



Education and Culture DG

ViPi Project 511792-LLP-1-2010-1-GR-KA3-KA3NW

Lifelong Learning Programme



Virtual Portal for Interaction and ICT Training for People with Disabilities

Self assessment questions and practical exercises

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2	01/06/2012 – Edit after curriculum Unit 1 addition of using the internet. Addition of further practical exercises in NTU sections
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1 Unit 1 – Computer basics for beginners

1.1 About Computers

What is a Netbook computer not really suitable for?

- Writing documents
- **Playing the latest graphically intensive games**
- Going on the web
- Emailing your friends

A desktop computer is...?

- One which is portable in a bag
- **One which is fixed to a workstation, but powerful to use**
- One that only has a touchscreen
- One with a printer

What does a laptop computer have built in that we can use like a mouse...?

- A keyboard
- **A touch pad**
- Speakers
- A monitor

A tablet computer does not have...?

- A touch sensitive screen
- A built in battery
- **A keyboard**
- A charger

What is this?



- A keyboard
- **A monitor**
- A computer
- A mouse

What is this?



- **A computer**
- A mouse
- A printer
- A keyboard

What is this?



- a keyboard
- a computer
- a monitor
- **speakers**

What is this?



- a scanner
- **a printer**
- a computer
- a mouse

What is this?



- a scanner
- a printer
- **a webcam**
- a mouse

Attempt labelling exercises...

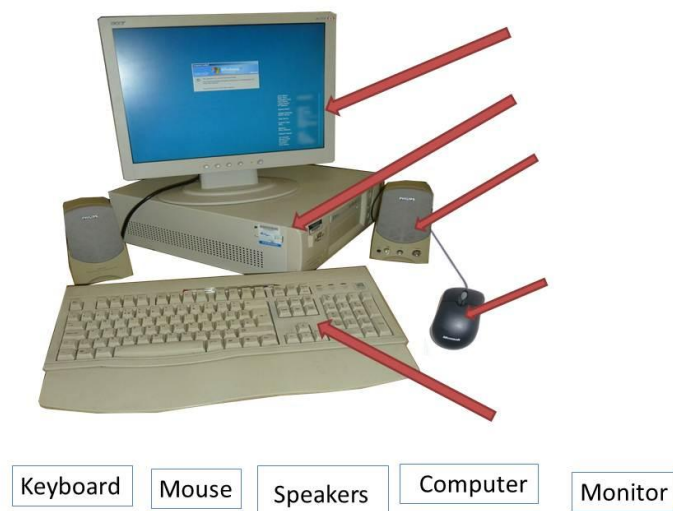
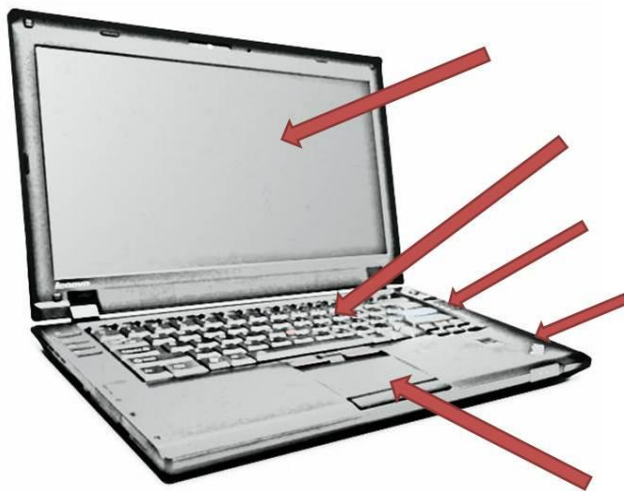


Figure 1 : Desktop computer labelling exercise



Touch Pad	Computer	Monitor	Keyboard	Speaker
-----------	----------	---------	----------	---------

Figure 2 : laptop labelling test

Practical exercise: Using Windows

- Start a computer booting with the power button
- Log in using personal log in details
- Log off using the log off button in the start menu
- Log in again
- Shut down the computer using the Shut down command from the start menu

1.2 Input devices

Which of the following is an input device?

- Printer
- Monitor
- **Keyboard**
- Speakers

Which part of a laptop can be used like a mouse?

- Keyboard
- Speakers
- Webcam
- **Touch Pad**

The equivalent of a left mouse click on a touch-screen is...?

- Touch the screen and hold the finger on.
- **Tap the screen and release.**



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- Tap the item twice on the screen
- Slide the finger on the screen

The equivalent of a mouse double-click on a touch-screen is...?

- Touch the screen and hold the finger on.
- Tap the screen and release.
- **Tap the item twice on the screen**
- Slide the finger on the screen

What is this?



- A touch pad
- A camera
- **A mouse**
- A webcam

The equivalent of a right mouse click on a touch-screen is...?

- **Touch the screen and hold the finger on.**
- Tap the screen and release.
- Tap the item twice on the screen
- Slide the finger on the screen

Attempt labelling exercises:



Scroll wheel

Palm rest

Cable

Left mouse button

Right mouse button

Figure 3 : Mouse labelling test

Touch sensitive pad

Left mouse button

Right mouse button

Scroll section

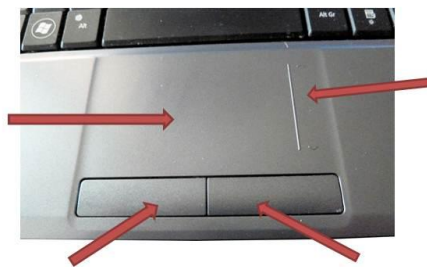


Figure 4 : Touchpad labelling test



Number pad

Navigation keys

Letter keys

Number keys

Function keys

Figure 5 : Keyboard labelling exercise





Practical exercise:

In an open notepad window:

- Type a short sentence such as 'Hello, my name is Andy.'
- Hit return to go to the next line
- Type another short sentence such as 'I live in Nottingham.'
- Move the cursor to the end of the word Andy by your choice of mouse or keyboard methods
- Delete Andy and replace it with Dave.

1.3 Output devices

Which taskbar icon do you click to change the volume?

-  this one
-  this one
-  this one
-  **this one**

What can improve the visibility of the screen?

- Decreasing the resolution
- Changing to a high contrast theme
- Changing the display text size
- **All of the above**

You can change the sound volume of a video by...?

- Turning the volume control on the speakers
- Adjusting the volume slider in Windows
- Adjusting the media player volume control
- **All of the above**

Practical exercise:

- Open the volume slider from the task bar using the mouse or keyboard
- Mute the sound
- Unmute the sound
- Open the control panel from the start menu
- Select display options
- Change the font size
- Change it back if required



1.4 Using the computer

The best way to shut down a computer is...?

- Press the power button once
- Press and hold the power button
- **Select Shut Down from the start menu**
- Disconnect the power cable

How do you run a program from a desktop icon with the mouse?

- Click on its icon on the desktop
- **Double click on its icon on the desktop**
- Drag its icon on the desktop
- Right click its icon on the desktop

How can you select more than one icon at a time?

- **Select the first, then hold CTRL whilst selecting the rest**
- Right click on them
- Double click on them
- Use the TAB button

How do you get capital letters using just one finger?

- **Use the SHIFT LOCK key**
- Use the TAB key
- Use the ESCAPE key
- Use the CTRL key

What is the short cut for copying data to the clipboard?

- **CTRL + C**
- CTRL + X
- CTRL + Z
- CTRL + V

What is the short cut for pasting data from the clipboard?

- CTRL + C
- CTRL + X
- CTRL + Z
- **CTRL + V**

Which key can be used to open the start menu?




- **The WINDOWS Key**
- The CTRL key

- The SHIFT key
- The ESCAPE key




What is the shortcut to open the accessibility options in Windows?

- **CTRL + U**
- CTRL + X
- CTRL + Z
- CTRL + V

How do you minimise a window?

- **Click on the bar icon  at the top right of the window**
- Click on the cross icon  at the top right of the window
- Click on the square icon  at the top right of the window
- Click on the window's title bar

How do you close a window?

- Click on the bar icon  at the top right of the window
- **Click on the cross icon  at the top right of the window**
- Click on the square icon  at the top right of the window
- Click on the window's title bar

How do you reopen a minimised window?

- **Click on its name or icon on the task bar.**
- Use the 'Start' menu
- Double click its desktop icon
- Press the 'Escape' Key

What is the shortcut for accessing the window manipulation menu?

- **ALT + SPACE BAR**
- ALT + Z
- ALT + X
- ALT + C

To copy a file a useful shortcut is CTRL and C

- **True**
- False

The Task Bar is always visible at the bottom of the screen.

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- True
- **False**

Double clicking on a desktop icon will run a program or open a file.

- **True**
- False

You have to have a mouse to be able to use a computer.

- True
- **False**

It is best to shut down a PC by pressing the power button.

- True
- **False**

I can have more than one program running at a time.

- **True**
- False

Labelling exercise

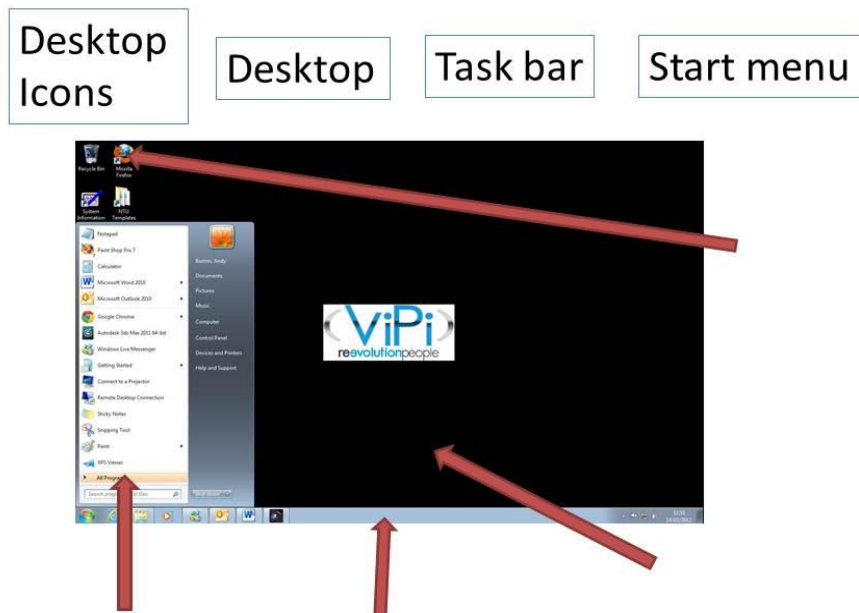


Figure 6 : Windows desktop labelling exercise

Practical exercise: Using Windows



- Open the 'Notepad' application from the start menu in accessories
- Type some words in the window
- Minimise the window to the task bar
- Open the 'Paint' application from the start menu in accessories
- Minimise it to the task bar
- Re-open the Notepad window from the task bar
- Maximise the Notepad window
- Restore the notepad window back down.
- Save the text (.txt) file you have created to the desktop.
- Close the notepad window
- Re-open the paint window
- Close the paint window.

1.5 Browsing the Web

You can only have one web page open at a time.

- True
- **False**

There are many different web browsers available.

- **True**
- False

There is no way to quickly find a page you were looking at last week.

- True
- **False**

I can step backwards through the pages I recently browsed

- **True**
- False

I can make a browser shortcut to a web page that I visit often.

- **True**
- False

Hyperlinks are always words that are underlined and a different colour.

- True
- **False**

Which of the following is not a web browser?

- Google Chrome
- Microsoft Internet Explorer

- Mozilla Firefox
- **Microsoft Word**

What is a URL?

- A type of port to plug in peripheral devices
- **The name for a full web link address**
- A file extension
- A way of transferring files across a network.

To quickly find a website I have recently been to I could look in my...?

- **Browsing history**
- Favourites
- Bookmarks
- Downloads

If there is a page you visit frequently, you can access it more quickly by...?

- **Saving it as a favourite/bookmark**
- Typing the URL into the search bar
- Searching for it on Google
- Going to another page that links to it

Which of the following is not a popular search engine?

- Google
- Bing
- Yahoo
- **Facebook**

Practical exercise

- Open your chosen browser software.
- Navigate to Google
- Search for cake recipes
- Open one of the recipes you find
- Now search for cake images
- Select an image from the results
- Use the back button to return to your search results page
- Open a new browsing tab
- Go to the ViPi website... <http://www.vipi-project.eu/>
- click the partners hyperlink tab
- Click on Nottingham Trent University
- Close the tab and go back to your cake results
- Close the browser

2 Unit 2 Basic ICT Skills

2.1 About Computers

What is a Netbook computer not really suitable for?

- Writing documents
- **Playing the latest graphically intensive games**
- Going on the web
- Emailing your friends

A desktop computer is...?

- One which is portable in a bag
- **One which is fixed to a workstation, but powerful to use**
- One that only has a touchscreen
- One with a printer

What does a laptop computer have built in that we can use like a mouse...?

- A keyboard
- **A touch pad**
- Speakers
- A monitor

A tablet computer does not have...?

- A touch sensitive screen
- A built in battery
- **A keyboard**
- Wireless internet capability

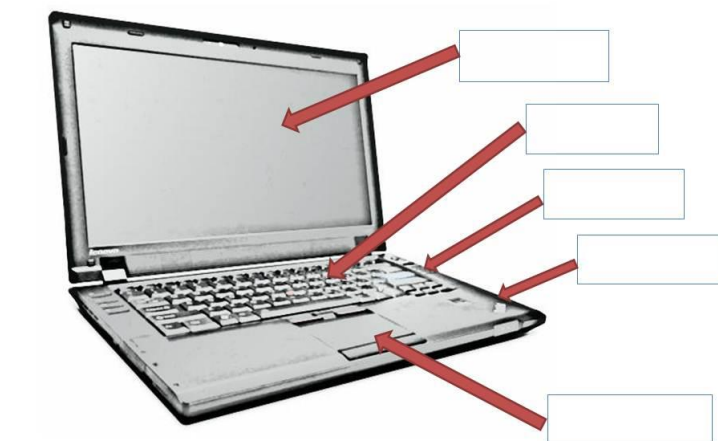
Which of the following is required to connect a PC to the internet?

- Printer
- **Modem**
- Keyboard
- Webcam

Attempt labelling exercises...



Figure 7 : Desktop computer labelling exercise



Touch Pad	Computer	Monitor	Keyboard	Speaker
-----------	----------	---------	----------	---------

Figure 8 : laptop labelling test

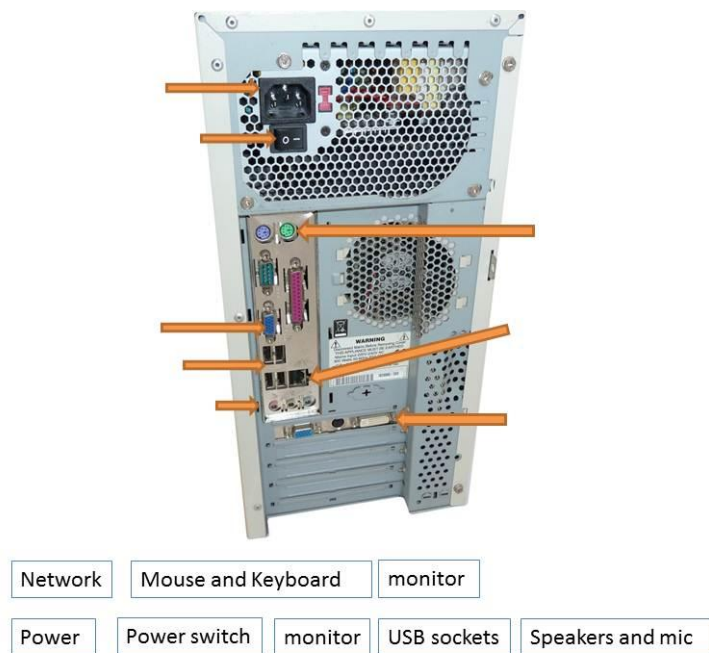


Figure 9 : Connectors labelling test

Practical exercise: Using Windows

- Start a computer booting with the power button
- Log in using personal log in details
- Log off using the log off button in the start menu
- Log in again
- Shut down the computer using the Shut down command from the start menu

2.2 Input Devices

Which of the following is an input device?

- Printer
- Monitor
- **Keyboard**
- Speakers

Which part of a laptop can be used like a mouse?

- Keyboard
- Speakers
- Webcam
- **Touch Pad**

The equivalent of a left mouse click on a touch-screen is...?

- Touch the screen and hold the finger on.



- **Tap the screen and release.**
- Tap the item twice on the screen
- Slide the finger on the screen

The equivalent of a mouse double-click on a touch-screen is...?

- Touch the screen and hold the finger on.
- Tap the screen and release.
- **Tap the item twice on the screen**
- Slide the finger on the screen

The equivalent of a right mouse click on a touch-screen is...?

- **Touch the screen and hold the finger on.**
- Tap the screen and release.
- Tap the item twice on the screen
- Slide the finger on the screen

To zoom in on an item on a multi-touch touchscreen you can...?

- **Touch the screen with thumb and finger and spread them wider apart**
- Touch the screen with thumb and finger and pinch them together
- Tap the screen twice quickly
- Flick your finger on the screen.

To zoom out on an item on a multi-touch touchscreen you can...?

- Touch with thumb and finger together and spread them wider apart
- **Touch with thumb and forefinger apart and pinch them together**
- Tap the screen twice quickly
- Flick your finger on the screen.

To scroll a screen with a touch screen interface you can...?

- **touch the screen and flick your finger in the direction you want to scroll**
- Touch with thumb and finger together and spread them wider apart
- Touch with thumb and forefinger apart and pinch them together
- Tap the screen twice quickly

Which of the following keyboard modes makes the computer ignore brief or repeated keystrokes?

- **FilterKeys**
- MouseKeys
- Sticky Keys
- ToggleKeys

Which of the following keyboard modes allows the user to use multi-key shortcuts by pressing one key at a time?

- FilterKeys
- MouseKeys
- **Sticky Keys**
- ToggleKeys

Which of the following keyboard modes plays a tone when a lock key (e.g. shift lock) is pressed?

- FilterKeys
- MouseKeys
- Sticky Keys
- **ToggleKeys**

Which of the following keyboard modes allows the keyboard to be used as a mouse?

- FilterKeys
- **MouseKeys**
- Sticky Keys
- ToggleKeys

Attempt labelling tests:

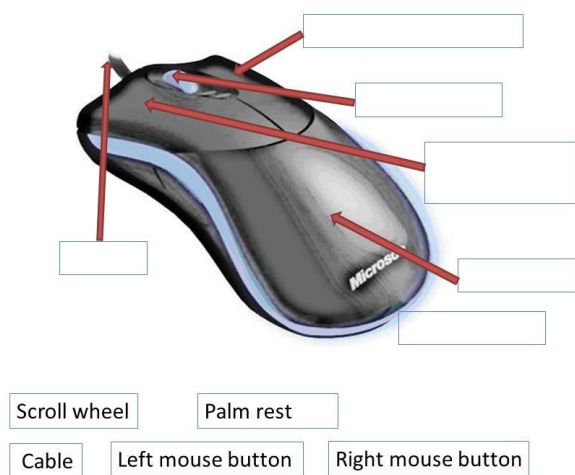


Figure 10 : Mouse labelling test

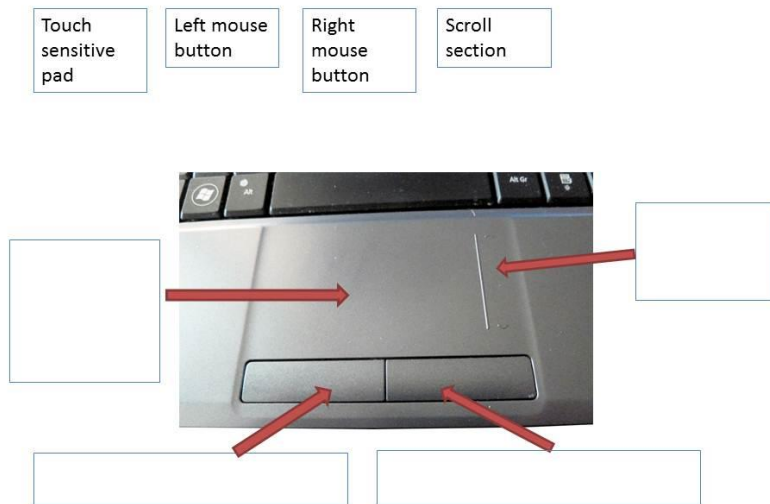


Figure 11 : Touchpad labelling test



Figure 12 : Keyboard labelling exercise





Practical exercise:

In an open notepad window:

- Type a short sentence such as 'Hello, my name is Andy.'
- Hit return to go to the next line
- Type another short sentence such as ' I live in Nottingham.'
- Move the cursor to the end of the word Andy by your choice of mouse or keyboard methods
- Delete Andy and replace it with Dave.

2.3 Output Devices

Which taskbar icon do you click to change the volume?

-  this one
-  this one
-  this one
-  **this one**

What can improve the visibility of the screen?

- Decreasing the resolution
- Changing to a high contrast theme
- Changing the display text size
- **All of the above**

You can change the sound volume of a video by...?

- Turning the volume control on the speakers
- Adjusting the volume slider in Windows
- Adjusting the media player volume control
- **All of the above**

Practical exercise:

- Open the volume slider from the task bar using the mouse or keyboard
- Mute the sound
- Unmute the sound
- Open the control panel from the start menu
- Select display options
- Change the font size
- Change it back if required

2.4 Using the Computer

The best way to shut down a computer is...?

- Press the power button once
- Press and hold the power button
- **Select Shut Down from the start menu**
- Disconnect the power cable

How do you run a program from a desktop icon with the mouse?

- Click on its icon on the desktop
- **Double click on its icon on the desktop**
- Drag its icon on the desktop



- Right click its icon on the desktop

How can you select more than one icon at a time?

- **Select the first, then hold CTRL whilst selecting the rest**
- Right click on them
- Double click on them
- Use the TAB button

How do you get capital letters using just one finger?

- **Use the SHIFT LOCK key**
- Use the TAB key
- Use the ESCAPE key
- Use the CTRL key

What is the short cut for copying data to the clipboard?

- **CTRL + C**
- CTRL + X
- CTRL + Z
- CTRL + V

What is the short cut for pasting data from the clipboard?

- CTRL + C
- CTRL + X
- CTRL + Z
- **CTRL + V**

What is the short cut for the UNDO command?

- CTRL + C
- CTRL + X
- **CTRL + Z**
- CTRL + V

Which key can be used to open the start menu?

- **The WINDOWS Key**
- The CTRL key
- The SHIFT key
- The ESCAPE key

Which key can be used to exit a program?

- **The ESCAPE or ESC key**

- The ENTER key
- The ALT key
- The CTRL key




Which key can be used to bring up a relevant help window?

- **The F1 key**
- The HOME key
- The ALT key
- The ENTER key




What is the shortcut to open the accessibility options in Windows?

- **CTRL + U**
- CTRL + X
- CTRL + Z
- CTRL + V

How do you minimise a window?

- **Click on the bar icon  at the top right of the window**
- Click on the cross icon  at the top right of the window
- Click on the square icon  at the top right of the window
- Click on the window's title bar

How do you close a window?

- Click on the bar icon  at the top right of the window
- **Click on the cross icon  at the top right of the window**
- Click on the square icon  at the top right of the window
- Click on the window's title bar

How do you reopen a minimised window?

- **Click on its name or icon on the task bar.**
- Use the 'Start' menu
- Double click its desktop icon
- Press the 'Escape' Key

What is the shortcut for accessing the window manipulation menu?

- **ALT + SPACE BAR**
- ALT + Z
- ALT + X
- ALT + C

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To copy a file a useful shortcut is CTRL and C

- **True**
- False

The Task Bar is always visible at the bottom of the screen.

- True
- **False**

Double clicking on a desktop icon will run a program or open a file.

- **True**
- False

You have to have a mouse to be able to use a computer.

- True
- **False**

If I accidentally delete a file it is lost forever.

- True
- **False**

It is best to shut down a PC by pressing the power button.

- True
- **False**

I can have more than one program running at a time.

- **True**
- False

Labelling exercise

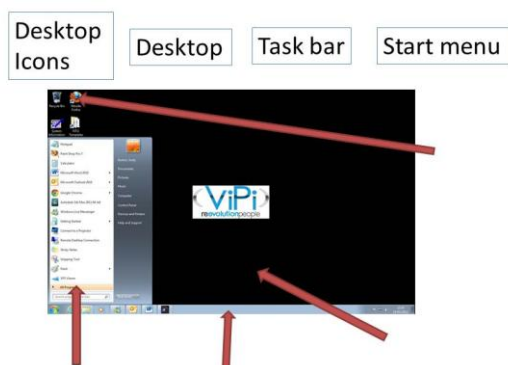


Figure 13 : Windows desktop labelling exercise


Practical exercise: Using Windows

1. Open the 'Notepad' application from the start menu in accessories
2. Type some words in the window
3. Minimise the window to the task bar
4. Open the 'Paint' application from the start menu in accessories
5. Minimise it to the task bar
6. Re-open the Notepad window from the task bar
7. Maximise the Notepad window
8. Restore the notepad window back down.
9. Save the text (.txt) file you have created to the desktop.
10. Close the notepad window
11. Re-open the paint window
12. Close the paint window.


2.5 Making and Saving a simple Document and a simple Spreadsheet

2.5.1 Microsoft Word


1. MS Word enables you to create, modify and read: (please select correct answer)
 - a. Letters
 - b. Reports
 - c. Courses
 - d. **a,b,c**
2. Please select the wrong statement:
 - a. When using a MS Word you can correct what you have written or insert extra text
 - b. When using a MS Word you can move text from one part of the document to another
 - c. When using a MS Word you can save your document on the computer
 - d. **When using a MS Word you cannot print your document**
3. The MS Word is a part of the MS Office suite?
 - a. **True**
 - b. False
4. By clicking to which menu you could "**Save**" your document?
 - a. **File**
 - b. Home
 - c. Insert
 - d. Review
5. By clicking to which menu you could make your text "**Bold/Italic**"?
 - a. File
 - b. **Home**
 - c. Insert
 - d. Review

6. The icon  will enable you to:


- a. **Insert bullets**
- b. Insert numbers
- c. Insert columns
- d. Insert rows

7. The icon  will enable you to:

- a. Insert bullets
- b. **Insert numbers**
- c. Insert columns
- d. Insert rows

8. The icon  will enable you to:

- a. Insert bullets
- b. Change case
- c. **Increase font size**
- d. Decrease font size





9. The icon  will enable you to:

- a. Copy text
- b. **Paste text**
- c. Create a folder
- d. Open new document





10. Which submenu should be used in order to make your document on **Landscape** view?

- a. Home
- b. File
- c. Insert
- d. **Page layout**

11. Which button should be used in order to move to your **previous action** in the document?

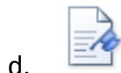
- a. 
- b. 
- c. 
- d. 

12. Which button should be used in order to insert an **image**?

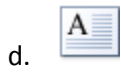
- a. 
- b. 
- c. 
- d. 

13. Which button should be used in order to insert a **table**?

- a. 



14. Which button should be used in order to insert a **hyperlink**?



15. Which button should be used in order to **print** your document?



2.5.2 LibreOffice Writer

1. Which button should be used in order to **align left**?



2. Which button should be used in order to **insert a table**?



3. You can close the existing file by clicking on the respective button from menu **View**?

a. Yes

b. **No**

c. I don't know




4. Can you save your work under **LibreOffice** automatically without clicking on icon "Save" ?

a. Yes




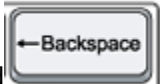

b. **No**



5. Which button should be used in order to find and **Open** an existing file?

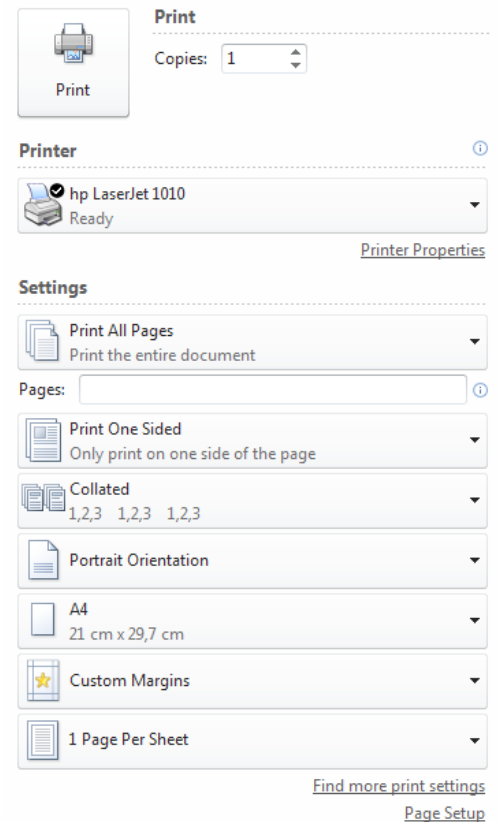


- b. 
c. 
d. 
6. Which menu should be used in order to change to **Portrait/Landscape** view?
a. Insert
b. Format
c. Tools
d. Table
7. Which menu should be used in order to change the existing **Hyperlink**?
a. Insert
b. Format
c. Tools
d. Table
8. Which menu should be used in order to **Exit** from the current document?
a. File
b. Format
c. Tools
d. Table
9. Which menu should be used in order to change the action of **Print File Directory**?
a. Tools
b. File
c. Format
d. View
10. Which menu should be used as second option for **Undo/Redo** actions?
a. File
b. Edit
c. Format
d. View

Practical exercise 1: MSWord first experience


11. Launching Microsoft Word by double clicking on the icon on your Desktop.
12. Write the following sentence: Hello dear friend. My name is Andy and this is my first experience with MSWord.
13. Then use the icon  and make the name "Andy" bold.
14. Then use the icon  and make the phrase "Hello dear friend" italic.
15. Now use the icon  and underline "MSWord".
16. Now use the backspace button of your keyboard  and try to delete the phrase "with MSWord".
17. Then use the text cursor and move to "Andy". Again use the Backspace button and delete it in order to insert your name.
18. Now use the "Back" button  in order to go undo your previous action.

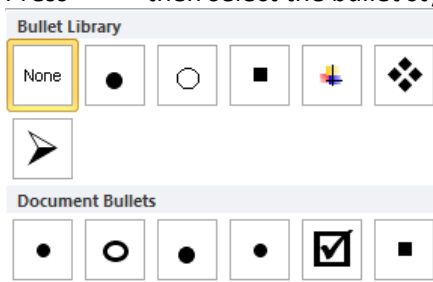
19. Now use the “Forward” button  to go to you last version.
20. Select **File | Print** to display the **Print** dialog box.
21. Select the appropriate printer and in the **Print range** section, select to print page **1** only, and make sure that the **Number of copies** is set to **1**.
22. The **Selection** option can only be selected when a part of a page has already been selected.
23. Make sure that you are using an installed printer.
24. Under the **Options** tab, make sure that the check boxes **Print All Pages** and **Print One Sided** is either unchecked (not ticked) or preliminary settled.
25. Before printing the document, choose the orientation of the file “Portrait” and also select how many pages you would like to print per one sheet (select 1).
26. Now click on “**Print**” button .
27. After you have printed the document, save the document (click on **File – Save as**).
28. Choose the directory where you want to save your document (i.e. Desktop)
29. Insert the name of the file (i.e. Andy.docx) and click on “**Save**” button.




N.B. If you are using **LibreOffice** please proceed with the same scenario by using the similar Icons of the programme.

Practical exercise 2: Apply Bullets to a List

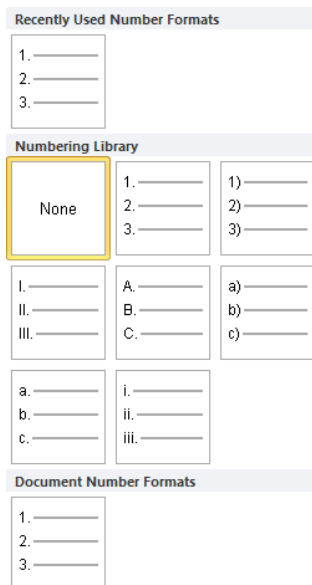
1. Open the already existing document “**Andy.docx**”
2. Select the first paragraph.
3. Press  then select the bullet styles from the displayed table





4. Apply bullets of your choice
5. Deselect the text
6. Save the document.
7. Now let’s remove the **Bullet Formatting**
8. Select the text from the same paragraph.
9. Then deselect the icon 
10. Save the document.

N.B. If you are using **LibreOffice** please proceed with the same scenario by using the similar Icons of the programme.

Practical Exercise 3: Apply Numbers to a List


















1. Open the already existing document “**Andy.docx**”
 2. To apply numbers to a list, select the text in the list and then press 
 3. A list of available numbering styles is displayed.
 4. Make your choice from the list of styles.
 5. Save the document.
 6. Now let's remove the **Number Formatting**
1. To remove numbers, select the text; then press (deselect) 
 2. Save the document and close the file.

N.B. If you are using **LibreOffice** please proceed with the same scenario by using the similar Icons of the programme.

2.5.3 Microsoft Excel

1. Each spreadsheet contains cells arranged in rows and columns.
 - a. **True**
 - b. False
2. Is it possible for the cells to hold formulas?
 - a. **Yes**
 - b. No
 - c. I don't know
3. **Charts** are used to:
 - a. display series of numeric data in a graphical format
 - b. understand large quantities of data in a graphical manner



- c. to make calculation
 - d. a & b**
4. To **create a chart** in Excel, you should:
 - a. start by entering the numeric data for the chart on a worksheet
 - b. plot that data into a chart by selecting the chart type that you want to use
 - c. display series of numeric data in a graphical format
 - d. a & b**
5. Which icon should be used in order to produce a **chart doughnut**?
 - a. 
 - b. 
 - c. 
 - d. a & b & c**
6. Which extension of the file should be used when you are **saving** a spreadsheet?
 - a. .docx
 - b. .xlsx**
 - c. .pdf
 - d. .ppt
7. Which icon should be used in order to **“Close”** the workbook?
 - a. 
 - b. 
 - c. 
 - d. 
8. Which icon should be used in order to **“minimize”** you workbook?
 - a. 
 - b. 
 - c. 
 - d. 
9. Which icon should be used in order to **“Print”** your workbook?
 - a. 
 - b. 
 - c. 
 - d. **

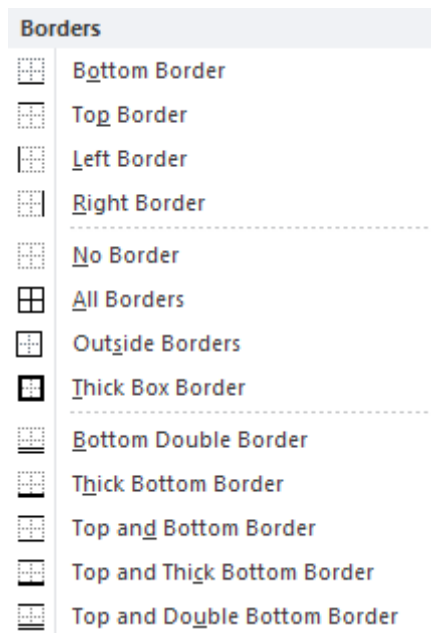
Practical exercise 4 : MS Excel

1. Open a blank workbook
2. Write the following entries into the specified cells:

C2 : Annual Fruit Sales

B3 : 1999	A4 : Apple	F3 : Total
C3 : 2000	A5 : Orange	G3 : Average
D3 : 2001	A6 : Banana	
E3 : 2002		
B4 : 1000	B5 : 2300	B6 : 500
C4 : 1250	C5 : 2500	C6 : 300
D4 : 800	D5 : 1200	D6 : 600
E4 : 1300	E5 : 1450	E6 : 250

- Merge the cells from A2 to G2. Apply the following changes to the title line:
 - Change the horizontal and vertical text alignments as center.**
 - Change the row height of row 2 as 25.**
 - Change the font, font size, font style and font color as Tahoma, 18, bold, blue.**
- Using range selection, **select the cells from B3 to G3**. Then press “Ctrl” key on the keyboard and select the cells from A4 to A6. (this way you can select multiple cells on different parts of the worksheet) Now change the font, font size and font style of the selected cells as Times New Roman, 12, bold-italic and change the horizontal text alignment of these cells as left with indent value 1.
- Using the **AutoSum** Σ feature, find and write the sum of cells from B4 to E4 into cell F4. Then copy this cell to F5 and F6. (Hold the right bottom of F4 and drag it to F5 and F6) Observe that the formulas are updated when copied.
- Change the column width of Column A such that all the texts on this column can fit into the cells.
- Select the columns from B to G and apply “**AutoFit**” Selection  for these columns.
- Add outside and inside borders to your table by using the icon . For the outside border choose a thicker line. (To add borders, select the range where you want to add borders (that is from A2 to G7), then choose Format Cells from the shortcut menu and click the Border tab)



9. Select the title (select the merged cell in row 2) and change the cell colour to yellow. (To change cell colour, from the shortcut menu select Format Cells, then click Pattern tab)
10. Select the cells B4 to G4 and A5 to A7 (Use Ctrl key). Change the cell colour as pink.
11. Select the cells from B5 to G7. Change the cell colour as light blue.
12. Using “**Print Preview**” feature, observe how your document would appear on a printed sheet.
13. Now write the following entries into the specified cells:

A11 : 2002 Status

B10 : Apple





C10 : Orange

D10 : Banana

14. Select the cells from B5 to G7. Click on the Chart Wizard button. Select Column chart type and the first chart sub-types. Write “Annual Fruit Sales” as the Chart title, “Year” as the Category (X) axis, “Value” as the Category (Y) axis. Insert the chart as an object into Sheet 1. Place the chart on an empty place of the Sheet 1.
15. Move the legend to the bottom of the chart. (Right-click on the legend area and choose Format Legend, then select Placement)

2.5.4 LibreOffice Calc

1. Is the LibreCalc an open sourced application (free)?
 - a. **Yes**
 - b. No
 - c. I don't know
2. LibreCalc works similar to MSExcel
 - a. **True**
 - b. False
3. The **Formula bar**, **Formatting bar** and **Status bar** are parts of LibreCalc?
 - a. **Yes**

- b. No
 - c. I don't know
- 4. By pressing "**Enter**" you go to the cell below:
 - a. **Yes**
 - b. No
 - c. I don't know
- 5. By pressing the arrow keys on the keyboard:
 - a. **moves the focus in the direction of the arrows**
 - b. select the next cell
 - c. calculate the sum
 - d. a & b
- 6. Click a chart to enter the chart edit mode
 - a. True
 - b. **False**
- 7. Click the legend to select and edit the legend
 - a. True
 - b. **False**
- 8. If you want to "**Save**" your work you should:
 - a. **Click on File menu and select**
 - b. Click on Home menu
 - c. Click on Windows menu
 - d. Click on Tools menu
- 9. Which icon should be used in order to produce a **Chart**?
 - a. 
 - b. 
 - c. 
 - d. 
- 10. How can make your work in **Landscape** printable format?
 - a. **Click on File menu then select Print – Print tab – Landscape - OK**
 - b. Click on Home menu then select Print – Print tab – Landscape - OK
 - c. Click on Windows menu then select Print – Print tab – Landscape - OK
 - d. Click on Tools menu then select Print – Print tab – Landscape - OK

2.6 Web Browsing and Security

You can only have one web page open at a time.

- True
- **False**

There are many different web browsers available.

- **True**

- False

There is no way to quickly find a page you were looking at last week.

- True
- **False**

I can step backwards through the pages I recently browsed

- **True**
- False

I can make a browser shortcut to a web page that I visit often.

- **True**
- False

Clicking a hyperlink always opens a page in the window and tab I am using.

- True
- **False**

Hyperlinks are always words that are underlined and a different colour.

- True
- **False**

Which of the following is not a web browser?

- Google Chrome
- Microsoft Internet Explorer
- Mozilla Firefox
- **Microsoft Word**

What is a URL?

- A type of port to plug in peripheral devices
- **The name for a full web link address**
- A file extension
- A way of transferring files across a network.

To quickly find a website I have recently been to I could look in my...?

- **Browsing history**
- Favourites
- Bookmarks
- Downloads

When should I save my username and password on a computer?

- Never
- **When it is on my own computer, connected to a trusted network.**
- On a computer in a library
- On a computer in an internet café

If there is a page you visit frequently, you can access it more quickly by...?

- **Saving it as a favourite/bookmark**
- Typing the URL into the search bar
- Searching for it on Google
- Going to another page that links to it

If a page stops loading before all the content is readable, you should not...?

- **Give up and look at something else**
- Hit the reload button (or press F5) to try loading the page again
- Ensure that the URL address is correct.
- Check that your internet connection is OK.

Which of the following is not a popular search engine?

- Google
- Bing
- Yahoo
- **Facebook**

The following file type may be unsafe to download from an untrusted source...?

- **.exe an executable file**
- .jpg an image file
- .gif an animated image file
- .txt a plain text file

Which of the following is the most important reason for installing Windows updates...?

- **They may include security patches**
- They can improve the performance of your PC.
- They may fix bugs in the operating system.
- They slow down the start-up time of your computer.

Which of the following is wrong? I can launch my Web browser from

- The desktop
- **The Internet**
- The task bar
- The start menu

The available suffixes for URLs are the .com, .edu, .org, and .ac.

- True
- **False**

In order to visit a web page I always need to write a URL in the address bar, starting with the prefix *www*.

- True
- **False**

I can perform a search on the Internet to find (select all applicable):

- **Images**
- **Documents**
- **Video**
- **Food recipes**

Web pages are online documents that cannot be printed on paper

- True
- **False**

When filling-in information into a Web form, I should be aware that all fields usually marked with this symbol are mandatory to be completed

- ^
- \$
- *
- @

I can only have one browsing software installed on my computer at each moment

- True
- **False**

Using social software is good because I can meet people previously unknown to me and make new friends.

- **True**
- False

The following social software services are fully accessible (select the true statements)

- Facebook
- Twitter
- **Easy Chirp**
- YouTube

2.7 Email and Security

You cannot send files to people using email.

- True
- **False**

Many providers allow you to access your email using an internet browser.

- **True**
- False

Every time I want to email somebody, I have to type their email address.

- True
- **False**

When I delete an email it is gone forever.

- True
- **False**

If I CC an email to a list of people they will all see the list of addresses.

- **True**
- False

To keep my inbox in order I have to manually move files into folders.

- True
- **False**

You can notify people who send you mail while you are not at your computer that you are away.

- **True**
- False

To send an email you have received on to another recipient you should use...?

- **The forward button**
- The reply button
- The reply all button
- Blind carbon copy

To copy an email to a recipient you should type their email address in which field?

- To
- **CC**
- BCC

- Subject

When copying an email to a list of people which field will keep their addresses private from each other?

- To
- CC
- **BCC**
- Subject

The following type of attachment may be unsafe to download from an untrusted sender...?

- **.exe an executable file**
- .jpg an image file
- .gif an animated image file
- .txt a plain text file

If your bank emails you with a web link asking you to log into your account you should?

- Assume the email is from your bank
- Click the link and enter your details
- Not tell your bank
- **Avoid opening any attachments or links on the mail**

Which of these is not a common email provider?

- Google Gmail
- Microsoft Hotmail
- Yahoo
- **Amazon**

I can send an email to a friend without using the symbol @ but not an unknown person

- True
- False

The part of the email address that is found after the @ symbol is

- My name
- **The identification of the address's provider**
- The name of the search engine used to send my email
- The name of the web browser I use to check my emails

I can only have one email address

- True
- **False**

I can have more than one email addresses but only if they are from same provider

- True
- **False**

In order to make my email account secure, I have to (which of the following hold?)

- **Configure my client properly**
- Contact my email provider
- **Configure the online tool given by the provider**
- Use the prefix https in front of the email address

In order to obtain an email address I have to pay only a small fee

- True
- **False**

When I send an email to a friend, he/she will (which of the following hold?)

- Be able to see it after paying some small fee
- **Be able to see it using his/her own email account**
- Not be able to see it unless I am also logged-in my email address at the same time
- **Be able to reply or forward the email to other people no matter whether I know them or not**

2.8 Communication software

1. The **Skype** programme is suitable for:
 - a. Chatting
 - b. Internet phone calls
 - c. Communication
 - d. **a & b & c**
2. From which bar can you change your **status**?
 - a. Menu bar
 - b. **Status bar**
 - c. Call phones bar
 - d. a & b
3. How can you send files?
 - a. **By using Conversation window**
 - b. By using Conversation box
 - c. By using Recent list
 - d. By using Status bar
4. Is it possible to **share your window** using Skype?
 - a. **Yes**
 - b. No
 - c. I don't know



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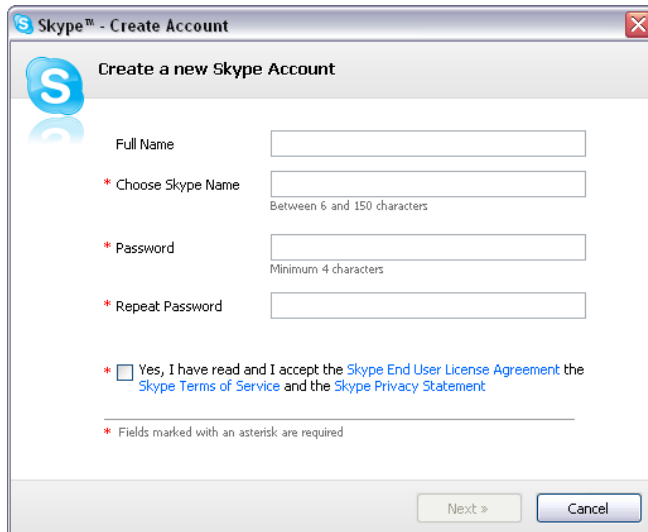
5. Is it possible to **see if friends are around** and what they are up to by using GTalk?
 - a. **Yes**
 - b. No
 - c. I don't know
6. Is it possible to **talk to multiple people** at once by using GTalk?
 - a. **Yes**
 - b. No
 - c. I don't know
7. Can you **make calls** while you are logged into your Google mail account?
 - a. **Yes**
 - b. No
 - c. I don't know
8. While using **MSN messenger**:
 - a. you could add a contact a person to talk to
 - b. send an instant message
 - c. search for your existing friends
 - d. **a & b & c**
9. Click the red "X" at the top of the screen **to close the chat window** of MSN.
 - a. **True**
 - b. False
10. While **communicating online** you should consider:
 - a. Think carefully about who is on your list
 - b. People may not be who they say they are
 - c. Friend of a friend is not necessarily a friend
 - d. **a & b & c**
11. You should **keep your personal information secret** when talking to someone you don't know in the real world.
 - a. **Yes**
 - b. No
 - c. I don't know
12. How can you **protect yourself while communicating** with strangers on Internet?
 - a. Archiving or saving your conversations
 - b. Check your preferences or privacy options in the applications you use
 - c. Highlight the conversation with your mouse and copy and paste conversations into a Word document which you can save.
 - d. **a & b & c**
13. How can you **block a** contact that you don't want to communicate with anymore?
 - a. Right click on the name of the person in the contact list and click on "Block".
 - b. Go to preferences and select "Ignore"
 - c. I don't know
 - d. **a & b**
14. You should reply on abusive messages
 - a. **True**

- b. **False**
 - c. I don't know
15. It is not a problem to receive files with an .exe extension
- a. True
 - b. **False**
 - c. I don't know

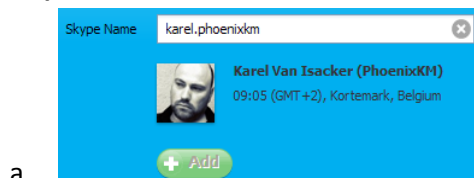
Practical Exercise 5: Explore Skype



If you already downloaded the Skype programme (please refer to dedicated section of the course material), proceed now to the registration.

- The next step requires that you register by choosing a username and a password of your own.



- The procedure is the same as when registering for an e-mail account.
- When accessing it for the first time with your new username and password, a tutorial how to use will be started on your preferred language.
- You can choose the language from the Menu Tools of the programme each time. The programme supports more than 32 languages.
- Now click on the icon **"Add contact"** and on the last row **"Skype name"** try to find the user **"karel.phoenixkm"**

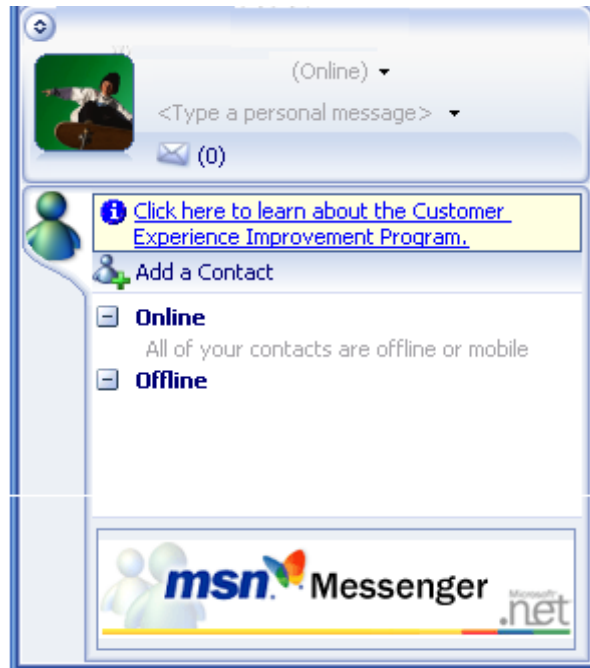


- The click on the button **"Add"**.
- The user will after some time confirm your request.
- If the user is online try to call him by pressing the green phone icon 
- If you have installed a camera, microphone and speakers – then you could try to make a video call by pressing the green icon 

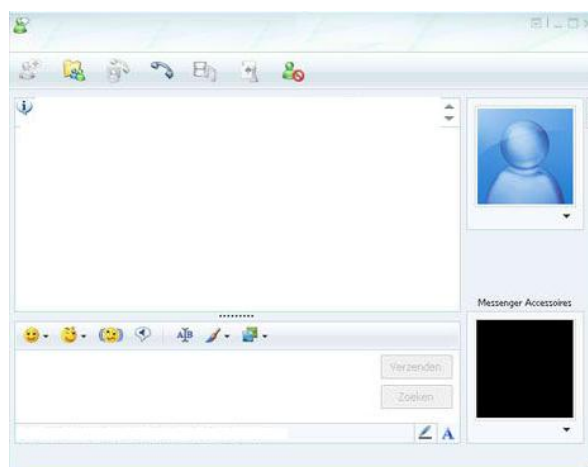
9. If you want you could continue your communication in “Chat mode”. For that purpose you could simply click on the name of the user (i.e. Karel Van Isacker) and start chatting with him.
10. If you want to “**Sign out**” just go to the **File** menu and press on “**Log off**”

Practical Exercise 6: Explore MSN messenger


1. Run the MSN Messenger. A window similar to that illustrated should be displayed.



2. Click on the add contacts link and add the MSN ID of your friends or neighbours.
3. Once the name appears in the list, double-click the name of the person they want to chat with, and type a message in the body. Press <Enter> when you want to send the message so the other person sees it immediately.



4. Go to the MSN Chat application and choose the Webcam option (please note this option is only available if a Webcam is connected to your PC).

5. Go to your Status mode and change your status from “Online” mode to “Invisible” mode and then again to “Online” mode.
6. Try call your friend by clicking on icon .
7. After chatting online with your friends log off from your MSN Messenger.

2.9 Mobiles Smartphones and Tablets

Practical Exercise 7: explore phone design

Phones come in all colours, shapes and sizes. If the keypad is not visible, your phone may be a ‘flip’ phone (hinged) or a ‘slider’ phone (keypad becomes visible when the front cover is pushed up).



EXERCISE:

Have a look at the different types of phones in the class:

- What type of phone do you have?
- What is your phone number?

TIP: Sellotape your phone number to the back of your phone.

Practical Exercise 8: explore mobile phone operators and networks

In UK, Belgium, Cyprus, Greece, Lithuania there are variety of mobile phone operators:



Greece: Cosmote, Vodafone, Wind

UK: Everything Everywhere, O₂, Vodafone, 3

Belgium: Proximus, Mobistar, BASE

Cyprus: Cyta Mobile-Vodafone, MTN

Lithuania: Bite, Omnitel, Tele2

EXERCISE:

- Which network do you use?

Practical Exercise 9: Switching your phone on and off

The on/off function is different on each phone. Your phone might have a power button on the top, or there may be a button on the front of the phone.



Fig. Example of mobile phone off buttons

EXERCISE:

- Switch your phone off and on again
- You may be asked for a 4 digit PIN number. If you use one keep it secret.

Practical Exercise 10: Explore main features of mobile phone

EXERCISE:

What is displayed on your phone screen? *(Tick the boxes)*

- ☐ Phone operator name or logo
- ☐ Power level
- ☐ Signal strength
- ☐ Clock
- ☐ Menu
- ☐ Message (envelope)
- ☐ Go to
- ☐ Names/contact
- Anything else?

Charging your phone

The charger outlet is usually on the bottom or the side of your phone.

EXERCISE:

- Do you know how to charge your phone?
- What does the battery charge display look like on your phone?
- How do you know if you need to charge your battery?

Practical Exercise 11: Using your phone

To move through the phone's menu, you use the Navigation or Centre button, and/or the touchscreen.

This button is different on each type of phone. It is the biggest button on the phone and will be either square or round. It's also called the Select Key. Pressing the outside of the button, you can move up, down, left or right.

The left and right buttons let you select the text on the bottom left and right of the screen.

For example, this might be 'Go to' and 'names', or it might be 'menu' and 'contacts', or 'options' and 'exit'.

Answering the phone

To **answer a call**, press the **green** (or left hand) button.

To **finish or cancel a call**, press the **red** button.

Making a call

To **make a call**, enter a number using the key pad. The numbers will be displayed on your screen as you press them.

EXERCISE:

- Do you know what your phone sounds like – would you recognise your ring tone?

EXERCISE:

- Phone the mobile number of the person beside you, or the volunteer helping you to use your phone. What is their number?
- Get your partner or tutor to call your phone. Can you see their number on your screen?

The Phone Menu

When you press the **Menu** button on the phone you will see either a list or icons of the phone's many applications, including:

- Phonebook or Contacts
- Call log or Call Register
- Messages
- Settings
- Organiser
- Applications



EXERCISE:

- Using the Up, Down, Left or Right Arrows, see what you have on your phone.

The most important applications are:

- Contacts or Phone Book – you can store all your phone numbers in the phone.
- Messages – for sending and receiving text messages.
- Call Log or Register – details the calls you have received, dialled and missed.
- Settings – lets you change the appearance of your screen, sound volumes & ring tones.

Text messages

Text messages have a symbol shaped like an envelope:

EXERCISE: read a text message

Step 1: Press Menu/Centre key

Step 2: Select **Message** (and maybe **My Messages**)

Step 3: Find **Inbox**

Step 4: Highlight a message

Step 5: Press **Select** or **Options & View**

EXERCISE: send a text message

Step 1: Press the **Menu/Centre key**

Step 2: Select **Messages**

Step 3: Select **Create (or Compose) Message**

Step 4: Select **Text Message**

Step 5: Enter message – Hi from (your name)

Step 6: Select **Send**

Step 7: Enter number of your partner or tutor & press **Send** or select **Search** to bring you to the **Phone book/Contacts** and use the number from there.

2.10 Assistive Technologies

Which of the following assistive technologies is least likely to be helpful to a user with a visual impairment?

- **Speech-to-text**
- Screen reader and text-to-speech
- Screen magnifier
- High contrast mode

Which of the following technologies is not provided by default with a Windows installation?

- Narrator
- Screen Magnifier
- High contrast themes
- **A screen reader package**

2.11 What Is There For Me?

Visit the recommended links, and identify the assistive technologies and ICT skills that might be of interest to you.

2.12 Safety and Security

It is OK to enter a login and password on a public computer.

- **True**
- False

Downloading files from the internet cannot harm my computer

- True
- **False**

It is safe to enter my card details to buy something on a web page that starts with http://

- True
- **False**

You can use a social network without making your details public.

- **True**
- False

It is OK to download and keep any music or films.

- True
- **False**

It is OK to email my internet banking login details to my bank if they email me asking for them.

- True
- **False**

I do not need to have my virus checker running all the time as long as I scan my disk regularly.

- True
- **False**

In order to update my antivirus software database I need to (which of the following hold?)...

- Contact my email provider
- Configure properly my Web browser
- **Use the relevant functionality that comes with my antivirus software**
- **First connect to the Internet**

There are no free antivirus software.

- True
- **False**



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When browsing on the Internet it would be safe to (which of the following hold?)

- Visit any website
- **Download files only from trusted web sites**
- Check provided advertisements and visit the linked websites
- **Share my picture only with friends and trusted people**

All social networking services provide accessible alternatives

- True
- **False**

Linkedin is a social networking service on which I should be (which of the following hold?)

- Talking with friends
- **Communicating with colleagues**
- **Sharing my CV**
- **Finding job positions**
- Uploading pictures of my family

3 Unit 3 Higher Basic ICT Skills

3.1 Using a Word Processor

The Quick Access Toolbar contains buttons for Save, Undo and Redo.



- **True**
- False

Which button is this  ?

- Save
- **Undo**
- Redo

Which button is this  ?

- **Save**
- Undo
- Redo

Which button is this  ?

- Save
- Undo
- **Redo**

In the text area you type your document

- **True**
- False

¶ is the paragraph symbol

- **True**
- False

Some certain characters do not print and not affect the document's layout

- **True**
- False

To create a new file in Microsoft Office Word you have to open Microsoft Word and begin to type. If you want to start a new paragraph then press

- Alt
- Shift
- **Enter**

To delete a word or a phrase

- Press the Backspace key and Microsoft Word deletes the character that precedes the insertion point
- Use the Delete Key by selecting firstly the text you want to select and then to press the Delete Key
- **Both the above options are alternatives**

You can save a document or document only by using the Save Option on the Microsoft Office menu

- True
- **False**

You can “Cut and Paste” information

- From a document in the same document
- **From a document in the same or different documents**
- Only to different documents

As you type, Word checks your spelling errors

- **With a red wavy line**
- A blue line
- A green line

Grammar errors are displayed with

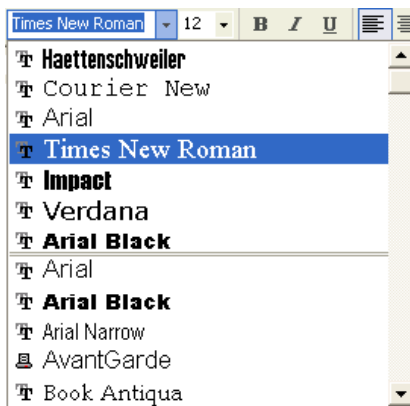
- A red line
- **A green line**
- A blue line

The Find and Replace command can be

- Executed only in large files
- Only in a limited area
- **Both in large files and in a limited area**

You can change the font size or type

- Only by using the icons on the formatting toolbar
- Only by Keyboard shortcut
- **Both are alternatives**




The font style specifies the overall look of the character set

- True
- **False**

Font determines the emphasis given to a character

- True
- **False**

The icon  allows you to Print Preview up to six pages at a time on the screen.

- **True**
- False

The icon  is a single page print preview

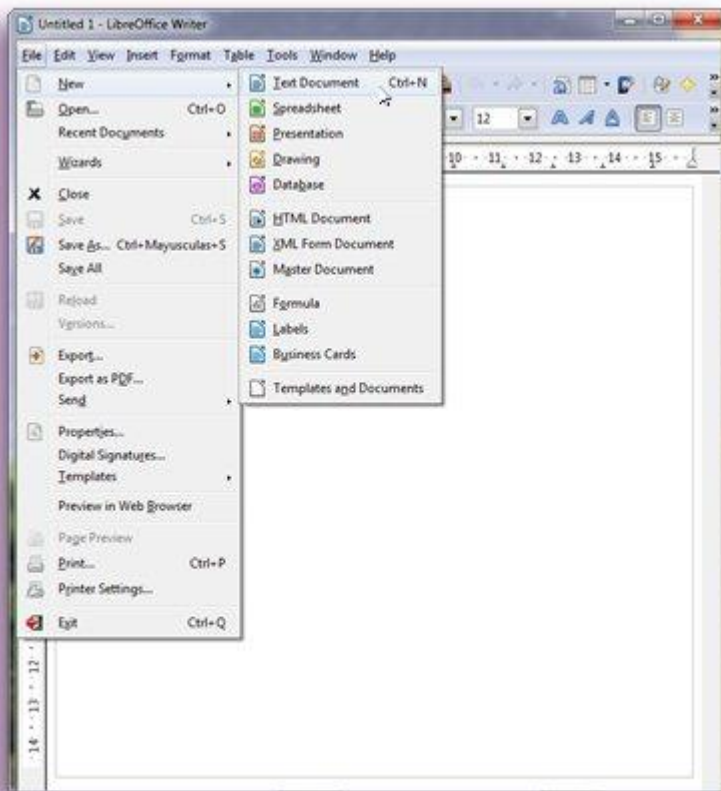
- **True**
- False

Writer in LibreOffice has similar functionality to Microsoft Word

- **True**
- False

The following interface indicates how to create a new document using LibreOffice

- **True**
- False



Practical exercise 1: Open the Microsoft Word

- Click the Start Button
- Click Start /All programs to display the submenu Microsoft Office and select the Microsoft Word
- Open a file
- Click on "Save as" and type a File Name
- Select from the left menu "Desktop"
- Save the file
- Recall the file
- In a new paragraph write a sentence, for instance: "Mary has a small house"
- Type and backspace, replace the last word
- Delete the word "house" (by placing the cursor between the period and the "e" in house)
- Type the word "car"

Practical exercise 2: Formatting paragraphs

Format the text below as bold and italic. Underline the last sentence:

"Ancient Greek Everyday Life"

Men if they were not training in military, or discussing politics went to the Theatre for entertainment. To watch dramas that they could relate to, including tragedies and comedies. These often involved

current politics and gods in some form. It is thought that women were not allowed to watch theatre or perform at the theatre, although male actors did play women roles.

Lives of Women in Ancient Greece were closely tied to domestic work, spinning, weaving and other domestic duties. They were not involved in public life or in politics. The live were normally quite confined to the house although one public duty was acting as a priestess at a temple.

Children in ancient Greece usually occupied their time playing with toys and games.

Practical exercise 3: Insert a Table of Contents

- Prepare the document for a Table of Contents: Highlight the section heading and sub-heading text. Place your cursor at the location in your document where you want to insert a Table of Contents
- From the Reference Tab in Microsoft Word, select Table of Contents
- From the Table of Contents dropdown, select a style that meets your needs
- A Table of Contents appears in the location that he/she have selected
- To Modify or Update an Existing Table of Contents go to the Reference tab and select Update Table
- An update Table of Contents window appears. Select the radio button next to Update entire table and select the OK button.

Practical exercise 4: Use Hyperlinks, type & print

Hyperlink the bold words in the following text:

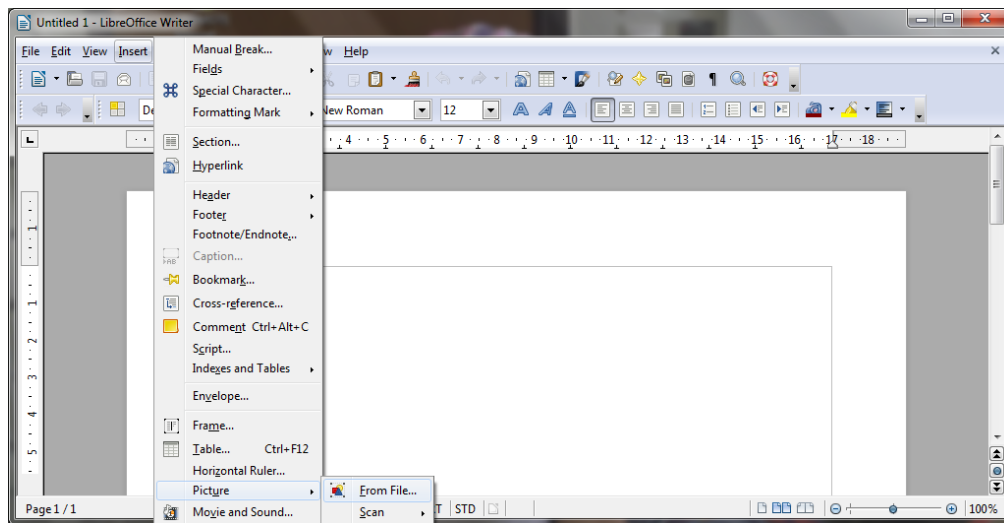
*Centred within a loose collection of city-states (often at war with one another), ancient Greek culture reached its pinnacle during the fourth century BC - an era described as its "**Golden Age**." Art, theatre, music, poetry, philosophy, and political experiments such as democracy flourished. Greek influence stretched along the northern rim of the Mediterranean from the shores of **Asia** Minor to the Italian peninsula.*

*In Athens, society was male-dominated - only men could be citizens and only upper-class males enjoyed a formal education. Women had few political rights and were expected to remain in the home and bear children. Fully one quarter of the population was made up of slaves, usually prisoners captured during the many clashes that extended Greek influence overseas. These slaves provided much of the manpower that fuelled the burgeoning economy, working in shipyards, quarries, mines, and as domestic **servants**.*

Type, Print Preview and print the previous text

Practical exercise 5: LibreOffice Writer

Fill the blanks: In the example capture below of an untitled document in LibreOffice, the user is trying to by selecting



3.2 Spreadsheets

A Worksheet is...

- **A very large table consisting of rows and columns**
- A very large table consisting of rows
- A very large table with the alternative name Workbook

In Excel a worksheet is a spreadsheet.

- **True**
- False

Each Workbook contains...

- 2 worksheets
- **3 worksheets**
- 1 worksheet

Each worksheet has an arithmetical indication.

- **True**
- False

To quit Excel you have to...

- Click the Office button followed by the Exit Excel button.
- Click on the Excel Close icon
- **Both the two options are alternatives**

A workbook is a group of worksheets.

- **True**
- False

To open an existing workbook from the File menu You have to choose “Open” or click on the “Open” icon on the Standard toolbar.

- **True**
- False

To create a type of list in Microsoft Excel there is a ready-made arrangement of columns.

- **True**
- False

Each column has a label name: A, B and so on.

- **True**
- False

A column is a vertical line of cells.

- **True**
- False

A row is a horizontal line of cells.

- **True**
- False

Rows are not labelled.

- True
- **False**

Cells are the intersections range known as individual cells.

- **True**
- False

To select a cell you have to click on the cell you wish to select.

- **True**
- False

To modify existing cell data content...

- **There are two methods: clicking in the editing bar towards the top of the screen, where the contents of the selected cell are displayed and then making your changes; or by the method called “in place editing” (by double clicking on the cell containing the data which you wish to edit, and then editing the data directly within that cell.)**
- Only the first method is right
- Only the second method is right

Entering data into Excel requires to:

- **Click on the cell where you want the data to go, type your data into the cell and press the ENTER key on the keyboard or click on another cell with the mouse**
- Click on the cell where you want the data to go and type your data into the cell
- Click on the cell where you want the data to go, type your data into the cell and
- press the Alt key

The figure below provides options for...

- **Applying borders to a cell range**
- Changing the data in cell content



Excel offers a single chart type.

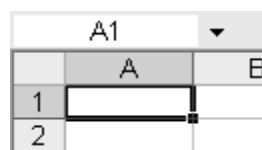
- True
- **False**

Practical exercises

Note that: Name box is the rectangular area above the top-left corner of a worksheet in which Excel displays the cell reference of the active cell

1. Perform this exercise to learn how to enter a cell reference in the Name Box

- Click the Name Box
- Type B2 and press Enter
- Excel responds by making B2 the active cell



2. To further exercise repeat these two steps for the following cells:

- D8
- A3
- H5
- I19

3. Entering the number 1378 in the cell B3 by showing the process step by step. Follow the example below for entering the number 1274 in cell B3



- Click B3, making it the active cell.
- Type the number: 1274.
- Press Enter

	A	B
1		
2		
3		1274
4		
5		

	A	B
1		
2		
3		1274
4		
5		

4. Enter the data listed below into a blank spreadsheet...

- A2: Deduction Calculations for Employees
- A8: Last Name
- A9: Jameson C.
- A10: Wilson M.
- B4: Date:
- B6: Deduction Rate:
- B8:Gross Salary
- B9: 38778
- C6: 06
- C8: Deduction
- D8: Net Salary

5. Create a table in an Excel database...

Include the names of your classmates (Year 2009-2010)" their age and the program that they are attending. Type the following data: Students' ID, Last name, the Program that they have selected. See the example below.

College Enrolment 2009-2010				
Student ID	Last Name	Age	Program	
ST 37899	Jameson	25	Business	
ST 37898	Peterson	30	Art	
ST 37897	Thompson	37	Nursing	

6. Create Charts in Excel

Note that: All charting – in Excel or with pen and paper – is based on two very basic ideas: the data point (An item being measured and its measured value.) and the data series (A group of related data points. For example, your data series may compare different items measured at the same time, or single items measured at different times).

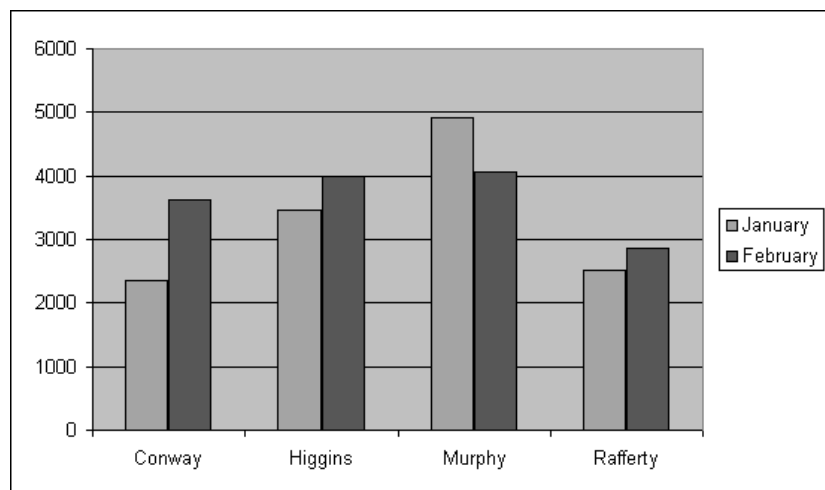
7. How many data series can you see in the worksheet shown below



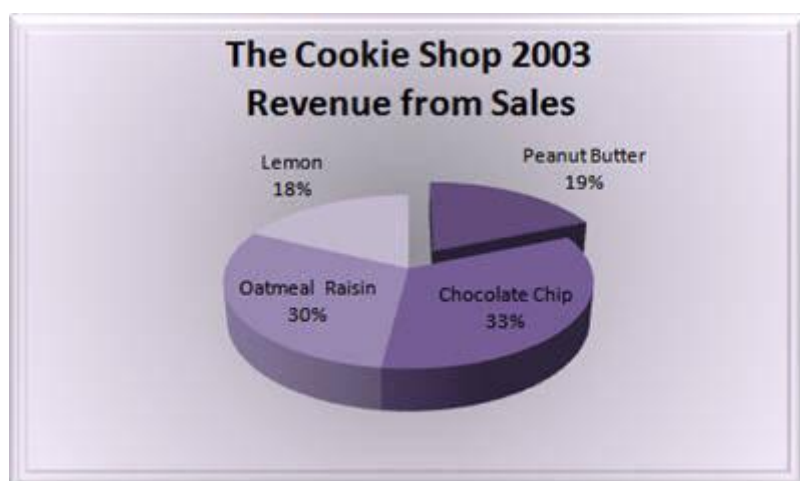
	January	February
Conway	2356	3621
Higgins	3463	3981
Murphy	4921	4055
Rafferty	2512	2864
Smith	5951	6226
Smith	3872	2441
Sullivan	2903	3308

8. To create a two data series chart in Excel you have to

- Select the cell range A4:A8, C4:D8.
- Click the Chart Wizard button and accept the default options in the sequence of four dialog boxes. Your chart should look as shown below.



A step by step example will guide students to create and format a Pie Chart as the one shown in the picture below.



9. Create a worksheet with the following data:

- Volkswagen Group
- PSA Group

- Renault Group

Take into account that Volkswagen remained Europe's strongest car manufacturer and top-selling car brand with 60% percentage of sales. The French PSA Group was the second selling car brand in Europe in 2010 with 25% percentage of sales, while Renault was the third selling car brand in Europe, 15% percentage of sales.

- Create a column chart
- Apply a Chart Layout
- Add labels
- Switch data

3.3 Presentations

To open PowerPoint using the Start Menu you have to:

- **Click on the Start button, Click on All Programs, Click on Microsoft PowerPoint**
- Click on the **Start** button and on **Microsoft PowerPoint**
- Click on **Microsoft PowerPoint**

A dialog box is displayed in case unsaved changes have been made to your presentation.

- **True**
- **False**

The icon below is indicative for opening an existing presentation.

- **True**
- **False**



The icon below helps you to

- Save and close files
- Locate the required file
- **Locate and select the required file**



How can I create a new presentation?

- Start PowerPoint and see a new icon
- Start PowerPoint and see a blank Title slide as the first slide in my new presentation
- **Start PowerPoint and see blank Title slide as the first slide in my new presentation or alternatively click on the new icon.**

When you save a presentation, filenames, can include any of the following characters:

/ \ * ? “ > < | : ;

- True
- **False**

To close a presentation:

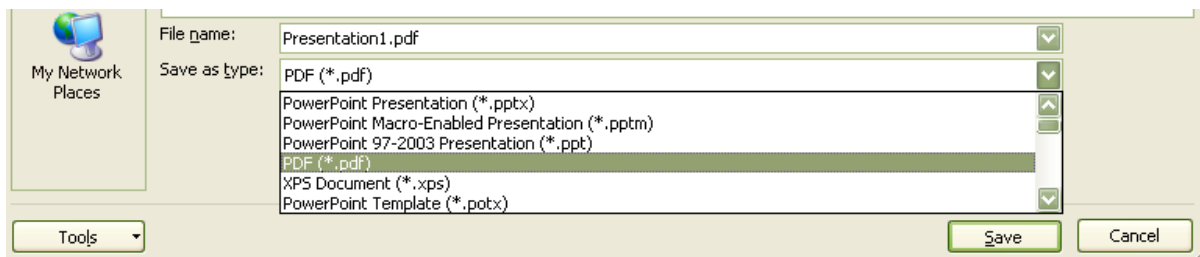
- Select the Close menu
- Click on the Close icon displayed at the top right of the presentation window
- **Select the Close menu or Click on the Close icon displayed at the top right of the presentation window**

To apply a specific layout in a SlideShow Presentation you have to...

- Click on the New Slide icon
- **Click on the New Slide icon and select the required slide layout from the Layout task pane**
- Neither of the above options are right

The following “Save As” type command is available in order to

- Save a file
- **Save a file at a specific format**
- Select a folder



Impress is the presentation program of LibreOffice.

- **True**
- False

To insert images to a LibreOffice presentation you don't have to create a new presentation.

- True
- **False**

Suppose you want to add some style to this LibreOffice presentation title. What option will you select?

- **View (Master)**
- Insert
- Slide show settings

Practical exercise 1

- Create a new presentation clicking on the new icon
- Save the presentation to a location on a drive entering the file name: Ancient World.ppt
- Save the same presentation using another name: Ancient customs.ppt
- Save this presentation in Rich Text Format (RTF)
- Close the presentation

Practical exercise 2

- Create a presentation with the title “Using different presentation view modes”
- Show this slide in normal view
- Show the above slide in slide sorter view

Practical exercise 3

- Select a colour scheme and apply it
- Preview the presentation
- Apply the colour scheme to the entire presentation

Practical exercise 4

Create a presentation in LibreOffice:

- Select the Presentation option in LibreOffice
- Select the blue border as the presentation’s background
- Create your first presentation add as a title “LibreOffice first knowledge”
- Create a blank slide to a new presentation and insert an image that you will have store in your folders, your desktop or “My pictures folder”

3.4 Online applications

ATutor and Moodle are E-learning systems based on online management of knowledge and sharing information.

- **True**
- False

Moodle and ATutor are both commercial web applications.

- True
- **False**

ATutor is a free Web-based LMCS- Learning Content Management System designed to be:

- A teaching tool
- A learning tool
- **Both a teaching and a learning tool**

ATutor is a community–driven software package.

- True
- False

In ATutor learning system each student must have a separate account with a login and password.

- True
- False

Students may also have accounts created for them by an administrator.

- True
- False

Courses that are marked as public may be seen without prior registering and /or log in procedure.

- True
- False

To create an account a student has to:

- Enter personal details
- It is not obligatory to enter personal details
- **Enter personal details if he/she register for the first time**

Master list is used when new users should be validated against an existing master student list

- True
- False

In “My Start page” the user may see a list of courses available by pressing link Browse Courses on “My Courses screen”.

- True
- False

The “Courses” menu is divided into the following sections...

- Forums, Create Course, Default Student Tools
- Forums, Create Course, Default Student Tools, Default Side Menu
- **Forums, Create Course, Default Student Tools, Default Side Menu, Backups and Categories**

Moodle assignment types are...

- Advances Uploading of Files and Online text
- Upload a single file and Offline assignment
- **Advances Uploading of Files and Online text, Upload a single file and Offline assignment**

Advanced Upload of files allows students to...

- **Submit multiple files (Word, excel, PDF etc)**
- Submit files only in Word

Online Text allows students to type their response directly into Moodle using the Text editor.

- **True**
- False

Moodle enables a discussion forum.

- **True**
- False

In pbwiki you can create your own wiki.

- **True**
- False

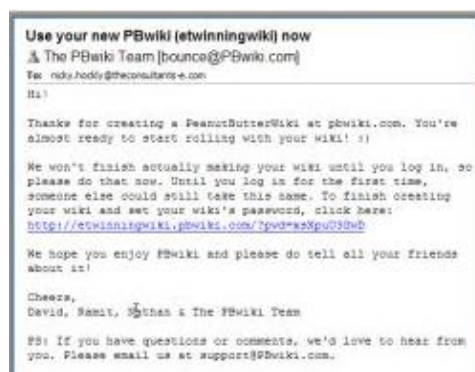
A wiki name must have no spaces and consist of...

- Letters
- Numbers
- **Letters and or/numbers**

After you confirm your wiki you have to...

- **Set your wiki's password**
- You don't have to set your password
- It is optional

The following interface is an example of an email that will be sent to your mail address asking you to click on a link to set your wiki's password...



- **True**
- False

Practical exercise 1

Set up an assignment in Moodle:

- Click the **TURN EDITING ON** button



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- Choose the topic area where you would like to add a link to the assignment and click on the Add activities dropdown list.
- Select the assignment type which you feel is the most appropriate for the piece of work you wish to be submitted. For most people, this will be the first option, Advanced uploading of files.
- Enter details in all of the relevant fields, making sure that your Available from and Due Dates are accurate.
- Save and return to course
- Submit the assignment

Practical exercise 2

Open a Moodle account with a login and password:

- Log in or register to create an account
- In case you suspect that your password is leaked change it through the menu under the "Profile" tab