

IC3 Internet and Computing Core Certification Guide



COMP~B Summary

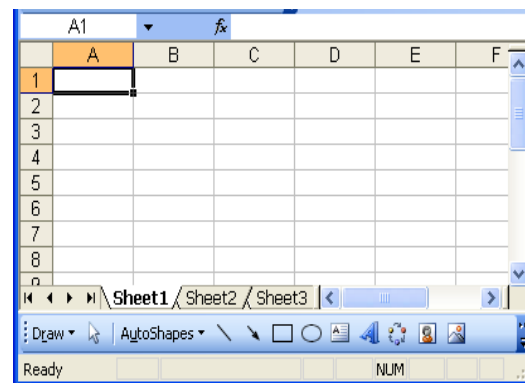
Lesson 28 - Getting Started

Objective: Understand and recognize basic terminology, Create a new workbook, Open a workbook, Save a workbook, Close a workbook, Enter numeric and text information, Move around in the worksheet.

Understand and recognize basic terminology:



Understanding Basic Terminology

- **Workbook:** Single Excel file containing one or more worksheets.
- **Worksheet:** Single report or tab in workbook.
- **Cell:** Intersection of row and column.
- **Cell Address:** Defined on column-by-row intersection.
- **Active Cell:** Cell currently displayed with a dark border.
- **Sizing:** Button at bottom right of active window when restored.
- **Row:** A horizontal series of cells labeled with number
- **Column :**A vertical series of cells labeled with the letters of alphabet



Save a workbook

To save changes made to existing file:

- Click **File** and then **Save**
- On Quick Access toolbar, click  (Save)
- Press **Ctrl** 

Open a workbook

- To open file:
 - Click **File**, click **Open**
 - Press **Ctrl** + **O**
 - Click **File** to display most recently used files
 - In file management tool, click file

Lesson 29 - Manipulating the Information

Objective: Select cells or ranges of cells, Make changes to the cell contents, Use Undo and Redo, Copy and move data, Change column widths and row heights, Insert and delete rows and columns, Fill cells with contents automatically, Manage worksheets.

Select cells or ranges of cells

- Range can be single cell, several cells, or entire spreadsheet
- Can highlight individual cells or any range of cells:
 - **Single cell:** click cell
 - **Extend selection:** click first cell and drag to end of required range; or click first **Shift** cell, hold and click end cell in range
 - **Entire row:** click row header when appears
 - **Entire column:** click column header when appears
 - **Entire worksheet:** click **Select All**
 - **Non-adjacent columns, rows, or cells:** click cell, column, **Ctrl** or row, hold ,click next cell, column, or row; can drag to select multiple cells
 - **Multiple rows:** click first row number and drag number of rows
 - **Multiple columns:** click first column letter and drag number of columns

Make changes to the cell contents

- **Cut:** Removes contents of cell or range to File Clipboard
- **Copy:** Copies contents of cell or range to File Clipboard
- **Paste :** Pastes any or all contents from File Clipboard in one or more cell locations
- **Paste Special:** Modifies effects of paste option
- Must select range before activating command
 - Marquee appears around selection, identifying selection
 - To remove marquee, press `Esc`, type new entry, or press `Enter`
- Can cut or copy more than one cell range, and keep up to 24 cell ranges in File Clipboard

Lesson 30 - Working with Formulas

Objective: Identify formulas, Structure formulas, Use some common built-in functions, Understand what absolute and relative formulas are, Use formulas correctly.

Identify formulas

Calculates in “natural order”

*	Multiplication	+	Addition
/	Division	-	Subtraction

Structure Formulas

=FUNCTION (numbers or values or cell reference)

- Set up cell ranges as: <first cell address>:<last cell address>
 - Can specify range by typing cell references directly or using “point-to” method

Use some common built-in functions

Set up cell ranges as: <first cell address> :< last cell address>

- Most formulas entered are relative, which means if you copy formula with relative cell address and paste to another cell, Excel automatically adjusts address to reflect new location
- Absolute cell address is exact or fixed location on worksheet

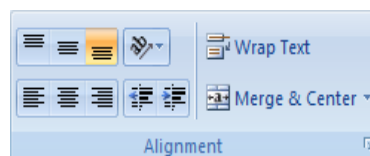
Use some common built-in functions

- Some common errors when working with formulas include:
 - **Circular Reference:** Cell where formula entered is included as part of formula
 - **DIV#/0!:** Formula contains reference divided by 0
 - **#VALUE!:** Formula contains incorrect data reference.
 - **Operand:** Something wrong in formula

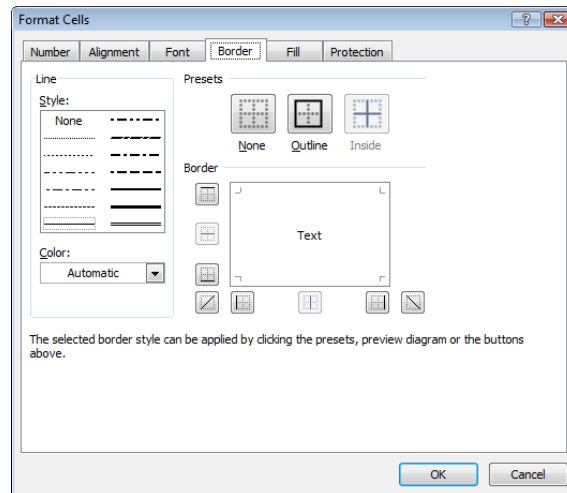
Lesson 31 - Formatting a Worksheet

Objective: Format numbers and text, Change the alignment for data, Use borders and shading in cells, Apply automatic formatting styles Use the Format Painter.

- Changing appearance of data to draw attention to parts of worksheet, or make numbers easier to read
- Can format cell or range of cells before or after you enter data
- Cell remains formatted until you clear format or reformat it
- Can align cell contents horizontally or vertically, merge and center across several cells, wrap text in cell, or rotate it.



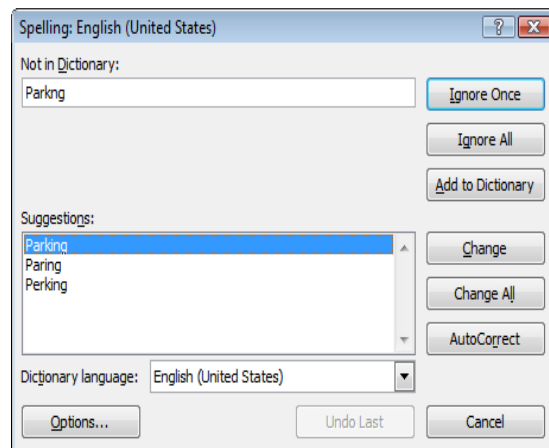
- Separate groups of data to improve legibility, especially if large volume of numbers



Lesson 32 - Using Miscellaneous Tools

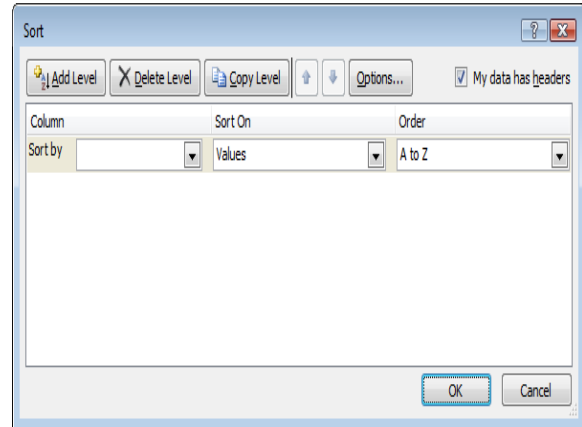
Objective: Use the spell check, Sort data, Filter data.

- Checks text labels only – still need to proof values and formulas in your worksheet!
- Spell checker displays words not found in dictionary



- Organize data in worksheet based on values in selected columns or rows

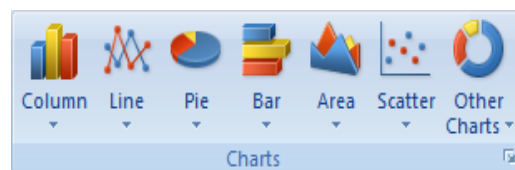
- Locate information quickly using filter to hide records not interested in viewing
- AutoFilter tool places icons on right side of each column or field name
 - Use these to select conditions for records to display
 - Can set conditions



Lesson 33 - Working with Charts

Objective: Identify charts and how they interpret numerical data to select the correct chart type for your data, create a chart and make changes to a chart.

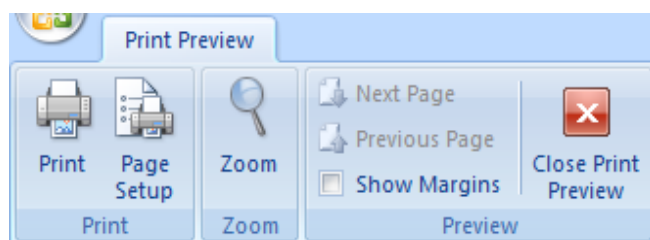
- Pictorial representation of data in worksheet
 - Usually more descriptive way of representing data, illustrating trends or patterns in data
- Each set of data in chart is series
- Chart's horizontal line is **X-Axis**, and vertical line is **Y-Axis**
- **Legend** explains meaning of each series



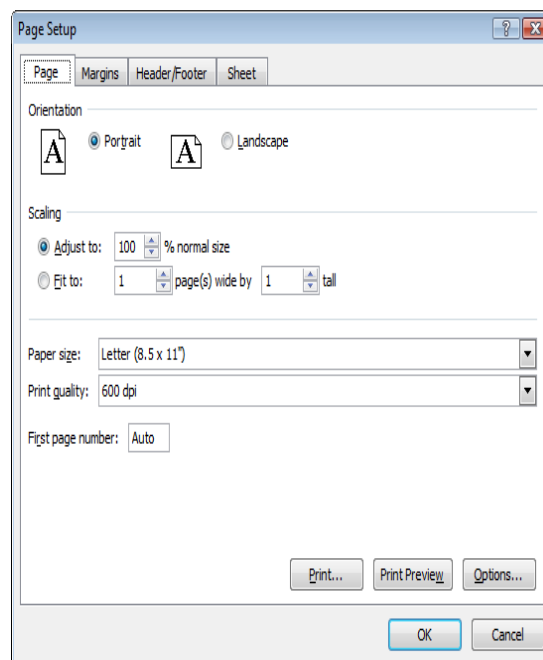
Lesson 34 - Getting Ready to Print

Objective: Preview the worksheet, Add or remove page breaks, Change page settings, Change margins and orientation, Add header or footer, Have column titles repeat on every page, Customize other options before printing, Print the worksheet.

- Total number of pages in printout displays in status line
- Chart previews or prints based on where it is in worksheet



- **Orientation**
 - **Portrait** (vertical) or **Landscape** (horizontal)
- **Scaling**
 - Enlarge or shrink size of worksheet proportionally, or use automatic scaling to fit on specified number of pages
- **Paper size**
 - Specify paper size
- **Print quality**
 - Determines density of print characters
- **First page number**
 - Specify starting page number for printed worksheet

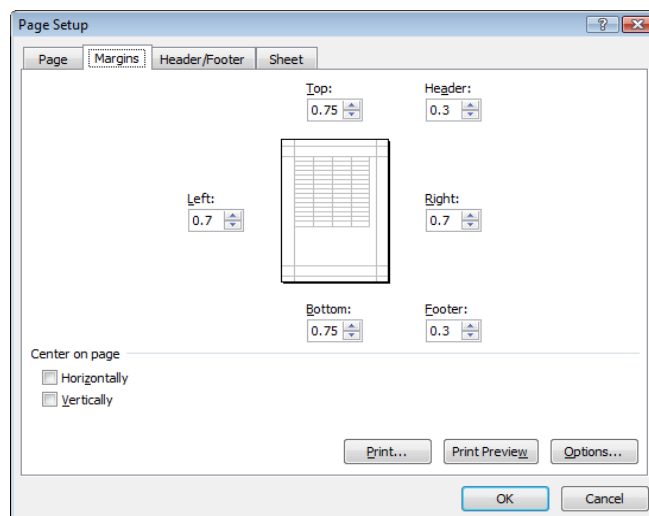


➤ **Margins**

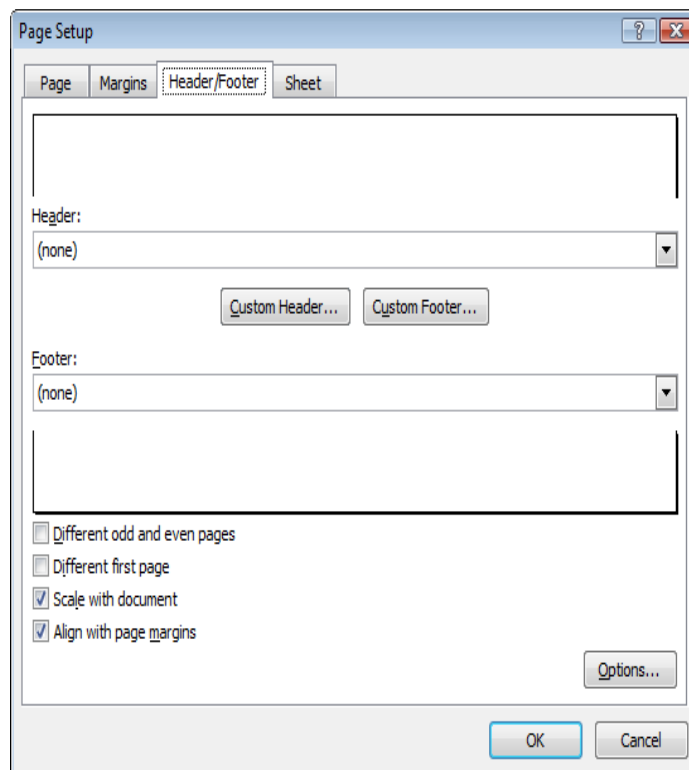
- Set amount of white space from edges of page around printed area
- Header sets distance between Header and top edge, while footer sets distance between Footer and bottom edge

➤ **Center on page**

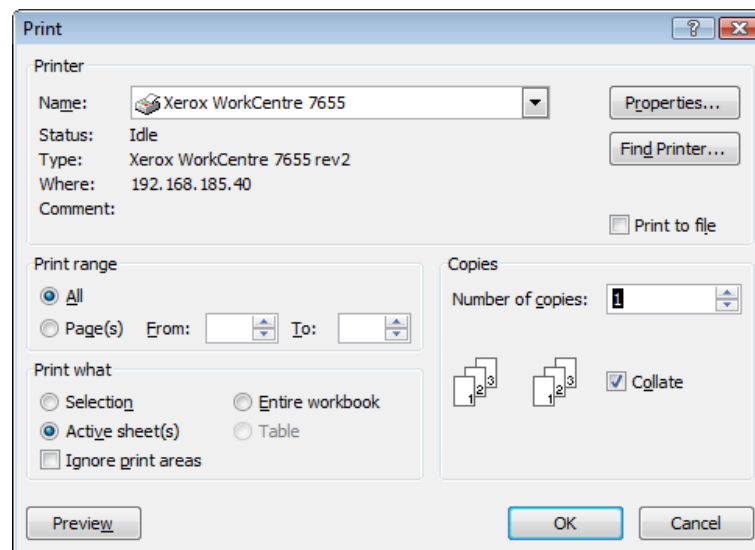
- Center worksheet horizontally or vertically on page, or choose both



- Header prints at top of every page
- Footer prints at bottom of every page
- **Header/Footer** tab in Page Setup dialog box
- Several standard header or footer options, or create your own



- Excel only prints current active worksheet of workbook
 - Can choose to print all worksheets in workbook, selected group of worksheets, or selected range of cells



Lesson 35 - Getting Started

Objective: Recognize, open, modify, navigate, save and close a presentation application file.

Presentation Include

- Title Slide
 - First or opening slide with subject of presentation
- Agenda Slide
 - Lists titles of all slides
- Title and Content Slide
 - Contains title and key points about specific topic
- Support Content Slides
 - Various kinds of content slides for presentation
- Summary Slide
 - Last slide and review of presentation

Creating Presentations:

- Installed Templates
 - Pre-designed presentation with suggestions for text and themes
- Installed Themes
 - Pre-designed themes with specific backgrounds and colors
- My Templates
 - Use existing template
- From an Existing Presentation
 - Apply content and design components from previously created presentation
- Blank Presentation

- Provides blank presentation with only title slide

To create blank presentation

- Click File tab, click New, click Blank presentation
- Press Ctrl + N

Entering Text in the Outline Tab

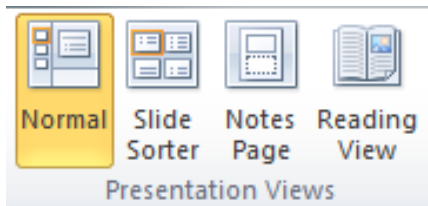
- Press Enter after typing text to create new slide
- To insert text in next text placeholder on slide, press Ctrl + Enter
- To move into Bulleted List placeholder, press Ctrl + Enter after title line
- To create sub-point, move to beginning of bullet and press Tab
- To move to previous level, move to beginning of bullet and press Shift + Tab
- To create new slide after entering all bulleted points, press Ctrl + Enter
- To select contents of entire slide, click slide icon for slide

Saving a Presentation

- To save existing file with new name, click File tab, and then click Save As or Ctrl + S

Displaying Information in the Presentation

- To change view, on View tab, in Presentation Views group, click view

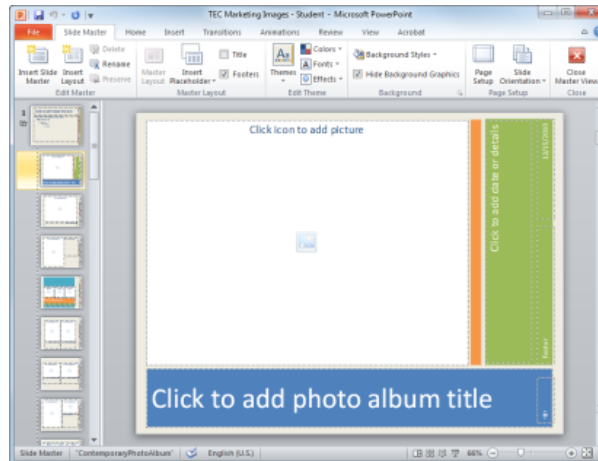


Lesson 36 - Setting Up the Presentation

Objective: Explain the difference between master slide and other slides. Identify and use different design layouts and presentation view modes. Explain the main formatting features to improve the appearance of the slides. Demonstrate the ability to use various print options to print the presentation slides. Demonstrate the use of adding notes, header and footer, updated dates and automatic numbering for the presentation.

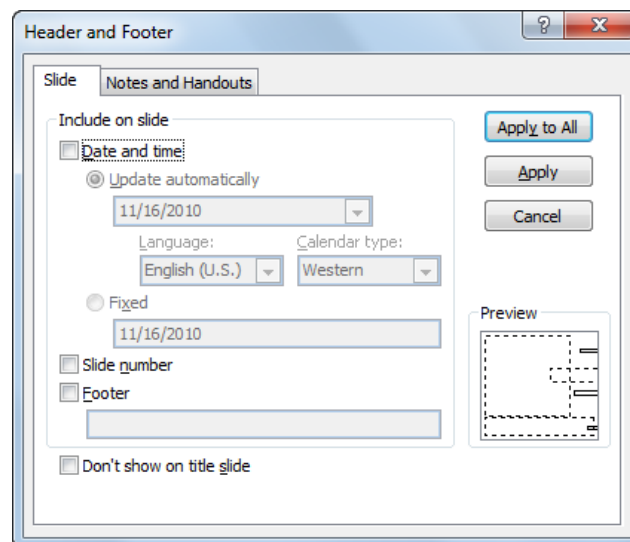
Creating a Master Slide

- To change to slide master view, on View tab, in Presentation Views group, click Slide Master



Inserting Headers and Footers

- To insert header or footer, on Insert tab, in Text group, click Header & Footer



- To insert new slide Press **Ctrl + M**
- To duplicating the slide press **Ctrl + D** and Deleting the Slides Press **Delete**.

Lesson 38 - Working with Objects

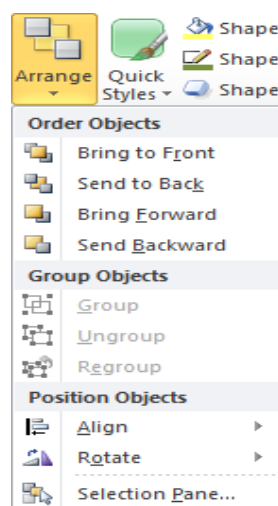
Objective: Demonstrate the ability to insert pictures and objects to enhance the outlook of the presentation.

Selecting Items in a Datasheet

A single cell	Click cell.
Extend the selection	Click cell and drag to end of desired range; or click first cell, press Shift and click end cell in range.
An entire row	Click row header.
An entire column	Click column header.
The entire worksheet	Click Select All .
Non-adjacent cells, rows or columns	Click cell, column, or row, press Ctrl , and click to select next cell, column, or row; or drag to select multiple cells.
Multiple rows	Click first row number and drag for number of rows.
Multiple columns	Click first column letter and drag for number of columns.

To arrange objects on slide

- On Home tab, in Drawing group, click Arrange,



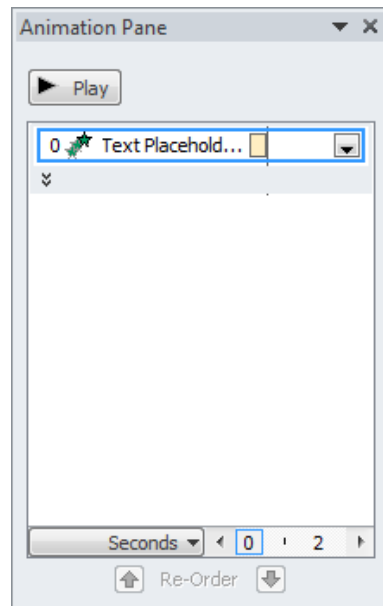
- To insert a hyperlink: go to Insert tab, in Links group, click Hyperlink

Lesson 39 - Enhancing the Presentation

Objective: Explain Animation and Color scheme, Demonstrate the use of transition and animation effects.

To customize animation

- On Animations tab, in Advanced Animation group, click Animation Pane



Lesson 41 - Networking Fundamentals

Objective: Network and Internet Fundamentals: Identify network fundamentals, types and the benefits and risk of network computing.

Network Fundamentals

Set up network to share information regardless of data type. True networks now rely on digital technology to carry large volumes of data, forming foundation that supports network where information shared back and forth instead of one direction.

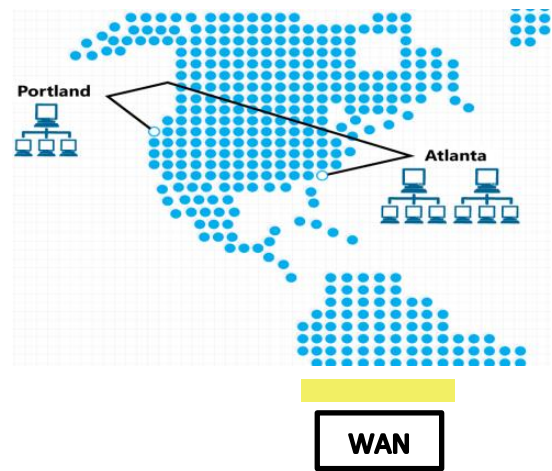
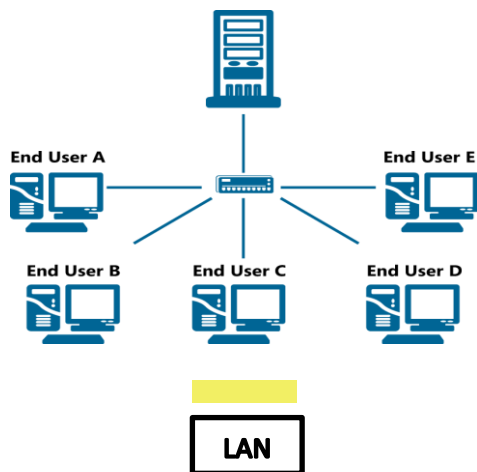
Network Types

1. Peer-to-Peer Networks

Advantages	Disadvantages
Peer to Peer Networks are easy and simple to set up and only require a Hub or a Switch to connect all the computers together.	If you have not connected the computers together properly then there can be problems accessing certain files.
You can access any file on the computer as long as it is set to shared folder.	It doesn't always work if you have many computers and works better with 2 – 8 computers.
If one computer fails to work all the other computers connected to it continue to work.	Security is not good and you can set passwords for files that you don't want people to access but apart from that the security is pretty poor.

2. LANs and WANs

- If network stays in building, it is LAN or Local Area Network
- If network crosses public street and uses publicly supplied cabling for part of network, it is WAN or Wide Area Network.

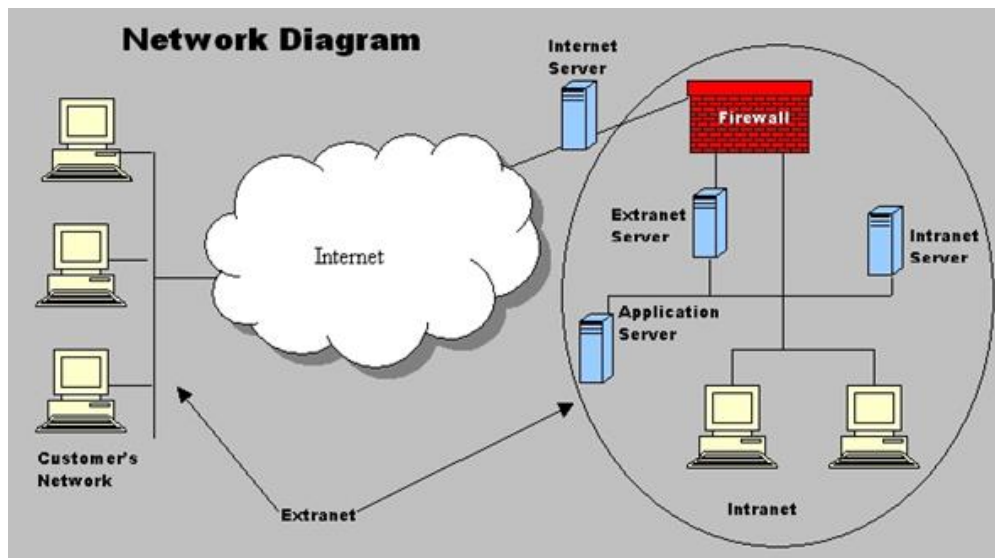


3. Client/Server Networks

Advantages (Why)	Disadvantages (Why)
<p>A client server enables the roles and responsibilities of a computing system. This means that it can update all the computers connected to it. An example of this would be software updates or hardware updates.</p>	<p>When the server goes down or crashes. All the computers connected to it become unavailable to use.</p>
<p>All the data is stored on the servers, which generally have far greater security controls than most clients. Servers can better control access and resources, to guarantee that only those clients with the appropriate permissions may access and change data.</p>	<p>When everyone tries to do the same thing it takes a little while for the server to do certain tasks. An example of this would be everyone logging into their profile in an organization or a college at the same time.</p>
<p>The security is a lot more advanced than a peer to peer network. You can have passwords to your won profile so that no one can access everything when they want. And the level off access range in different organizations</p>	<p>More expensive than a peer to peer network. You have to pay for start-up cost.</p>

4. What's the difference between intranet, extranet and internet?

- Intranet is shared content accessed by members within a single organization.
- Extranet is shared content accessed by groups through cross-enterprise boundaries.
- Internet is global communication accessed through the Web.
- For better comprehension, take a look at this drawing:



Benefits of Networking

- **Communicating**
 - Send information directly between each user without typical delays
 - Message can be stored and not lost if recipient not available
 - Instant messaging (IM) allows for “real time interaction” in text
 - Web conferencing enable users in different locations to collaborate on projects or meet to share information on all users screens to view
- **Sharing Resources**
 - Networks share devices, so company saves costs when purchasing devices, technical support or maintenance needed
 - Files or folders can be set to be shared by all users
 - Workgroup can transfer or save files to common area or centralized server, or to network administrator for setting up rights or performing maintenance for workgroups

Disadvantages of Networking

1. Dependency:

- Organization's activities and communication lines depend on network to work properly
- If network fails, users lose access to information and ability to communicate electronically

2. Security Risks:

- Every persons who logs into server must have:
- Valid login id,per company's standards.
- Valid password

3. Loss of Autonomy or Privacy:

- Refers to inability to work independently from server
- Privacy
- General business rules dictate that work on company computer belongs to company, even if you work on document on your own time

Connecting to a Network



Coaxial

Copper wire surrounded with insulation and grounded cover of braided wire to minimize electrical and radio frequency interference; main type of cable used for cable television distribution and computer networks.



Fiber Optics

Bundled glass or plastic fibers to transmit data; much larger bandwidth for transmitting data and less susceptible to interference.



Twisted Pair

Type of cable containing 1 to 4 pairs of copper wires carrying analog or digital signals; telephone and computer networks commonly use this form of connection.



Wireless

Each computer must have wireless network interface card and access point; work with radio frequencies for data transmission.



Infrared

Works with infrared light waves to transmit data; downside is distance between infrared devices must be less than wireless device using radio frequencies. Infrared transmitter must be pointed at receiver, or beam diluted and signal strength too weak to register.

Lesson 42 - Understanding Electronic Communications

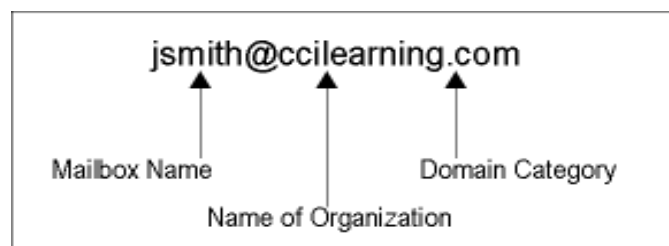
Objective: Electronic Mail: Understand how electronic mail works including the components of electronic mail message, electronic mail address, and electronic mail options. Identify the security issues with electronic mails.

What is Electronic Communication?

- Communication methods can exchange data with each other
- Generally faster to send message to one or more people instead of using telephone to try and contact them
- Can print copy of conversations as record of communication
- Can share information by sending files or attachments with e-mails, in instant messages, or through another online feature
- Can post file as download from Web site
- Can access e-mail and company's intranet or Web site from any location
- Use electronic messaging to set up meetings or inform others about them, and then meet using Web-based programs
- Initial cost may be high but cost to maintain is low
- Regardless of electronic communication methods, require server to provide services and computing device for client to use
- Sharing and communicating with others can build sense of community

Understanding an E-mail Address

- To use e-mail address, must be set up as user on domain

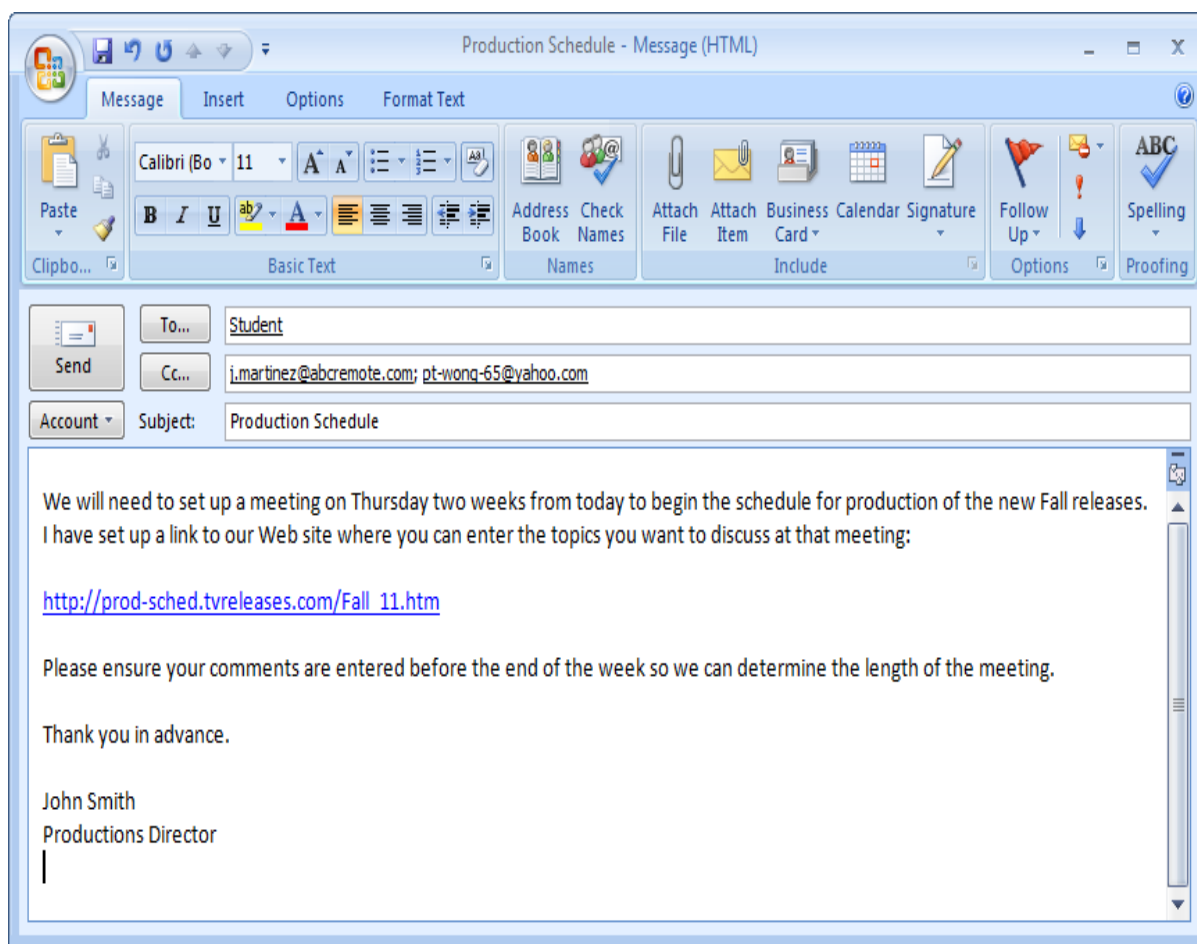


- Mailbox Name: Identifies particular mailbox on e-mail server
- Name of Organization: Identifies organization that owns server
- Domain Category: Identifies type of domain

Looking at E-mail Message Components

Components of e-mail:

- Addressing: Identifies who will receive e-mail
- Subject Line: Identifies topic of message, and usually short description of content or purpose of e-mail
- Body: Where you type body of message
- Attachments: When you want others to receive specific files



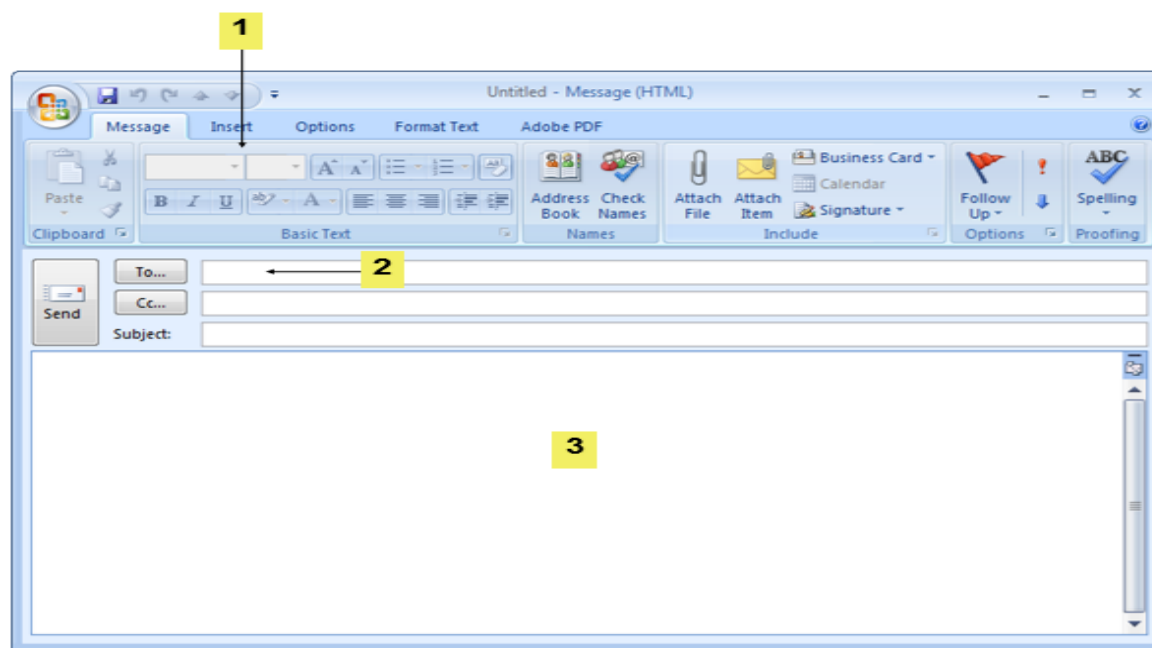
Using E-mail Appropriately

- E-mail should never completely replace another form of communication
- When writing e-mail, think about your audience
- Include subject text that clearly identifies purpose of e-mail
- Consider length of message
- Remember business e-mails are official company correspondence
- If anything confidential, sensitive, or requires signature, is e-mail correct method of communication
- Be careful about messages with personal jibes, ethnic jokes, or bad language
- Avoid “flaming” people
- Refrain from using uppercase letters as this is considered “shouting”
- Refrain from using abbreviations and acronyms in communications

Lesson 43 - Using Microsoft Office Outlook 2010

Objective: Create an e-mail account, read and send electronic mail messages, reply and forward electronic mail message, Use of Cc – Bcc, and manage attachments. Create a new address list, add, delete, and update a mail address to an address list. Manage the inbox through sorting messages, creating folders and finding message. Identify the sent items.

Looking at the Outlook Screen



1 New Message Ribbon

2 Recipient(s) of New Message

3 Message Pane

E-mail Message Components

Addressing:

- **To** (Destination address)
- **Cc** (Carbon Copy address, or recipient who gets copy for information purposes only.)
- **Bcc** (Blind Carbon Copy used when want or need to hide recipient receiving copy)
- **Subject Line** (Identifies topic (title) of message)
- **Body** (Where you type actual message)
- **Attachments** (Can attach files to message)

E-mail Options

- **Create** (Blank form to enter all necessary message components)
- **Reply** (Address of sender goes in *To* field and *Re:* added in Subject line)
- **Reply All** (Reply sent to all who received original message)
- **Forward** (Send copy of received message to third person for further action)
- **Spamming** refers to the process of sending unsolicited e-mail sent to many recipients

Lesson 44 - Getting Started

Objective: Identify the purpose of a browser in accessing information on the World Wide Web(WWW) and navigate the Web. Understand how to deal with web browser tools such as: Book Mark, display and hide built-in toolbars, deleting browsing history and print web pages. Be able to search the Internet for information using search engine such as: Google, Yahoo, Ask Me, etc.

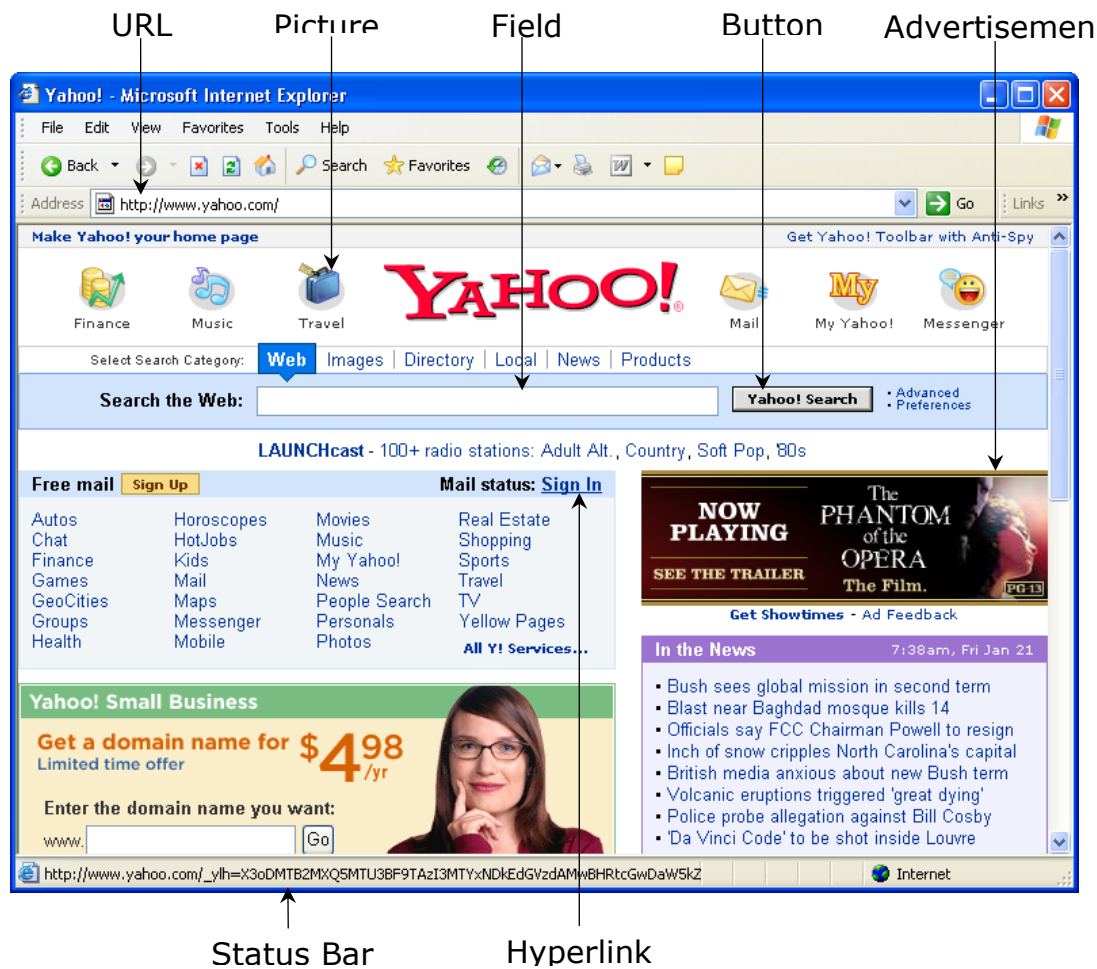
Common domain categories and types of Web sites

- **.com** Commercial site where organization is selling service or product
- **.net** Another type of commercial Web site, usually managed by ISP
- **.edu** Education site that shares information about academic institution, curriculum, and other activities
- **.gov** Associated with local, regional, or national government
- **.org** Dedicated to non-profit organization to promote specific cause

Understanding the World Wide Web

- **Web server** host or store company's or person's web site
- **Website** is collection of pages containing information
- **Web browser** is a software program that used to serve and access websites
- **Webpage** is a single page of a website
- **World Wide Web** is collection of all web sites hosted by all web servers connected to Internet
- **Hypertext** refers to technique of accessing web pages using hyperlinks
- **HTML** called hypertext mark-up language used to create Webpages

Web Page Element



Lesson 45 - Using a Web Browser

Objective: Identify the purpose of a browser in accessing information on the World Wide Web (WWW) and navigate the Web. Understand how to deal with web browser tools such as: Book Mark, display and hide.

To start Internet Explorer:

Click Start, point at All Programs, then click Internet Explorer.

Click  Internet Explorer in taskbar.


Hyperlinks: Click item to jump or link to another page in Web site or different Web site.

If cursor changes to , this is hyperlink.

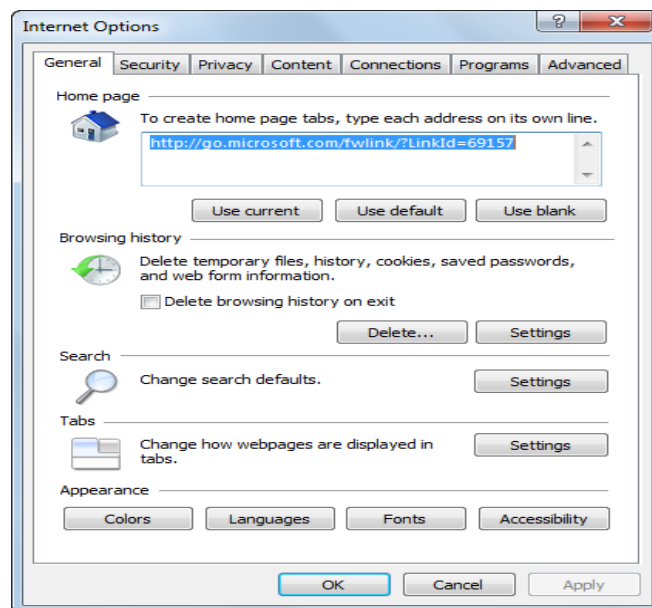
Bookmarks: Add URL to Favorites Center to access site you visit often.

To display history, activate Favorites Center and click History tab.

To delete entire history:

Click , click Safety, then click Delete browsing history

On Menu bar, click Tools and click Delete browsing history.



Lesson 46 - Using the Information from the Web



Objective: Identify the purpose of a browser in accessing information on the World Wide Web (WWW) and navigate the Web. Understand how to deal with web browser tools such as: Book Mark, display and hide built-in toolbars, deleting browsing history and print web pages. Be able to search the Internet for information using search engine such as: Google, Yahoo, Ask Me, etc.

Retrieving Information from a Web Page:

- Most common method is to copy information from Web site and paste into document.
- To make copy of picture on Web site, right-click picture, click Save Picture As.
- **Copyright:** means all material on Web site is protected and belongs to its creator

Customizing the Web Browser:

To change or customize Internet Explorer:

- Click , click Internet options
- On Menu bar, click Tools, Internet options
- On Command bar, click , Internet options.

Identifying Common Web Browser Errors:

- Typing Web address incorrectly or using wrong country domain.
- Cannot read screen due to different language or font or color scheme too difficult to see items
- Could be page is slow to download or if interrupted during download
- Pop-up usually appears as separate window with advertising
- Phishing: Getting e-mail with link to Web site representing financial institution by clicking link you are sending your information
- Spam mail
- Spoofing : Fake Web site that appears almost identical to genuine Web site offering deal that seems too good to be real

Lesson 47 - Searching for Information

Objective: Be able to search the Internet for information using search engine such as: Google, Yahoo, Ask Me, etc.

Finding Items on the Internet:

- **Business:** pages describing company, products or services, feedback, online purchases, possibly entertainment areas.
- **Government:** pages for each department, links to files or forms for download, or lists of resources and contacts
- **Social networking:** sign up to share photographs, games, and videos, chat online, post simple messages
- **Weblog:** enter comments or information for specific topics
- **Wiki:** sources of information and tools where individuals add or change information on that site
- **Multimedia:** upload photos, podcasts, videos, etc

- Can narrow search using specific keywords

and	Include documents only with all search terms; put quotation marks around phrase or group of keywords looks for occurrences of those words together
or	Search for documents that include one or another of search terms
not	Use in conjunction with “and” to exclude certain results from search

Lesson 48 - Qualifying the Information

Objective: Identify the purpose of a browser in accessing information on the World Wide Web.

Evaluating the Information:

- Web sites of well-known organizations usually present accurate information as their reputation is at stake
- Do “comparison shopping”
- Look for obvious errors in facts, statistics, grammar, spelling, or language use
- How current Web site is provides another indication of effort in construction, and quality of information
- If page offers facts and statistics, determine accuracy by checking author’s and publisher’s qualifications
- Check about Us, Mission, Philosophy, Corporate Profile, and Background sections of Web site.

Identifying Ethical Issues:

- **Copyright** refers to protection of any material, published or unpublished, created by individual or organization. Can only use material if creator grants right to use it.
- **Fair Use** Can use portions of copyrighted information for purpose of criticism or comment without seeking permission
- **Trademark** is like copyright except that it applies to name, symbol, design, or image
- **Plagiarism** occurs when you use information created by another person and present it as your own.
- **Libel** is when you make untrue statement in writing that “defames” another person’s character or reputation.

Lesson 49 - the Risks of Computing

Objective: Identify how computers are used in different areas of work, school and home. Identify risks to personal and organizational data. Understand the protected web sites, use of digital certificates, encryption – decryption, uses of firewall and how to get protected from Hackers etc. Describe the effect of IT on our lives and on society generally.

The Risks of Computing

Protecting Your Data or Computer:

- Theft
- Damage
- Data Loss
- Backups
- Power

Preventing Personal Injuries

- Work surface should be stable and resting flat
- Monitor and keyboard should be directly in front of you
- Top of monitor should be about 2-3" above your eyes
- Reduce glare or reflection on screen
- Place documents in document holder next to monitor
- When seated, position arms so wrists are straight and flat, and arms close to body
- Keep feet flat on floor or use foot rest
- Take regular breaks to move about, stretch, and give eyes rest
- Guidelines also apply to notebook and handheld mobile devices
- Always test ergonomic products to determine its validity
- Ensure there is research to support value of product.

Types of Viruses

- **Boot Sector:** Infects system when read from infected boot disk; virus writes to master boot sector which loads into computer's memory.
- **Program or File:** Infects system when read from infected boot disk; virus writes to master boot sector which loads into computer's memory.
- **Macro:** Infects system when read from infected boot disk; virus writes to master boot sector which loads into computer's memory.
- **Multipartite:** Similar to boot sector or program except it generally infects both areas.
Two most common malicious program types:
- **Worms:** Duplicates and sends to anyone in recipient's contact list.
- **Trojan Horses:** Remains "hidden" and harmless until triggered by action.

Lesson 50 - Using the Internet Responsibly

Objective: Identify how computers are used in different areas of work, school and home: Identify risks to personal and organizational data. Understand the protected web sites, use of digital certificates, encryption – decryption, uses of firewall and how to get protected from Hackers etc. Describe the effect of IT on our lives and on society generally.

Restricting Access:

- May be necessary to restrict access to specific information or searching Internet
- Prevents dangers from entering the network but also ensures Internet transactions are limited to business purposes
- Other companies may monitor employee activity using security measures to prevent unauthorized access
- Several companies provide special software to restrict Internet access, or restrict access to certain type of sites

Protecting yourself

- Do not give out credit card information indiscriminately
- Be sure Web site is of reputable company

- If you begin to receive a lot of junk mail, delete cookies
- Delete history for sites you visited
- Set up separate e-mail address for non-personal items, and use alias instead of name

Keeping Up with Technology:

- Purchase or subscribe to printed versions of magazines or periodicals dealing with technological advances in computer industry
- Subscribe to online technology newsletter generated by local university or college
- Listen to news reports or read technology section of local newspaper

6- When you insert a new slide, which side layout is inserted automatically for you?

Select one:

- a. Title and Text
- b. Title Only
- c. Blank
- d. Title Slide

7-A master is used to determine and control the placement and formatting of text in the presentation.

Select one:

- True
- False

8-All the following are disadvantages of Networking, except:

Select one:

- a. Dependency
- b. Loss of Autonomy or Privacy
- c. Sharing resource
- d. Security Risks

9-Which type of network usually stays in building:

Select one:

- a. LAN (Local Area Network)
- b. Firewall
- c. Extranet
- d. WAN (Wide Area Network)

10- Match the network concept with the correct scenario:

A private LAN that uses the same set of network protocols as the Internet but set up within one company	Choose... ▼
Used between intranet and the Internet to block unauthorized access to the intranet	Choose... ▼
A computer that requests services from a server	Choose... ▼

11-What is normally the least expensive to send a document to another person?

Select one:

- a. e-mail attachment
- b. express delivery
- c. fax
- d. postal service

12-Why is it important to include something in the Subject line?

Select one:

- a. To provide the recipient with a quick description of the message contents
- b. Because it is mandatory to fill it in when sending a message
- c. Any of the above

13-The Address Book is similar to a contacts list where you can have multiple information on a contact including multiple e-mail addresses.

Select one:

- True
- False

14-The Reply function enables you to send a message to all recipients of the original message.

Select one:

- True
- False

Glossary

Word	Definition	Arabic Translation
Worksheet	Single report or tab in workbook	تتضمن الصفحات الموجودة في ملف الاكسل
Active cell	Cell which use now	الخلية النشطة او المستخدمة حاليا
Column	A vertical series of cells labeled with the letters of alphabet	العمود
Row	A horizontal series of cells labeled with number	الصف
Application	program	برنامج
Network	Computers connecting together by using cables	الشبكة
Dependency	Work under network	الاعتماد على
Autonomy	Privacy or indenpendtily	الحكم الذاتي
Attachment	An extra part or extension that is or can be attached to something to perform a particular function.	المرفقات
Appropriately	Use in correct way	على نحو ملائم
Reply	Send message to sender	الرد للمرسل
Spam	refers to the process of sending unsolicited e mail sent to many recipients	بريد مزعج
Hypertext	refers to technique of accessing web pages using hyperlinks	النص التشعبي
Communication	More connections	الاتصال و التواصل
Retrieve	(Central Processing Unit)	يسترجع
Web Browser	Digital Audio Tape	متصفح الويب
Phishing	Getting e-mail with link to Web site representing financial institution by clicking link you are sending your information	التصيد
Spoofing	Fake Web site that appears almost identical to genuine Web site offering deal that seems too good to be real	تحايل
Evaluate	Like make survey and then analysis to make your opinion.	يقيم
Trademark	is like copyright except that it applies to name, symbol, design, or image	علامة تجارية
Copyright	Refers to protection of any material, published or unpublished, created by individual or organization. Can only use material if creator grants right to use it.	نسخة الحقوق
Fair use	Can use portions of copyrighted information for purpose of criticism or comment without seeking permission	الاستخدام العادل
Libel	Is when you make untrue statement in writing that "defames" another person's character or reputation	تشويه السمعة
Plagiarism	Occurs when you use information created by another person and present it as your own.	السرقة الفكرية

Backup	Keep another copy of file	نسخ احتياطي
Injuries	Pain with body	اصابة
Reflection	Effect which sending back	الانعكاس