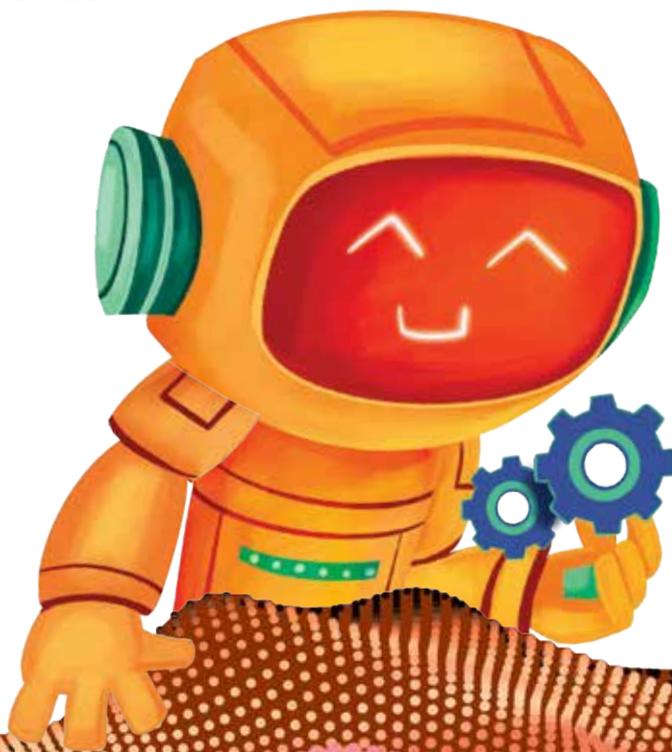


Complimentary Copy—Not For Sale

COMPUTER WHIZ

3

Fourth Edition



ANSWER
KEY

Sameena Haidermota

OXFORD
UNIVERSITY PRESS

Suggested answers to end-of-chapter Workstation (page 11)

Explore with Whiz

Fill in the blanks

1. Computer
2. Fingers
3. Global
4. Electronic
5. Wireless

Whiz Quiz

1. Touchscreens are used to interact with computer devices.
2. The Internet is a global network of computers that allows them to share information.
3. It is important to have the correct email address to make sure that messages are sent to the correct person.
4. Both a smart TV and a smartphone have Internet access and can be used to browse the web.
5. An inbox is a folder in an email system where incoming messages are stored.

Worksheet

Encourage the students to come up with their own keywords by looking at the question. Have them type these keywords in the search engine and extract information from the displayed results. Let them experiment with different keywords to ensure most elaborate results.

Suggested answers are given below:

1. Do dolphins live in freshwater?
 - **Keywords:** dolphins, live, freshwater
 - **Fact:** Most dolphins live in saltwater, but some species can live in freshwater.
 - **Answer:** No, most dolphins live in saltwater.
2. Can a kangaroo jump backward?
 - **Keywords:** kangaroo, jump, backward
 - **Fact:** Kangaroos cannot jump backward.
 - **Answer:** No
3. Is the sun a star?
 - **Keywords:** sun, star
 - **Fact:** The sun is a star.
 - **Answer:** Yes

4. Do penguins live in the Arctic?
 - **Keywords:** penguins, live, Arctic
 - **Fact:** Penguins live in the Southern Hemisphere, not in the Arctic.
 - **Answer:** No
5. Does an octopus have three hearts?
 - **Keywords:** octopus, three hearts
 - **Fact:** An octopus has three hearts.
 - **Answer:** Yes
6. Is a whale a fish?
 - **Keywords:** whale, fish
 - **Fact:** A whale is a mammal, not a fish.
 - **Answer:** No
7. Do bees make honey?
 - **Keywords:** bees, make, honey
 - **Fact:** Bees make honey.
 - **Answer:** Yes
8. Can an ostrich fly?
 - **Keywords:** ostrich, fly
 - **Fact:** Ostriches cannot fly.
 - **Answer:** No

Suggested answers to end-of-chapter Workstation (page 20)

Explore with Whiz

Fill in the blanks

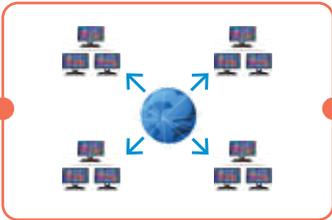
1. Network
2. Bluetooth
3. Wireless
4. Local area network
5. Peripherals

Whiz Quiz

1. A computer network is made up of two or more computer devices that are connected to exchange data or resources with one another.
2. ICT stands for Information and Computer Technology. It includes all the tools and devices that help you communicate and share information.
3. Peripheral devices are input and output devices that are linked to a computer and controlled by it.
4. Wi-Fi is a commonly used wireless technology.
5. Wired networks use cables to connect devices, whereas wireless networks use radio waves to connect devices.

Worksheet

Match the following descriptions with their appropriate labels and pictures.

ICT		Connects devices without wires over short distances
Wi-Fi		Tools and devices that help us communicate and share information
Bluetooth		A network covering a small area
LAN		Connects devices to the Internet without wires
WAN		A network covering a large area

Suggested answers to end-of-chapter Workstation (page 30)

Explore with Whiz

1. Ask the students to open MS Word, identify icons for each function and then do this activity.
 - a. We would press Control + Z to undo the last action we carried out.
 - b. We hold down the Ctrl key and click anywhere in the sentence to select words or text that are not next to each other.
 - c. When we press the Control + Y, we redo the last action we had undone.
 - d. We press Ctrl + A keys together to select all the text in the document.

Whiz Quiz

1. A word processing program creates, edits, formats, and prints text documents.
2. Print Preview display shows how the document will look when printed.
3. A paragraph is a group of sentences that discuss a single idea.
4. Justified text has straight edges on both the left and right sides, with the words spaced evenly.
5. Portrait orientation is vertical while landscape orientation is horizontal.

Worksheet

1. Expected answers.
 - Bold. Bear
 - Italics. The enchanted garden
 - Underline. Friends
 - Bold and Underline. A poem by Steely Whiz
2. Ask the students to try doing this in different ways on MS Word and then enlist two of the easiest ways.

Additional Questions

You may ask the students to do the following for extended learning:

1. Change the font size of the entire poem to 16.
2. Center-align the title “The Enchanted Garden”.
3. Add a border around the entire poem. Describe how you did it.
4. Insert a picture of a bear below the poem. Describe the steps you took to insert the picture.
5. Add a header to the document with your name and the date. Describe how you added the header.

6. Double-space the entire poem. Explain how you changed the line spacing.
7. Find and replace the word “garden” with “meadow”. Explain how you used the Find and Replace feature.

Tips:

- To make text bold, highlight the word and press Ctrl + B.
- To make text italic, highlight the word and press Ctrl + I.
- To underline text, highlight the word and press Ctrl + U.
- To change the colour of text, highlight the word, go to the font color option, and select your desired colour.
- To change the font of text, highlight the word, go to the font dropdown menu, and select your desired font.
- To save your work, click on ‘File’ and then ‘Save As’. Choose a location, type a filename, and click ‘Save’.
- To change font size, highlight the text, go to the font size dropdown menu, and select your desired size.
- To center-align text, highlight the text and press Ctrl + E.
- To add a border, go to the “Design” tab, select “Page Borders,” and choose your desired border style.
- To insert a picture, go to the “Insert” tab, click “Picture,” and choose a picture from your computer.
- To add a header, go to the “Insert” tab, click “Header,” and type your desired information.
- To double-space text, highlight the text, go to the “Home” tab, click on the “Line and Paragraph Spacing” icon, and select “2.0.”
- To find and replace text, press Ctrl + H, type the word you want to find, and the word you want to replace it with, then click “Replace All.”

Suggested answers to end-of-chapter Workstation (page 40)

Explore with Whiz

1. List the different types of templates on Canva. Ask the students to look at the Canva interface online and identify and enlist different templates
2. Ask the students open Canva, identify icons for each function and then do this activity.

Whiz Quiz

1. Canva is used to create a variety of designs such as cards, posters, flyers and presentations.
2. We can customize the canvas size by clicking on Resize in the top menu, where we can enter specific dimensions or choose from set options.
3. The rainbow square is the color palette or color picker used to select or change the colours of your design elements.
4. Students benefit from Canva by being creative, developing design skills and creating professionally pleasing projects.
5. Templates save time, provide inspiration for design, and ensure that the project has a professional appearance.

Whiz through Lab

Students must learn how to navigate the Canva interface and use different design elements to create a poster on REDUCE, REUSE, RECYCLE.

Remind the students that Canva is an online graphic design tool that helps users create flyers, posters, social media posts, and presentations.

Show them how to log in or sign up for Canva. Revise the main parts of the Canva interface:

- **Templates:** pre-designed layouts
- **Elements:** graphics, photos, icons, shapes, and lines
- **Text Tools:** fonts, styles, and text formatting
- **Uploads:** images or logos
- **Backgrounds:** change background colour or pattern
- **Download/Share:** to save and share designs

Briefly discuss how to create visual appeal with design. Text and images must be arranged and aligned to create an organised design. The use of contrasting colours and fonts lends to clarity and visual appeal. Balance in the design can be achieved by distributing the design elements evenly on the page.

Divide the class into groups of 2 or 3 depending on the number of computers available. Students will start by choosing a poster template in Canva. Ask students to design the poster based on colours, images, and fonts that match the theme.

Instruct them to add text. Teach them how to change the font size, style, and colour, to use different fonts for headings and body text so it stands out and to align text using the alignment tools to have a balanced design.

Have them choose an appropriate background that is pre-made or uses a solid colour. Discuss how background choice helps make text readable.

Teach them how to adjust image sizes, rotate images, and place text in front of or behind images.

Show them how to use Canva's alignment tools to position their text and images so the poster doesn't look too crowded. Once students have finished their posters, instruct them to save and download their work as a PDF or PNG file.

Worksheet

Make copies of the attached storyboarding worksheet and share with your students to work on individually.

Storyboarding Worksheet

Name: _____

Title

Introduction

Fruits and Vegetables

Whole Grains

Protein

Dairy

Now try to recreate this presentation on Canva.

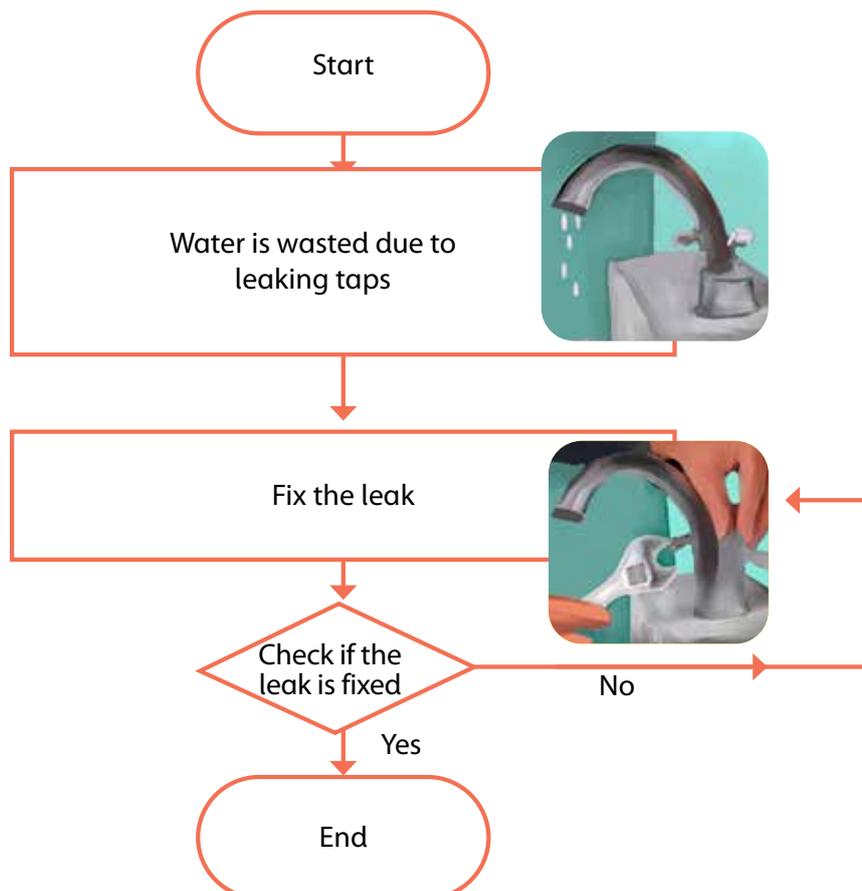
Suggested answers to end-of-chapter Workstation (page 53)

✓ 1 and 3 are incorrect. The rest are correct.

Whiz Quiz

1. Computational thinking is the process of solving problems by breaking them down into smaller, manageable steps.
2. Tools like bar graphs, pie charts, line graphs, tables, and pictograms help display data in a clear and organised way.
3. An algorithm is a set of step-by-step instructions used to solve a problem or complete a task.
4. Algorithms must be in the correct sequence as the steps need to be followed in a specific order to achieve the correct result.
5. A flowchart represents the steps in a process, helping to organize and understand the flow of actions or decisions.

Worksheet



Suggested answers to end-of-chapter Workstation (page 59)**Explore with Whiz**

Underline the correct answer.

1. Check
2. Professional
3. Formal language
4. Rude

Are these statements true or false?

1. False
2. True
3. False
4. False
5. False
6. True

Whiz Quiz

1. Netiquette refers to the rules for polite and respectful behaviour when communicating online.
2. It is important not to reveal your true identity on the net to protect your privacy and stay safe from online threats or scams.
3. The two rules you must keep in mind during homeschooling are to stay focused by avoiding distractions and be respectful to your teacher and classmates during online lessons.
4. An example of how an emoji can convey the wrong message is a laughing emoji after a serious message which indicates that you may not be taking the message seriously.
5. The three Cs to remember when writing an email are Clear, Concise and Courteous.

Worksheet

Netiquette Crossword

