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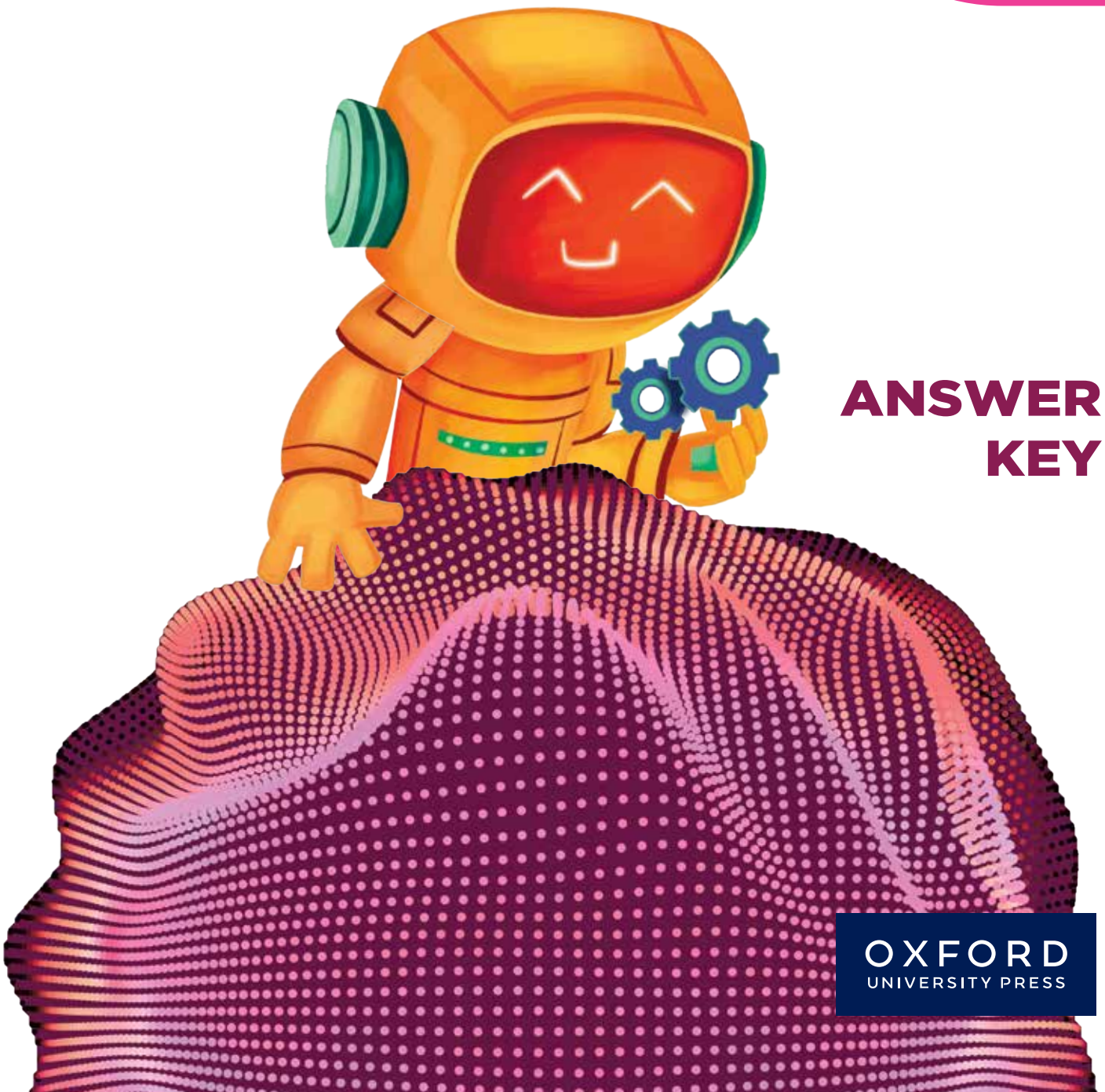
COMPUTER WHIZ 4

Fourth Edition



ANSWER KEY

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01 OPERATING SYSTEMS

Suggested answers to end-of-chapter Workstation (page 10)

Explore with Whiz

1. an operating system
2. the desktop
3. recycle bin
4. click and drag the top of the window
5. it is there till you empty the contents

Whiz Quiz

1. Widgets are small tools or apps that provide information without opening the app. A calendar widget shows the current date and month on the screen.
2. Describe and draw the widget you would like to create for the Windows operating system.
3. Android is mostly used in smartphones and tablets.
4. iCloud stores photos, files, and backups; you can access them from any Apple device.
5. A User Interface (UI) shows you how to interact with a computer or app, using buttons, icons, and menus.
6. The desktop is an essential feature because it is where you organise files, open programs, and manage your computer's tasks.

Worksheet

1. Windows Icon: Located at the bottom-left corner of the screen, clicking this icon opens the Start Menu, providing access to apps, settings, and power options.
2. Search Box: Found next to the Windows icon, it allows you to search for files, apps, settings, and even perform web searches directly from the taskbar.
3. My Documents: A default folder in File Explorer where you can store and organise your personal documents. It's part of the Libraries feature in Windows.
4. Desktop: The main screen area that you see after logging in. It can hold shortcuts to files, folders, and applications, and you can customize it with wallpapers and widgets.
5. Task Bar: Located at the bottom of the screen, it shows open applications, pinned shortcuts, the system tray, and the notification area. It also includes the Start Menu and Search Box.
6. Calendar: Integrated into the system tray, it provides quick access to your calendar and events. You can view and manage your schedule directly from the taskbar.
7. Recycle Bin: A special folder where deleted files are temporarily stored. You can restore files from the Recycle Bin or permanently delete them to free up space.
8. Start Menu: A central hub for accessing applications, settings, and power options. It includes a list of installed apps, live tiles for quick access, and shortcuts to important system functions.

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02 COMMUNICATING THROUGH THE INTERNET

Suggested answers to end-of-chapter Workstation (page 23)

Explore with Whiz

Choose the correct answer.

1. b (Faster)

2. b (To find web pages)

3. a (Google)

Whiz Quiz

1. The greatest advantage of Internet communication is its instant connectivity. It allows people to communicate with others across the globe in real-time, eliminating geographical and time-zone barriers. This enables faster decision-making, remote work, access to information, and fosters global collaboration.
2. Email

   Instant messaging

   Video conferencing

   Social media

   Voice over calls

   Collaborative tools
3. Here are three uses of screen sharing
   - Student teams can work together on documents, presentations, or projects by sharing their screens during virtual meetings.
   - Teachers or instructors can use screen sharing to demonstrate interactive websites, educational games to students.
   - Teachers use screen sharing to guide students through homework assignments during live study sessions.
4. Google Docs is an example of a collaborative tool where multiple users can work on the same document simultaneously. Users in different locations can add or edit content, leave comments, and track changes.

Whiz through Lab

2. The negative effects of social media
   - Constant exposure to fanciful images and lifestyles on social media can lead to feelings of inadequacy and low self-esteem.
   - Social media platforms can be used to bully, harass, or spread rumors, which may impact mental health.
   - Users can spend excessive amounts of time on social media, leading to less time spent in studying, physical activities, and social interactions.

- The use of social media can interfere with sleep patterns.
- Many social media platforms collect personal data; this can lead to identity theft, data breach, or public access to personal information.
- Excessive use of social media may reduce face-to-face interaction, making people more isolated or disconnected from the real world.
- Social media can rapidly spread false information, rumours, or conspiracy theories leading to confusion and misinformation.

Worksheet

Logo	Type of Online Communication	Definition	Example
	Email	Websites where people can post messages and have discussions about various topics.	Sending a letter to a friend using your computer.
	Instant Messaging	A way to send messages from one computer to another using the Internet.	Chatting with your friend on a messaging app.
	Video Calls	Websites and apps that let you share information, photos, and videos with friends and family.	Asking a question about your favourite video game on a gaming forum.
	Social Media	A way to talk to and see someone in real-time using a camera and microphone.	Posting a picture on Instagram or sending a message on Facebook.
	Forums and Online Communities	A way to send messages quickly back and forth with someone who is online at the same time.	Talking to your grandparents on a video call.

03 MS POWERPOINT

Suggested answers to end-of-chapter Workstation (page 34)

Explore with Whiz

Choose the correct answer.

1. The title slide appears
2. Handout master
3. Insert Photo Album
4. Transitions
5. Slide Master

Whiz Quiz

1. The main purpose of a multimedia program is to combine different forms of media such as text, audio, video, graphics to create engaging and interactive content.
2. A template is a pre-designed layout or structure that can help create documents, presentations, or other projects.
3. Through SmartArt, you can add graphics such as diagrams and flowcharts.
4. The Design feature helps to customise the look and layout of slides with multiple themes, colours, and format options.
5. Two multimedia applications other than MS PowerPoint are Google Slides and Canva.

Worksheet

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

Storyboarding Worksheet

Name: _____

Slide 1: Why is Sunlight Important for Us?

Slide 2: Introduction

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Slide 3: Sunlight and Plants

Slide 4: Sunlight and Human Health

Slide 5: Sunlight and the Environment

Slide 6: Add an additional slide (optional)

Now try to recreate this presentation on Canva.

04 GOOGLE SHEETS

Suggested answers to end-of-chapter Workstation (page 44)

Explore with Whiz

Choose the correct answer.

1. The toolbar menu
2. The formula bar
3. A cell
4. A row
5. A column

Whiz Quiz

1. Google Sheets will be used to create and manage spreadsheets, analyse data and organise information.
2. Google Sheets automatically saves your work as you go.
3. The function of the toolbar menu is to provide quick access to formatting and editing tools, and to help organise your spreadsheet.
4. A cell is represented by the intersection of a column and a row.
5. A cell range is a group of cells selected together, often represented by the first and last cell in the range and separated by a colon.
6. We store data in cells within the spreadsheet.

Word Search form page 45 of the book with highlighted words.

1. Formula Bar
2. Column
3. Cell
4. Row
5. Toolbar

Worksheet

Z	X	Y	J	H	J	F	D	S	L
F	E	M	T	W	N	B	F	A	P
Q	O	N	O	L	K	J	G	M	O
W	P	R	U	E	R	T	H	N	I
E	D	F	M	Y	C	Q	J	B	U
R	V	G	Y	U	O	A	K	V	Y
T	B	H	R	T	L	Z	R	C	T
Y	C	E	L	L	U	A	A	X	R
U	O	Z	X	S	M	W	B	Z	E
I	Q	W	E	R	N	E	L	A	W
O	L	K	J	H	G	F	O	D	R
P	Z	X	C	V	B	N	O	M	A
A	S	D	F	G	H	J	T	K	L

1. Formula Bar: edit formulas for a specific cell
2. Toolbar: edit and modify the spreadsheet
3. Row: a group of cells that run horizontally
4. Column: a group of cells that run vertically
5. Cell: the intersection of a row and a column

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05 INTRODUCTION TO SCRATCHJR

Suggested answers to end-of-chapter Workstation (page 56)

Whiz Quiz

1. A programming language helps you create instructions for a computer to perform specific tasks or operations.
2. The steps to add a new character as the mascot are as follows:

   Tap the Character icon, select Add Character and choose a sprite from the library.
3. The function of the landscape icon is to switch the stage orientation to landscape mode for wider projects.
4. Blocks are an intrinsic part of the programming process as they are used for connecting in a sequence to control action or behaviour of characters.
5. We link the blocks to ensure that the program operates in a specific sequence, guiding the character's actions.
6. The Stop block marks the end of the program.

06 DIGITAL CITIZENSHIP

Suggested answers to end-of-chapter Workstation (page 67)

Explore with Whiz

Fill in the blanks

1. malware
2. virus
3. phishing
4. antivirus software
5. hackers

Whiz Quiz

1. We can protect our computer against malware by using antivirus software, keeping our system updated, avoiding suspicious downloads, and using a firewall.
2. A firewall is a security system that blocks unwanted communication from the Internet thereby protecting computer devices from unauthorised access.
3. Phishing is a fraudulent attempt to steal personal information by pretending to be a trustworthy entity, while cyberbullying involves using the internet to harass or intimidate others.
4. The kinds of verification used to access an online account are a one-time password sent to the user's phone or email address, answers to personal security questions and fingerprints or other biometrics such as voice or face recognition.
5. It is important to set privacy settings to control who can access your personal information and protect your data from misuse or unauthorised sharing.
6. We should be careful of the people we meet online as some may not be who they claim to be, they could try to or harm you or may have malicious intentions.
7. If we joined an online community, four things that would be a sign that we were not in a safe environment would be inappropriate content, requests for personal information, harassment and bullying.

Worksheet

1. You want to post a picture of your new pet on social media.

   o Share it online

   o Reason: Sharing a picture of your pet is generally safe and a fun way to connect with friends.

2. Your friend sends you a message on social media asking for your home address so they can send you a birthday card.

   o Seek guidance from a trusted adult

   o Reason: It is important to be cautious about sharing personal information online.

   An adult can help you decide if it is safe.

3. You created a funny video with your siblings and want to share it online.

o Keep it to yourself

o Reason: It is safer not to share family photos and videos online because others can use them in ways you might not like.

4. Someone you do not know asks to be your friend on a social media platform.

   o Seek guidance from a trusted adult

   o Reason: It is best to be cautious about accepting friend requests from strangers.

   An adult can help you determine if it is safe.

5. You receive a message from someone you know, but they are asking strange questions and behaving differently.

   o Seek guidance from a trusted adult

   o Reason: This could be a sign of a hacked account or phishing attempt. An adult can help you handle the situation safely.

6. You see a funny video of cats and want to repost it on your social media account.

   o Share it online

o Reason: Reposting a funny video is generally safe and can be a fun way to share content with friends.

7. You come across a website that asks for your personal information to sign up for a cool game.

   o Seek guidance from a trusted adult

o Reason: It is important to be cautious about sharing personal information online.

   An adult can help you determine if the website is safe.

8. You want to share a photo of your school's sports event with your friends online.

   o Share it online

   o Reason: Sharing a photo of a public event is generally safe and a great way toconnect with friends.

9. Someone online is saying mean things about you or your friend.

   o Seek guidance from a trusted adult

   o Reason: This is a form of cyberbullying. An adult can help you address the situation appropriately.

10. You find information related to your class science project and want to share the link with your friends on a messaging app.

    o Share it online

    o Reason: Sharing educational resources is generally safe and can be helpful for your friends.