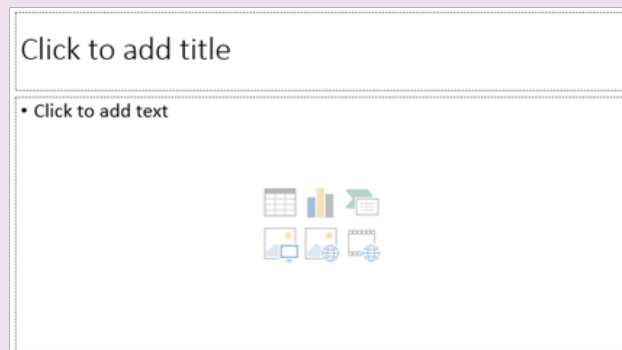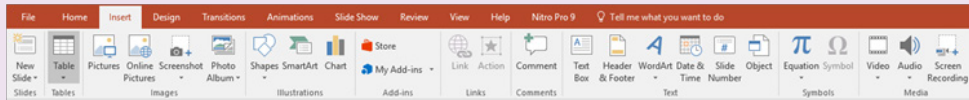Click to add text area and type the text

Figure 6.4 – Add Title

Figure 6.5 – Add Title and Sub Title

Free distribution only

To insert shapes/ objects, clip art or pictures, you should use insert bar
The insert ribbon can be used to add shape/ object, Clip Art, Picture into presentation

Figure 6.6 – Insert bar

Insert bar will appear as in above figure. (Figure 6.6)

Through 'pictures' pictures can insert

Picture can insert by using 'picture' option

Shape can be inserted by using 'shapes' option

By using Word Art Text can be decorated

Also we can use to add multimedia

Video can insert by using 'video' option

Audio can insert by using 'Audio' option

Insert a Table

Follow the steps given below to insert a table

Select 'Insert' then select 'table' after than The insert table dialog box will appear on the screen. Now specify the required number of rows and columns and click ok
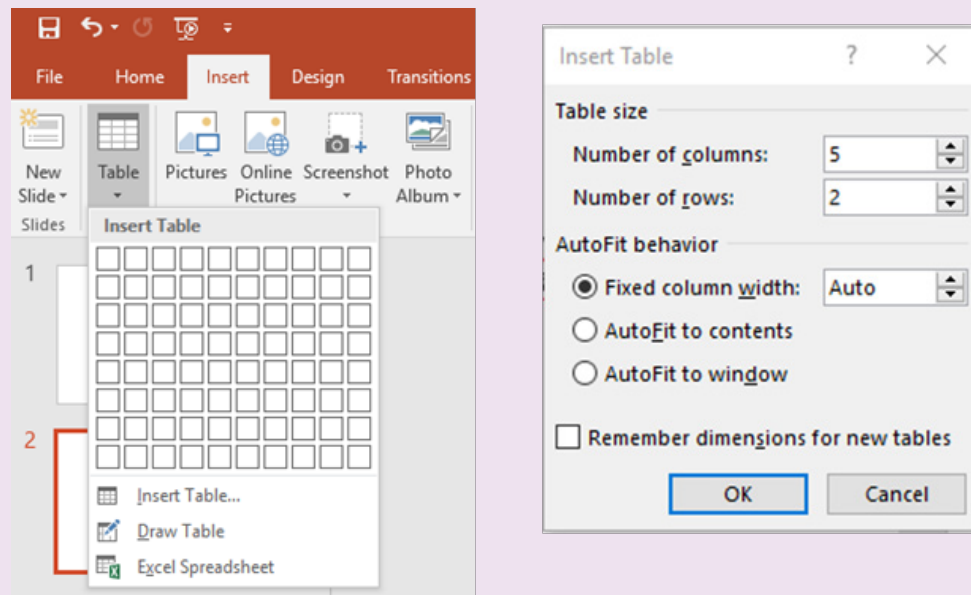

Figure 6.7 – Insert a   Table

Free distribution only

Formatting Text on Slides

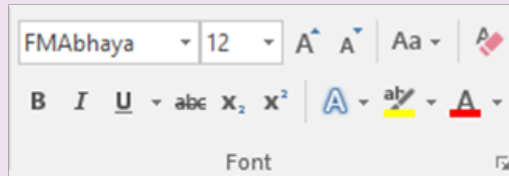As shown in the figure 6.8, the text formatting tools are in 'home' menu

Figure 6.8 - Text Formatting tools

Steps for change the font type
1. Select text
2. Select 'font face' by clicking on the arrow below the font face

Steps for change the font size
1. Select text
2. Clicking on the arrow which is in near to font size change the font size

Steps for change the font color
1. Select text
2. Click on the arrow which is here to font color cage then select a color

Slide Transition
With choosing a suitable effect from 'transition to this side' of transition bar you can create an attractive slide.

Open, store, close a presentation
If you want to open a presentation which is already created If you want to open a presentation which is already created you have to go to the 'file' menu. Then you can see a window as shown in figure 6.9

To pen an existing presentation you can use 'browse' to go to the place where the presentation is saved.

Steps to Open
      file → open → browse
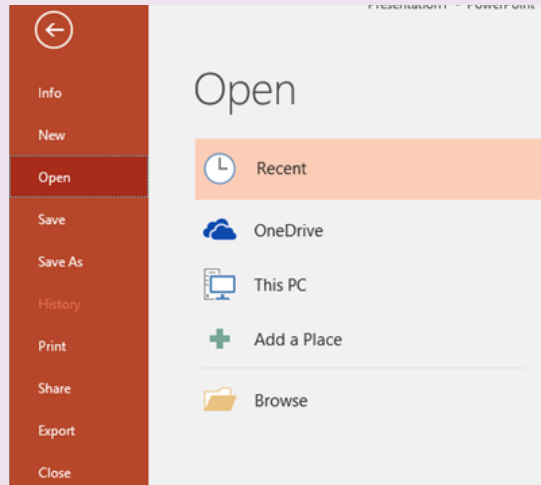
Figure 6.9 – File menu

For closer store current presentation, follow the below given instruction

Steps to store a presentation
file → save

Steps to store a presentation
file → close

Libre office Impress software

When open Libre office Impress software open a windows as shown above. With this software, we can create a presentation as above.

Activity 6.1

Complete the following activity

1st slide	-	Name the presentation as "Solar System"
2nd Slide	-	Insert picture of sun and write down two sentences about sun.
3rd Slide	-	Insert a table and write down detail description of other planet is inside table

Use a design template

A design template help you to decide on a design for your presentation Ms power point given you the option to select a design templates that the presentation's design but doesn't include content the design template contains elements such as color schemes. Background and fours. The steps to creating a presentation are as follows

Design → select design
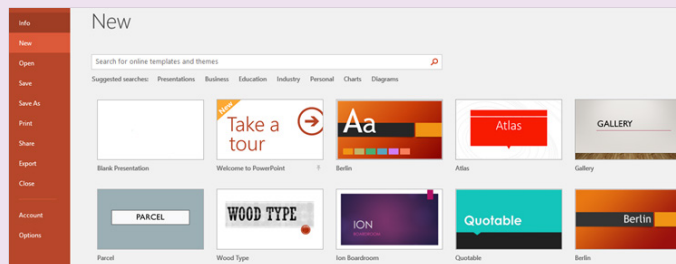
Figure 6.10
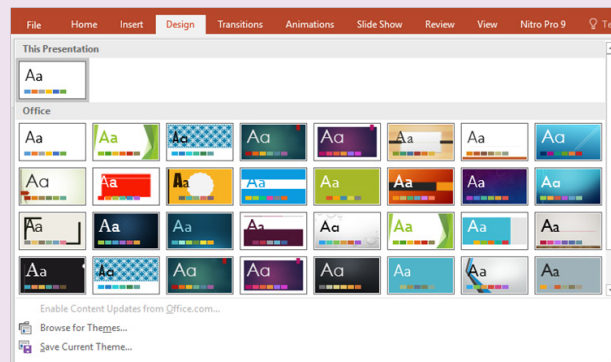
Figure 6.11

Formatting the slides

(a) Moving a Slide

    Slide can be moved from one place to another place

    (i)   Select slide → drag and drop

    (ii) Select slide → right mouse click → cut → select the new place →
        right mouse → click paste

(b) Copying a Slide

    Select slide → right mouse click → copy → select the new place →
    right mouse → click paste

(c) Hiding a slide

    Select slide → hide slide (with right click the mouse)

(d) Deleting a slide

    Select slide using left mouse button → press delete button in the keyboard
    or select slide →right click the mouse select 'cut'

Activity 6.2

01. Create a presentation to display "Kingdom of Sri Lanka"

    1st slide – Name as "Kingdom of Sri Lanka" and insert your name
    2nd slide – Anuradhapura
    3rd slide – Dambadeniya
    4th slide – Polonnaruwa

1st Practical   – Move 4th slide after a 2nd slide position (Polonnaruwa slide should come after Anuradhapura)

2nd Practical – Create 5th slide by taking a copy of 4th slide

3rd Practical – Rename the 5th slide name as "Yapahuwa"

4th Practical – Delete the picture of 5th slide insert picture of "Yapahuwa"

5th Practical – Create 6th slide and type the word "Thank you"

6th Practical – Hide the 6th slide

7th Practical – Display again 6th slide and delete it

Finally the slides should be appearing as below. Then do the presentation in the class

Kingdoms of Sri Lanka

Sinuri Sudamsa

Anuradhapuraya

Polonnaruwa

Dambadeniya

Kingdom of Dambadeniya
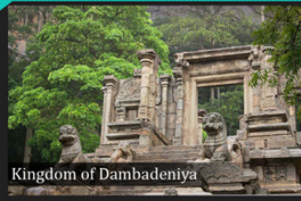
Yapahuwa

Use of Internet for Information and Communication

Activity 7.1

Select the correct answer

(1) What is the activity that cannot do by using the Internet
- (a) Send an e-mail to a friend who is in another country
- (b) Download images of animals who lives in the sea
- (c) Get a reply to an e-mail sent to a friend an another country
- (d) Search details of "SARCC" countries

(2) What is the device which does not use to access Internet?
- (a) A computer
- (b) Internet Service Provider
- (c) Web browser
- (d) Printer

(3) Who is the creator of world wide web?
- (a) Charles Babbage
- (b) Jone Von Newman
- (c) Tim berners lee
- (d) Joseph Jackword

(4) What is ment by the abbreviation URL

- (a) Uniform Resources Locater
- (b) Uniform Resources Location
- (c) United Resources Locater
- (d) Uniform Research Locater

(5) Select the most appropriate answer regarding the Uniform Resource Locator
    (a) Display a video in a website
    (b) Identify various resources which are available in websites uniquely
    (c) Screen through a web browser
    (d) Display web page in a computer

Answer the following questions

06. What is Internet?

    ....

    ....

07. What is the Main service provided by Internet? Explained it

    ....

    ....

    ....

    ....

08. List four web browsers available at present

- ....
- ....
- ....
- ....

09. Label following web browsers

| i | ii | iii | iv |

i.   ....

ii.   ....

iii. ....

iv.   ....

10. Write two methods to identify a trusted website

- ....

....

- ....

....

11. Write three advantages and three disadvantage of ontline shopping

advantages	disadvantage
• .... • .... •	• .... • .... • ....

12. What is video conferencing?

....

....

13. Write down three advantages of video conferencing?

- ....

- ....

- ....

14. Write three software which is used for video conferencing?

- ....

- ....

- ....

15. Write down four services which is provided by the internet?

- ....

- ....

- ....

- ....

16. Three are good and bad impacts on person by using Internet. Briefly explain this with three examples

- ....

....

....

- ....

....

....

- ....

....

....

Activity 7.2

01. What is e-mail?

....

....

02. Write down three features of e-mail

- ....

- ....

- ....

03. Write down two software which are use to create e-mail account freely

- ....

- ....

04. Write down username and password of following e-mail address.
nayana@yahoo.com

User Name   -   ....

Password   -   ....

05. Following are parts of the e-mail account match A column with B column

A	B
1. Bcc	Can send Images
2. Cc	It is a carbon copy
3. Attachment	It is used to mention receiver's e-mail address
4. To	It is used to mention the no. of other receiver's e-mail address

06. Mention the following statements are "true" or "false"

Statements	true /false
Deleted Documents are saved inside trash It will store 20 days in this folder	
All receiving e-mail S of the particular e-mail address will be saved inside inbox	
The Documents than are already sent and not yet send will be saved inside sent	
Can Send any document through Attachment	

07. What is the difference between CC and Bcc in e-mail account

....

....

08. Explain the terms **spam**, **trash** and **draft** in the e-mail account

....

....

....

....

09. How many days close the documents will be saved inside Trash

....

10. List four things that can be send attachment in e-mail

- ....

- ....

- ....

- ....

- ....

Activity 7.3

Fill in the blanks

01. What is the long term of HTML? ....

     (a) hyper text management language

     (b) hyper tag markup language

     (c) hyper text markup language

     (d) hybrid text markup language

02. The content of the web page display inside .... tag

     (a) <title>

     (b) <head>

     (c) <body>

     (d) <H1>

03. The .... tag used to inside images into the web page

     (a) <H1>

     (b) <img src>

     (c)

     (d) <image>

04. The .... tag used to insert a number list into the web page

     (a) <H1>

     (b)

     (c)

     (d)

05. The .... tag used to inside background color into the web page

    (a) <background>

    (b)

    (c) <H2>

    (d) <bgcolor>

06. Every HTML tag is should be written between the symbol …………………. a …………………

07. Part of a web page is given below
Write down the HTML code for this

> Computer Courses
>
> - Java
> - vb.net
>   - fundamentals
>   - database with vb
> - Computer operating

08. Create a web page to your school. Insert a image and five sentences about the school.

<div align="center">

This is our School

My school is :-……………………..

</div>

Activity 7.4

01. Mention 2 ways the virus inserted into computer system

* ....

* ....

02. Match the correct icon shown in Colum A with the relevant antivirus scanner shown in column B

Items	Software Name
1.	AVAST
2.	McAfee
3.	bitdefender
4.	AVIRA
5.	AVG Anti-Virus

03. A person bought licensed software to install it in his computer system. Then he copied it into a CD and give it to his friend Nimal.

Amal said the above action is illegal and it is come under software piracy

(a) Do you agree with Amal's statement?

....

(b) Justify your answer

....

....

04. "Cyber crime" is common issue now a days. List five such issues you identified.

- ....
- ....
- ....
- ....
- ....

05. Mention two social web sites which are mostly affected by cyber crimes.

- ....
- ....

06. Write down two methods of online safety

- ....

- ....

07. What are the things which is not used as a password when creating a strong password

  i. ....

 ii. ....

iii. ....

iv. ....

 v. ....