

بنك أسئلة

الصف
الأول
الإعدادي
٢٠٢٥

التميز

أ/ محمود سعيد



ELMotamez Questions Bank

ICT

FINAL REVISION

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الكتاب المدرسي

نسخة
مجانية

ملحق الإجابات
بالداخل



El.Motamez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز ال QR Code
أو من خلال صفحة "التميز - أ/ محمود سعيد".
يرجى مراعاة حقوق صاحب المحتوى عند النشر.

Lesson 01

Green Technology



Green Technology

*It is called **sustainable technology** or **clean technology**

*It based on **tools and technologies designed to:**

- protect the environment
- avoid causing harm
- rationalize the use of resources.



▶ **For example**

* Egypt uses electric vehicles as an alternative to traditional fuel-powered cars to

decrease the emission of harmful substances from car exhausts

reduce fuel consumption

* Electric cars operate using batteries that come with a charging station, enabling connection to an external power source for recharging.

Fields of using green technology:

Green technology is used in many aspects of life:

▶ **Renewable Energy:**

Solar energy

using sunlight to generate electricity through solar panels.

**Wind power**

using wind turbines to generate electricity from air movement

**Hydro Power**

using dams to generate electricity from water movement

**Geothermal energy**

using the Earth's internal heat to produce electricity

**Bioenergy**

using organic materials like soybeans and corn for energy generation



▶ Rationalizing energy consumption and using it responsibly:

Green Building:

- Constructing and designing buildings using environmentally friendly and energy-saving materials and improving ventilation and insulation.
- Using energy-saving electrical appliances and highly-efficient computers.

Smart transportation:

- using electric vehicles to improve energy efficiency in the transportation sector.

▶ Waste Recycling

- The recycling of materials like paper, plastic, and metals into new products.
- Transforming organic waste into nutrient-rich compost to enhance soil fertility.
- Reducing waste by reusing and repairing products



▶ Water Treatment

- Purifying contaminated water to be reused or drunk.
- Using smart efficient irrigation systems like drip irrigation.
- Repairing water leaks and using water-saving devices to rationalize water consumption.

Benefits of green technology:

▶ Preservation of the environment from climate change:

The effect of car exhaust has helped increase the percentage of carbon dioxide in atmosphere which has led to increase the percentage of global warming and environmental change.

* This helped to find environmentally friendly transportation methods, such as electric cars which contributes to reducing the percentage of carbon dioxide levels and the percentage of decrease environmental pollution.



► Resource Conservation (Water - Electricity):

Green technology helps rationalize water and electricity consumption through many things including:

1- Body Sensors:

- **Water conservation:** Body sensors control water flow by detecting the presence of a body (hand) under the tap and allow water to flow only when needed.

2- Electricity conservation:

- Sensors inside homes and companies turn lights on/off based on presence.

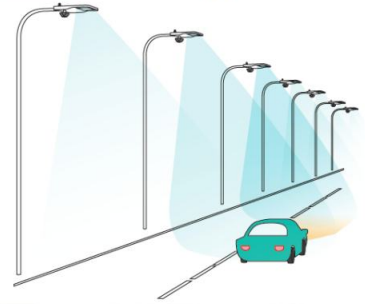
2- Solar Energy technology

Relies on photovoltaic panels which converts sunlight into electrical energy and operates automatically when electricity is needed.

Sensor usage

Sensors are used in many tasks, including:

- Detecting smoke from fires.
- Regulating temperatures.



Lesson 02

Digital transformation and its importance in our daily lives



Digital transformation

- ❖ **The combination of digital technology** into all aspects of business to enhance workflow efficiency, lower costs, and innovate products and services.
- ❖ It is a **national project** that moves Egypt to deal through an **information environment** that links all government agencies to each other. So, citizens can obtain all their services through the internet and mobile applications, so that various services and products are provided to citizens in an easier and faster way.



► The importance of digital transformation:

Digital transformation is essential for institutions and companies for several reasons, including:

- 1- **Increasing efficiency and production:** by improving workflow, reducing errors, saving time and effort, which saves money.
- 2- **Raising the level of services and products** provided to customers.
- 3- **Increasing sales and revenues:** by reaching new markets and new customers.
- 4- **Innovation and creativity:** Digital transformation contributes significantly to enhancing innovation and development and to provide new and good products and services in institutions and companies.
- 5- **Maintaining competitiveness:** by keeping pace with the latest technological developments.
- 6- **Improving decision-making:** by providing data, information, analysis in a timely manner to make informed decisions.
- 7- **Reducing the use of energy and resources.**
- 8- **Creating new job opportunities.**

Digital transformation tools

There are many digital transformation tools available through programs, technologies, and services to help organizations and companies improve performance, efficiency, and competitiveness, including:

- Electronic payment methods
- Managing workflows
- Collaborative and communicative
- Cloud computing technologies
- Cybersecurity solutions
- E-learning resources
- Artificial intelligence and machine learning technologies



▶ Firstly: Tools for workflow management

It improves the efficiency of repetitive operations and tasks, such as:

The "Digital Egypt" Platform: It is a government electronic portal that provides many electronic services to citizens, such as paying electricity and water bills.



→ The application can be downloaded and used on mobile devices.

▶ Second: Electronic Payment Methods: -

1- Electronic payment cards "Meeza"

Facilitate electronic financial transactions for citizens to provide easy, fast, and secure electronic payment methods.



2. "INSTAPAY"



Application for electronic payments (Licensed and approved by the Central Bank of Egypt) that allows sending and receiving money through a bank account or electronic wallet and provides many services such as paying bills.

▶ Third: Collaboration and Communication Tools: -

such as: Zoom and Google Meet



* They are video conferencing applications that enable face-to-face communication with others.



The Relation between Green Technology and Digital Transformation

→ Green technology and digital transformation are closely related.

Each enhances the other and contributes to achieving common goals.

The Most Important Common Axes	Green Technology	Digital Transformation
Enhancing the efficiency of resource use	Reducing the consumption of natural resources, such as energy and water, by using more efficient technologies.	Reducing reliance on raw materials such as paper and pens, and reducing waste.
Reducing harmful emissions	Using renewable energy sources and improving energy efficiency.	Decreasing the necessity for transportation and mobility while improving the effectiveness of business transactions.
Supporting sustainability	By protecting the environment and improving the quality of life for future generations.	By improving resource efficiency, decreasing emissions, and enhancing innovation.

Examples of the integration of green Technology and digital transformation applications:

- Smart energy grids
- Precision farming
- Smart buildings
- Smart transportation
- Smart cities

Benefits of integrating green technology with digital transformation:

- Speeding up the process of the digital transformation.
- Enhancing the efficiency of green technology.
- Creating new employment opportunities.
- Improving the quality of life.



Lesson 03

Operating Systems



Operating System (OS):

- ✓ It is an interface between the user, hardware, and software.
- ✓ It is responsible for managing the hardware components and running all software.
- ✓ It is responsible for helping the user accomplish their various tasks on the computer easily and smoothly.



The key functions of operating system

File system
managementHardware
components
managementMemory
managementSecurity and
protectionUser
interface

The operating systems are important

because they are responsible for operating and managing electronic and smart devices.

Examples of devices use operating systems

▶ Personal Computers (PCs):

Desktop and laptop computers use operating systems like:

- Microsoft Windows
- macOS
- Different distributions of Linux



▶ Mobile Devices:

Smartphones and tablets depend on operating systems like:

- Apple's iOS
- Google's Android operating system
- Alternative mobile operating systems



► Servers:

Servers use operating systems like:

- Linux operating system (with its diverse distributions)
- Microsoft Windows Server operating system
- Specialized server operating systems are used to manage network resources and deliver a range of services.

► Gaming Consoles:

- **Examples:** PlayStation, Xbox, Nintendo Switch
- Gaming consoles feature exclusive operating systems tailored for gaming and multimedia purposes.



► Smart TVs:

Smart TVs operate on various operating systems such as (Android TV, Tizen, webOS) and others to offer smart advantages like:

- Streaming services
- Internet connectivity
- Applications



► Wearable Devices

Wearable devices like smart watches and fitness trackers use operating systems tailored to their distinct functions and needs.



► Network Devices

Routers, switches, and other network equipment use operating systems for network management, settings and security advantages.



There are various operating systems used in modern cars and vehicles, ATMs, and factories



▶ Automotive Systems

Modern cars and vehicles often have operating systems to control various functions such as:

- Infotainment
- Navigation
- Driver assistance technologies while driving and controlling the vehicle.



▶ Embedded Systems

Operating systems are used in embedded systems like:

- Automated Teller Machine (ATM)
- Point of Sale Terminal (POS)



POS terminals enable customers to pay for purchased products by deducting the price from their bank account instead of using cash.

▶ Industrial Control Systems (ICS)

ICS is a broad term that includes:

- Many industrial control systems
- Devices used in industrial facilities



Industrial Control Systems Work on the Following:

- Control and monitor the progress of industrial processes which increases factory productivity and improves the quality of manufactured products.
- Provide a safe environment for health and operational safety by reducing exposure to hazardous materials or environments such as: chemical plants, water and waste treatment centers, nuclear power plants, and refineries
- Industrial control systems are used in most industrial sectors such as: energy, transportation, food and petrochemical production, electronics, medical industries, and many other industries.



Desktop

- ✓ Desktop is the operating system startup screen. It includes a set of symbols called **Icons**. They appear arranged in a specific order over a background.
- ✓ **Background** is an image or color that the user selects.

► Bars contain:

- 1- Icons that symbolize software installed on the operating system.
- 2- Other icons to adjust some system settings such as date, time, sound settings, and network.



The startup screen varies for different operating systems. Also, the startup screen varies according to the version of the operating system.

Lesson 04

Installation and removal of software and digital peripherals



❖ If the Operating System Doesn't Have the Program You Need, You Can Get the Program:

- From a **storage unit** or **by downloading the program online**.

❖ You can then install the program on your computer to use it. How you start the installation process depends on the form in which the program comes.

► How the installation process start depends on the form in which the program comes:

1- If you purchased the program, the program comes on a CD or DVD, CD to install the program.

2- If you downloaded the program from the Internet the program is in the form of a file, and this file is used to install the program.



► First: Installing the Program from a CD or DVD:

- 1- Insert the software disc into your computer **CD** or **DVD** drive. The AutoPlays dialog box will appear.
- 2- The following screen displays one of processes that takes place in **Windows7**
- 3- Click **Run SETUP.EXE**, where **SETUP.EXE** is usually the name of the installation program.
- 4- Follow the installation instructions provided by the software.



Installation procedures differ from one program to another.

► Second: Installing the program from an Internet-downloaded file:

1. Use the "**This PC**" icon to access the downloaded file.
2. Double-clicking the file starts up the installer.



The downloaded file may be compressed. You need to unzip it before accessing the file and selecting the **SETUP.EXE** icon.

► Third: Installing the Program from a Compressed File

1. Extract the compressed files.
2. Double-click the installation file.
3. Follow the installation instructions provided by the software.



► Fourth: Remove or Uninstall a Program

Uninstalling a program means that you delete all the files of the program from your computer.

There Are Two Methods to Remove or Uninstall the Program:

1. **The program does it itself** → using its own removal or uninstallation command.
2. **The operating system** → does it through the **control panel**.



Removing unused programs saves disk storage space and speeds up the device.



► Steps for uninstalling a program on the device

1. Access the **Control Panel** window.
2. Clicking on "**Uninstall a program**" will prompt the window displaying installed programs to appear.
3. Click on the program you wish to uninstall. Then select **Uninstall**.

Setting up and Configuring Hardware

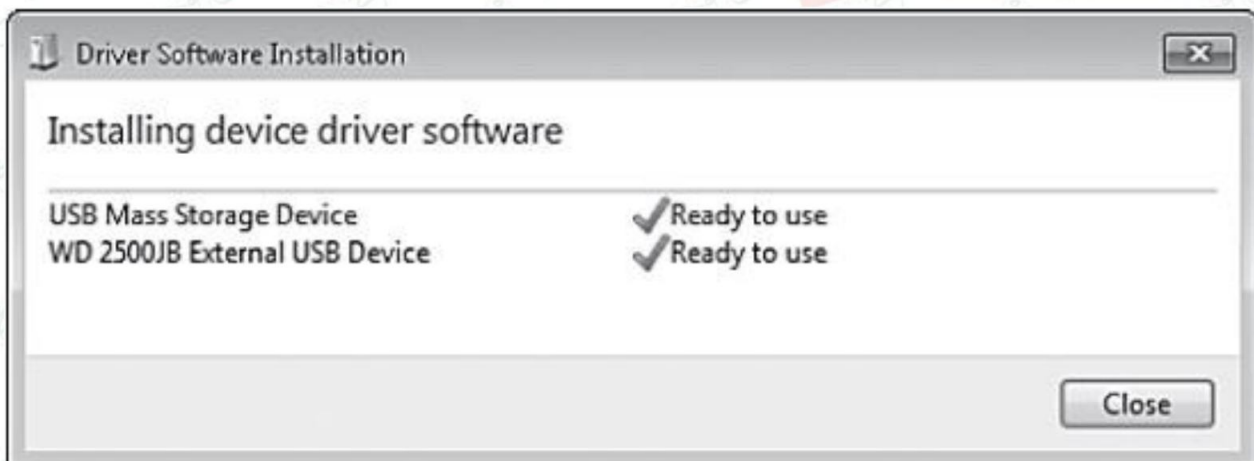
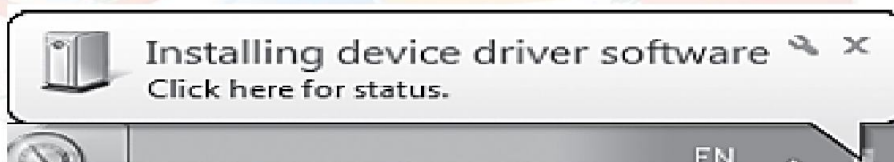
- Operating systems **support many devices attached to the computer** such as printers, webcams, scanners in a way that varies depending on the type of operating system.
- The operating system **automatically detects the new attached device**, and the operating system installs the correct "Driver" for the attached device, so that you can use the new attached device with its full features.

Installing a New Device

New devices include a CD or DVD for setup that contains:

- Driver files
- Utility programs

The **Setup program** automatically copies the **driver** files and the setup information file (**.inf**) into a dedicated folder.



Plug and Play Device Installation

First: When the operating system includes a driver that matches the new peripheral device:

1. The operating system detects the new peripheral.
2. The operating system searches its list of drivers for the appropriate driver for the new peripheral.
3. If it finds a matching driver for the new peripheral, it installs the correct driver file(s).
4. The system automatically installs the driver file and configures the new device and makes other necessary adjustments to the system without any intervention from you.
5. The operating system presents a notification to the user identifying the connected device.

Second: When the Operating System Does Not Include a Matching Driver:

- When the operating system detects that a new device has been connected with the Plug and Play feature (after connecting it to a **USB port**)
- But the operating system cannot determine the appropriate **driver** for this new device.
- The operating system runs a wizard program to find the driver for the new peripheral.
- You can determine where the driver for the new peripheral is located, whether this program is on a **CD** or another storage device.

Installing the Printer



► **First: Install a local printer**

directly connected to the computer that supports the plug and play feature

It's connected to the USB port then the plug and play feature will automatically install it.

► **Second: Install a non-plug and play printer:**

1. Access the **control panel**.
2. Select **Hardware and Sound**.
3. Open **Devices and Printers**.
4. Click on "**Add a printer**".
5. Press "**The printer that I desire is not listed**".
6. Select "**Add a local printer or network printer with manual settings**".

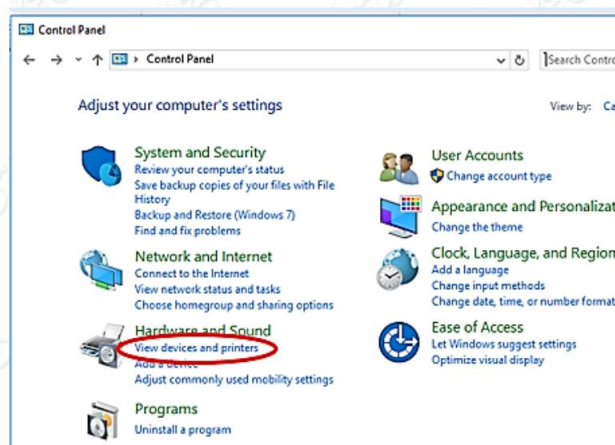


To Complete the Setup Process

1. Determine which port your printer is connected to:
 - For most **older printers** that connect to a **parallel port**, the correct choice is the **LPT1 port**.
 - **Modern printers** use the **USB port**.
2. Click "Next" to choose the appropriate driver.
3. From the list of drivers available in the Driver Store, you can choose the one that is compatible with your printer type.

Installation of HP LaserJet 5200 Series PCL5 Printer Driver

1. If you don't find the driver you need:
 - Click "**Have Disk**".
 - Browse your storage devices for the driver you need.
 2. If you don't have a driver to identify your printer or if you suspect that a newer version is available:
 - Click "**Windows Update**" to update the list of printers.
- After the update is complete, check the list again to see if your printer model is available.
- **The last step in the printer setup process is:**
- Give the printer a name. "The default name usually includes the manufacturer and model of the printer."
 - You can change this value to a more descriptive name now or later.



Lesson 05

Email



Email

- ✓ Email is a digital communication system used to send and receive messages between users over the Internet.
- ✓ It is one of the cloud computing tools.
- ✓ It is used to share texts, files, images, and other information.
- ✓ It is one of the most popular means of communication in the world.
- ✓ It is one of the indirect communication tools.



► Components of E-mail Address:

An e-mail address consists of three main components:

1- User name:

- It is the part that is located at the beginning of the email address.
- It is a name that the user chooses and specifies.
- The **user name** is a unique and distinctive name that is not reserved by anyone else.

2- The @ symbol (at sign):

It is a symbol that separates between:

- The user name
- The name of the email server (domain name) used.



3- Domain name:

- It is the name of the **email server** that hosts the email account.
- It is a place to store your email messages.



Advantages of using email

- ✓ **Speed:** Sending and receiving messages very quickly.
- ✓ **Cost:** Free in most cases.
- ✓ **Ease:** Easy to use with the ability to send a message to any number of recipients at the lowest cost.
- ✓ **Diversity:** Texts, files, images, and other information can be shared.
- ✓ **Reliability:** Messages arrive reliably in most cases.
- ✓ **Digital services:** Registration is done using email on the websites of service providers and digital products online.



Drawbacks of using email:

- ✓ **Hacking:** It can be hacked by hackers.
- ✓ **Spam:** You may receive unwanted messages.
- ✓ **Fraud:** You receive fraudulent messages.
- ✓ **Viruses:** Some emails may contain viruses or malware.
- ✓ **Privacy:** Emails may not be completely secure.

Providers of Email Services

There are many free email providers available, such as:

Hotmail / Outlook



Yahoo Mail



Gmail



Create an Email on Google:

- ✓ **Google** offers you many electronic services, including the email service.
- ✓ To create an email through the **Gmail service**.
- ✓ To obtain other Google services, you must create a **Google Account**.
- ✓ A Google Account consists of a **user name** and a **password**.
- ✓ Creating a Google Account enables you to log in to the **Gmail email service**.
- ✓ A Google Account also enables you to use other Google features and services such as: [**Google Meet, Google Docs, Google Drive, YouTube**]

► Gmail email interface:

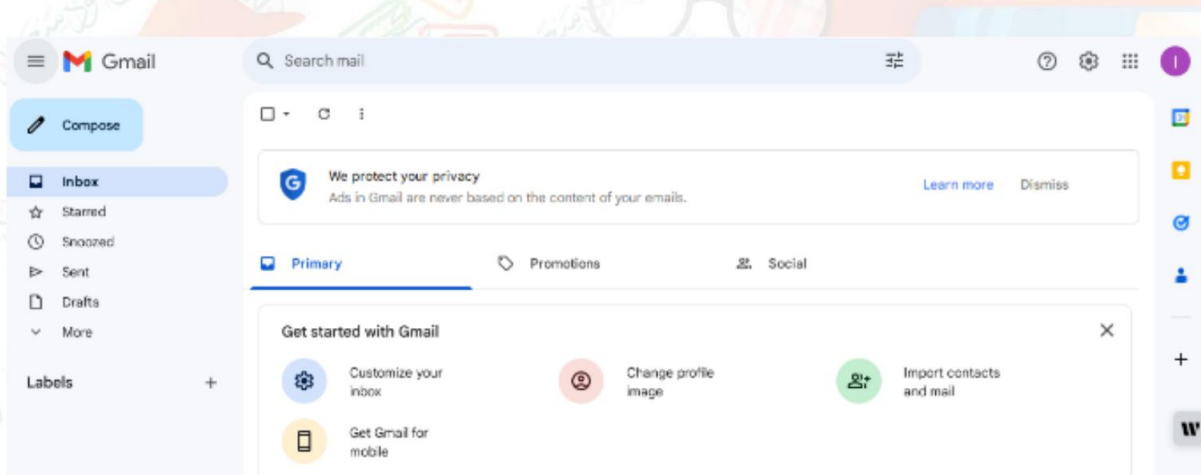
The default appearance of the Gmail email window is as follows:

- The Interface Language can be modified by:
 - Open settings and click "**See all settings** "
 - From the "**General**" menu, select the **Arabic language** under "**Gmail display language.**"
 - When you choose the Arabic language and click "**Save Changes,**"

The Gmail email interface appears in Arabic.

► To Sign Out of Your Gmail Account:

Click on your **profile picture icon** and then choose "**Sign out.**"



Lesson 06

cloud computing



Cloud computing

It is a model for providing digital services over the internet such as:

- **Cloud Storage Service:** Storing files and folders over the internet.
- **Software Service:** Making software applications available over the internet.
- **Electronic Resource Sharing Service:** Sharing and exchanging files with others over the internet.

Benefits of Cloud computing

1. **Ease of Access:** Cloud computing services can be obtained without the need to own a computer or mobile phone with high specifications, whether hardware components or software components.
2. **Availability of Service:** The user can access their data, files, and applications from anywhere with an internet connection.
3. **Reducing Material Costs:**
 - o No need to purchase software licenses.
 - o No need to purchase hardware with high specifications.
4. **Sharing Digital Resources with Others.**



Applications of Cloud Computing in Daily Life

Some examples of areas of using cloud computing applications in daily life:

► **Communication:**

Email: Use cloud email such as **Gmail, Outlook,** and **Yahoo Mail** daily to communicate with family, friends, and colleagues.

Social Networking: Communicate with others and share content on social media platforms such as **Facebook, Twitter,** and **Instagram.**





Messaging Services: Use applications such as **WhatsApp** and **Telegram** to communicate and share files and photos.

▶ Computer Storage:

File Storage Services: Use services such as **Google Drive** and **One Drive** to store, share, and access files anytime and anywhere.

Data Backup: Use cloud backup services to protect data from loss in case of any damage to devices.

▶ Producing Projects Using:

Word Processing Programs: Use cloud word processing programs such as **Google Docs**, **Microsoft Word Online** to create, edit, and share documents.



Spreadsheets: Use cloud spreadsheets such as **Google Sheets** and **Microsoft Excel Online** to organize, analyze data, and create charts.

▶ Education:

E-learning Platforms: Access educational materials and interact with teachers and students using platforms like the Ministry of Education platform.

Collaboration Tools: Use cloud collaboration tools like **Google Classroom** and **Microsoft Teams** to work on projects and assignments.

▶ Entertainment:

Video Streaming Services: Watch movies, TV shows, and programs using platforms such as **YouTube**.

Video Games: Play video games online on cloud platforms.

Cloud Music Services.



► Other Areas:

Online Shopping: Shop through e-commerce sites.

Online Banking: Use online banking to transfer money and pay bills.

Healthcare Services: Store medical records using cloud computing.

Data Processing and Storage in Cloud Computing

Data processing and storage in cloud computing depend on a huge infrastructure.

The steps of data processing and storage in computing can be summarized as follows:

1. **Data Collection:** From different sources.
2. **Data Transfer:** To cloud data centers.
3. **Data Processing:** In cloud data centers and through powerful servers.
4. **Data Storage:**
Data is stored on high-capacity storage units in cloud data centers.
5. **Data Management:**
Managed by database management systems in cloud data centers.
6. **Data Access:**
Can be accessed by users and applications through the Internet.



Requirements to Obtain Cloud Computing Services

1. A computer or mobile phone.
2. An internet browser or application.
3. An internet connection.
4. Create an account with one of the computing service providers.

The Most Famous Cloud Computing Service Providers:

- Amazon Web Services
- Microsoft Azure
- Google Cloud Platform



Lesson 07 Google Meet and Project Management



Google Meet:

It is a video conferencing service developed by Google; it enables users to:

- Conduct group video calls.
- Share screens.
- Chat.
- Collaborate in real time.
- Work together on joint projects among students.



How to access Google Meet ?

- From your PC via the link: <https://meet.google.com>.
- By downloading the "Google Meet" application for Android devices using the "Google Play Store."



Create a meeting from Google Meet

To create a meeting from "Google Meet" there are several options:

First: You can start an instant meeting in "Google Meet" by: Going to the main page of the "Google Meet" application and follow these steps:

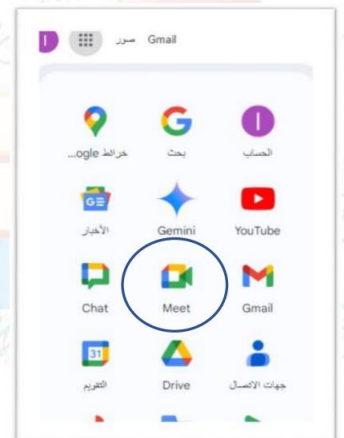
1. Click on the "New meeting" button.
2. Click on "Start an instant meeting."
3. Click on the copy icon to share the meeting link.
4. Send the meeting link to the participants via one of the communication tools (email – WhatsApp...).

Second: Create a meeting for a later time:

The "Google Meet" application also enables you to create a meeting for a later time:

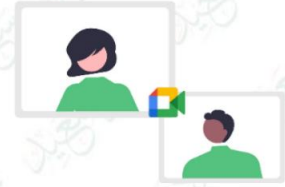
1. Click on "Create a meeting for a later time."
2. A small window will appear with a link to the session.
3. Copy the meeting link.
4. Send the link to the people you want to hold the meeting with.

Sometimes, you may need to approve the request of invitees to join the session. You will see a notification at the top of the page through which you can accept or reject the person's joining.



▶ Joining a meeting in “Google Meet”

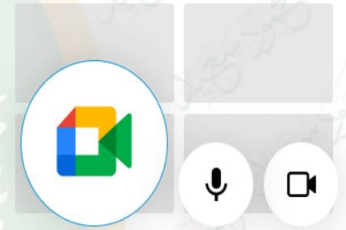
If you are invited to attend a meeting session “Google Meet” using a link:



- If the link is sent to you to join a session on “Google Meet,” you can access the session by clicking on the link directly.
- Sometimes, it may take some time to join until the meeting organizer approves your request to join the meeting.
- If you are invited to a meeting through a link, you should not send the meeting link to someone else, and you must ask the meeting owner’s permission.

▶ During a “Google Meet” meeting

During a “Google Meet”, whether you are the organizer or the invitee, there are features you can use during the meeting to make it organized, enjoyable and useful.



General rules to follow during the meeting:

1. While one participant is speaking, the rest of the participants must listen and turn off the microphone.
2. Raising your hand in the session to ask to speak helps organize sessions, talk and intervene in an organized and smooth manner. When you are allowed to speak, the microphone icon will open and you can speak.

Send messages in the session to participants.

You can communicate with the attendees in the session during a Google Meet meeting by clicking on the “In call messages” icon at the bottom of the page.

• Sharing the presentation with participants:

You can share your entire screen with participants or a specific window at the bottom of the page.

1. Click on the “Share screen” icon now.
2. Click on one of the tabs (entire screen, window, or tab).
3. Click on the Share button.
 - **Stop sharing presentation:**
 - In the Google Meet window, click “Stop sharing.”



Lesson 08

Database Design



Databases

- A collection of data and information organized and linked to each other.
- It is similar to a library in which books are kept, but instead of books, data and information are stored.
- A database is used to store and retrieve information easily and efficiently. Information is stored and managed digitally using dedicated programs and applications.

▶ **The importance of databases in our lives:**

1- Saving students' information at school including: name, date of birth, home address, etc.

2- Saving medical records in hospitals including information like the patient's name, address, attending physician's name, and date of the patient's last visit.

3- Tracking inventory in stores including product name, manufacturer, manufacturing date, and price.

▶ **Advantages of using databases:**

- **Organization:** Easy storage and retrieval of data.
- **Efficiency:** Quick access to data.
- **Accuracy:** Ensuring data validity and reducing errors.
- **Security:** Protecting data from unauthorized access.
- **Sharing:** Making data available to multiple users.

▶ **Uses of databases**

- **Websites:** such as storing user and product data.
- **Data analysis:** such as analyzing big data.
- **Scientific research:** such as storing and analyzing experimental data.
- **Business applications:** such as customer relationship management systems and enterprise resource planning



Big Data

- The term **Big Data** refers to very large and diverse sets of structured, unstructured, and semi-structured data that continue to grow significantly over time.
- These data sets are so large and complex in terms of size, growth rate, diversity that traditional data management systems cannot store, process, and analyze them.
- The amount of data is increasing and growing rapidly due to the rapid development of digital technologies, such as:
 - Artificial Intelligence (AI).
 - The Internet of Things (IoT).
- As data continues to increase, expand, and spread new big data tools are emerging to help companies collect, process, and analyze data at the speed needed to get the most out of it.



Data Table

A Data Table is a basic element in building databases and is the only source of data within the database.

- A data table consists of rows and columns.
 - Each **row** represents a single **record** of data
 - Each **column** represents a specific **field** of data.



▶ Creating a Data Table:

Many programs can create data tables, such as a "student grades" data table

	Student name	Arabic grade	English grade	Computer grade
1	Amr	19	18	19
2	Yasmin	20	17	16
3	Rami	15	19	14
4	Samar	17	18	16

▶ Programs used to create a data table:

In Word: You can create a simple table, but you cannot get a record of all students whose names include the letter "Y."

In Excel: You can arrange and sort student grades and can perform simple calculations. But it is difficult to use if you have a large amount of complex data.



Microsoft Access: It is one of the applications used to create databases and builds a real database.

► When Microsoft Access is used?

We use Microsoft Access when:

1. You have a large amount of complex data.
2. You need to create relations between data.
3. You want to create custom applications to manage data.
4. You need higher data security.



Example of steps to design a "Student Grades" table:

1. Open the **Access** application.
2. Choose "**Blank desktop database**" to create a new blank database.
3. Type a name for the database, which is "**Student Results**".
4. Click "**Create**".

► Steps to Create a Table in Access

You can create a Table in Access by doing the following:

A- Table Design:

To write the names of the table fields and specify their data type.

To choose the "Table Design" style, follow these steps:

1. Choose "Create".
2. Choose the "Table Design".

Table Design Window Interface:

The Table Design window opens, and consists of:

1. To write the field name.
2. To choose the field data type.
3. Design display style.

B. Datasheet View:

To enter and view the table data:

1. Choose "**View**".
2. Choose "**Datasheet View**".



Primary Key

It is a field in a database table that is used to uniquely identify each record in that table, and the primary key value is never repeated within the same table.

Primary Key for the "Student Grades" table:

- The "ID" field was chosen as the primary key because it is an automatic number given to the student.
- Each student has a unique number that is not repeated by any other student.

Lesson 09

Forms & Queries



First: Forms in databases:

It is a graphical interface designed specifically to interact with data stored in the database. It is a screen that displays specific information from the database and allows the user to enter, modify or delete this information in an organized and convenient way.

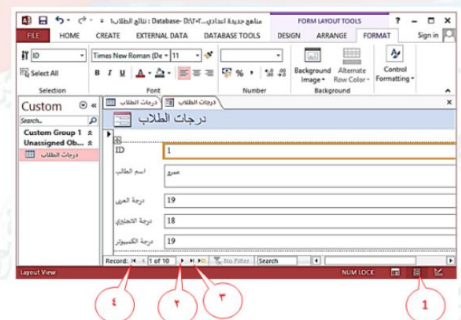
Create a form

- A new form can be created under the name "Enter Student Grades" using the Form Wizard.

► To create a form from the current table "Student Grades":

1- Click on the table name "Student Grades" in the Navigation Pane on the left of the screen and the data for the "Student Grades" table will appear on the right of the screen.

2- Choose the Create tab. 3- Click Form.



The Access program creates the form and through the form "the data for each student's record is displayed individually."



Layout View

- 1- The current window is called **Layout view**, where the data of the first record is displayed.
- 2- Click on the "**Next record**" icon to display the data of the next record.
- 3- Click on the "**Last record**" icon to display the data of the last record.
- 4- Click on the " " icon to display the data of the first record.



- The form is used to enter and modify data in the "Student Grades" table.
- All data entered through the form appears in the "Student Grades" table.
- Data can be entered through the spreadsheet or through the form.
- There are several other ways to create a form in an Access desktop database.

Second: Queries in databases

- Queries are tools used to obtain data from the database according to "**specific criteria or conditions**".
- Through the query, information can be obtained from the database based on the data stored in the database.

*Examples of Queries

1. Create a query to display data from a student's record.
2. Create a query to display a list of students who scored more than 18 marks in English.

- Access provides many methods that allow you to create a query, for example using the "Query Design" view:

- 1- It's the method that we will discuss and is appropriated for what is required to be created.
- 2- When using the Query Design method, you can have greater control over the details of the query design.

► Steps to create a new query using the "Query Design" Method

1. Choose the Create tab.
2. Click on "Query Design."
3. Select the table(s) or query to include in the design.
4. Click "Add" and then "Close, the "Design View" window will appear and divided into:

- The upper part contains the data source table.

- The lower part is the query design grid.



▶ Add a Field to the Design Grid

- Use the drag and drop method for the field name.
- Drag the field from the data source table in the upper part of the "Query Design" window to the design grid, specifically to the "Field" field row in the lower part of the "Query Design" window.
- When you add a field by drag and drop in the design grid, Access automatically fills the "Table" row in the design grid with the name of the table used, showing the data source of this field.
- Insert the rest of the table fields to the design grid as shown in the following screen.

▶ Execute the Query

1. On the "Design" tab.
2. Click on the "Run" icon in the "Results" group.
 - The query result appears in the form of a table, showing all student data.

▶ Result of Query Execution

- However, what is required is to create a query that shows the names of all students and the Arabic score only for each student.

▶ Hide a Field or Fields from the Query Result

- 1- From the "View" menu, choose "Design View", the query design window will appear.
- 2- Click on the ✓ sign in the "Show" row in the design grid below the columns computer score and English score.
- 3- This action hides the specified fields from appearing in the query result.
- 4- When you remove the ✓ sign, it means those fields will not appear when executing the query.
- 5- Click on the "Run" icon in the "Results" group, and the result will appear as required.

▶ Establishing Criteria or Conditions Within the Query

- The "Criteria" in a query helps you to identify specific items in an "Access" database.
- If a record matches all the criteria you entered in the query grid, the record will appear in the query results.



▶ How to Add Criteria or Conditions in a Query

1. Open the query in "**Design View**."
2. Type the criterion or criteria in the Criteria row.

Example:

you are required to create a query to show only the data of the student Yasmin's record.

Steps:

- 1- Type the search criterion "**Yasmin**" in the "**Student Name**" column in the **Criteria** field.
- 2- Write the condition in the column of the field "**Student Name**", and in the row **Criteria**.
- 3- Execute the query, the student record or records that meet the criterion or condition are displayed.

Lesson 10

Digital Project



Stages of Project Implementation

The stages of any successful project are divided into main interconnected stages, each of which contributes to achieving the desired goals.

▶ Stage One: Start the Project

- Determine a clear, achievable idea.
- Determine specific, measurable, and achievable goals.

▶ Stage Two: Plan the Project

- Develop detailed plans and studies that include a work plan.
- Develop a specific timetable for each stage of the project.
- Determine project requirements.

▶ Stage Three: Implement the project

- Form a work team.
- Assign roles and responsibilities to each individual.
- Start work, the actual implementation of the project begins according to the plans set.



▶ Stage Four: Access the project

- **Follow-up and evaluation:** The progress of the project is continuously monitored, performance is evaluated compared to the plan, and the necessary adjustments are made to the course of work.
- **Problem management:** Potential problems that may face the project are identified and proactive steps are taken to mitigate or avoid them.
- **Delivery and evaluation:** The final project outputs are delivered.
- **Documenting lessons learned:** All lessons learned from the project implementation experience are documented, to benefit from them in future projects.
- **Offering thanks and appreciation** to all those who contributed to the completion of the project.

Steps of one of the projects

▶ First: Project initiation stage:

Proposing ideas for projects:

Students propose ideas for some projects and the goal of each project.

Example:

The Great Nile River and the Rivers of the World.

Objectives:

- **Study of natural phenomena:** The study of rivers contributes to understanding natural phenomena related to the water cycle, such as floods and droughts, and their impact on climate and the environment.
- **History and heritage:** Rivers play an important role in the history and civilizations of peoples, and studying them helps to understand the development of civilizations and their interaction with the aquatic environment.
- Studying the Nile and other rivers is a journey rich in knowledge and benefit, contributing to a better understanding of the natural world, sustainable management of water resources, economic and social development, and enhancing human well-being.



▶ Second: Project planning stage:

Data and information you need to collect for the project:

1. Find the five most famous rivers in the world.
2. Design a table containing data for the five most famous rivers, including the name of the river, its length, the name of the source country, the name of the downstream country, the number of countries it passes through, and the name of the continent in which the river is located.
3. Find pictures of these rivers.
4. Find a video that shows information about these rivers.
5. Use reliable websites and reliable sources.
6. Use the Egyptian Knowledge Bank.
7. Find more information about each of the five rivers.
8. Ask your social studies teacher to verify the data and information you and your colleagues have collected.

Tools, devices, and applications required to prepare and equip for project:

1. Identify the computer and the required peripherals
2. Prepare and equip the applications and programs used
3. Determine the time period for the project
4. Identify direct and indirect communication tools to exchange ideas and opinions and exchange data and information
5. Identify reliable sources

▶ Third: Project implementation stage

- Forming work groups.
- Dividing tasks among colleagues.
- Determining the tasks of each colleague.
- Starting work to implement the project according to the plans set.

▶ Fourth: Project evaluation and assessment stage

1. Continuous follow-up by the teacher and the head of each group to monitor the progress of the project.
2. Identify the problems facing the working group in implementing the project and find solutions for them by the students and with the help of the teacher.
3. Collect the tasks, compile the project, and present it to the group to express their opinion and amend it if necessary.
4. Present the project of each working group to all students.
5. Students choose the best project.



6. Offer thanks and appreciation to all who contributed to the completion of the project.

Some applications and digital tools you need to implement the project:

- **Google Docs:** A cloud application to create a text file.
- **Google Sheets:** A cloud application to create a spreadsheet.
- **Google Slides:** A cloud application to create a presentation.



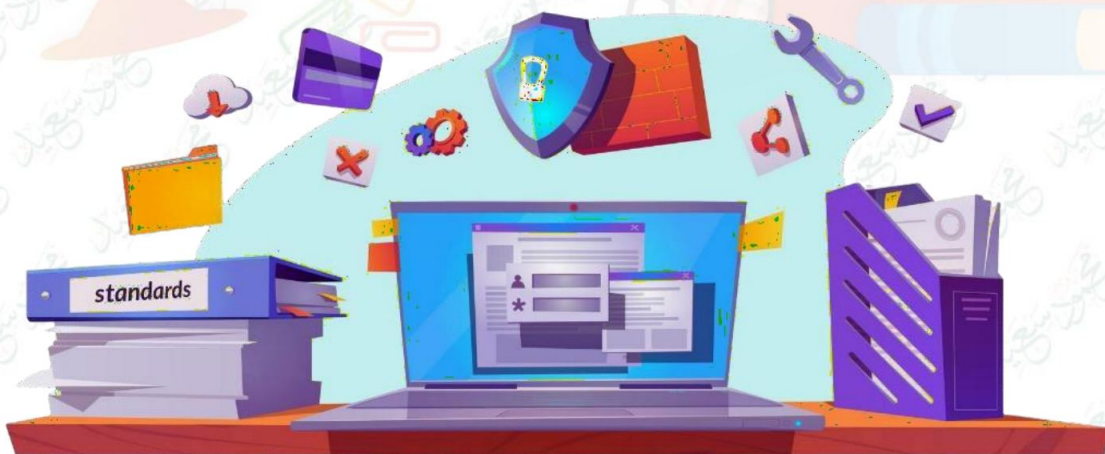
To use these applications and various Google cloud computing services, you must register with your account that you previously created.

Sign in using a Google Account to deal with Google Drive:

1. Type **Google.com** in the browser.
2. Click the **Google apps icon**.
3. Select the **Drive icon**.

- The following screen appears:

4. Enter the **username**.
5. Click **"Next."**
6. Enter the **password**, then click **"Next."**
7. To present the screen in front of you, click **"New."**





First term Questions Bank



Question 01

choose the correct Answer

- 1 The software is responsible for managing the hardware components and running all other software.
 - a Antivirus
 - b Operating systems
 - c Painter
- 2 To express your opinion in an organized manner during a "Google Meet" meeting, you can click on
 - a Meeting link
 - b Hand icon
 - c Talk at any time
- 3 One of the disadvantages of using email is
 - a speed
 - b hacking
 - c cost
- 4 To help organize sessions, talk and intervene in an organized and smooth manner.....
 - a leave the meeting
 - b listen to the speaker
 - c speak at any time
- 5 Most modern cars and vehicles have operating systems to control various functions such as
 - a Information & navigation systems
 - b Point of sale
 - c Printing
- 6 To get one of the Gmail services, you must create
 - a . text file
 - b "Google Account"
 - c "Google Meet"
- 7 During a "Google Meet" meeting, and to organize the meeting, when speaking, you must
 - a speak at any time
 - b raise your hand
 - c leave the meeting
- 9 Removing a program means that you are..... the computer.
 - a copying all the program files to
 - b deleting all program files from
 - c pasting all the program files to
- 10 is an electronic device through which the customer can pay for the products he has purchased.
 - a POS Terminals
 - b ATMs
 - c Smartwatch
- 11 When you finish showing your screen during the meeting, you must click
 - a Talk without permission
 - b Stop sharing the presentation
 - c Share screens





- 12 Email is a
- (a) manual communication system (b) digital communication system (c) direct communication system
- 13 The service of sharing electronic resources via computing is known as.....
- (a) email sharing (b) computer storage (c) sharing & exchanging files with others over the Internet
- 14 You have been invited to a Google Meet meeting, to join the meeting you must click on.....
- (a) meeting address (b) meeting link (c) meeting image
- 15 One of the advantages of using email is
- (a) speed in sending and receiving messages very quickly (b) spam (c) viruses
- 16 devices are network equipment that require an operating system to operate.
- (a) Television (b) Printing (c) Routers
- 17 The "Google Meet" application is considered one of the ways of communication.
- (a) indirect (b) direct (c) slow
- 18 Services for storing, sharing and accessing files at any time and from anywhere are called
- (a) email (b) computing storage (c) Google Sheets
- 19 From email service providers is.....
- (a) Gmail (b) Paint (c) YouTube
- 20 We use cloud spreadsheets such as.....
- (a) Google Docs (b) Google Sheets (c) Google Classroom
- 21 To log out of your Gmail account, click on the..... icon.
- (a) Sign in (b) Sign out (c) Shutdown
- 22 Through you can make calls, group video, share screens, and chat.
- (a) "Google Account" (b) "Google Drive" (c) Google Meet"





- 23 When you are invited to a meeting through a link, you must.....
- (a) not send the meeting link to others (b) speak without permission (c) leave the meeting
- 24 Operating systems like Android TV, Tizen, webOS, etc. are used with devices.
- (a) smart TV (b) server (c) print
- 25 The computer storage service is
- (a) storing files and folders over the Internet (b) sharing and exchanging files (c) Google Classroom
- 26 We use cloud collaboration tools such as
- (a) Google Docs (b) Google Classroom (c) Google Sheets
- 27 The software and application service over the Internet is known as.....
- (a) enabling the use of software and applications over the Internet (b) sharing and exchanging files locally (c) email service
- 28 To create a meeting next week through Google Meet, you choose
- (a) Start an instant meeting (b) Meeting for a later time (c) Sharing screens
- 29 We use cloud word processing programs such as.....
- (a) Google Docs (b) Google Sheets (c) Google Classroom
- 30 Servers use operating systems like
- (a) Android (b) Tizen (c) Linux
- 31 Communication is one of the areas of using cloud computing in daily life, and is done through
- (a) Email (b) computer storage (c) Google Sheets
- 32 The most famous cloud computing service providers are
- (a) Google Docs (b) Google Sheets (c) Google Cloud Platform
- 33 Electronic payment applications can be used within the app
- (a) INSTAPAY (b) Email (c) WhatsApp





- 34 "Google Meet" is
- (a) audio-only service (b) voice-only service (c) video conferencing service
- 35 Cloud computing is known as a model for providing
- (a) presentations (b) digital services over the Internet (c) Google Docs
- 36 One of the most important uses of email is
- (a) to scan paper (b) to share information (c) cyberbullying
- 37 To access the "Google Meet" service, you must have
- (a) Yahoo account (b) Google account (c) Bank account
- 38 When you download software from the Internet, the software is in the form of a/an which is used to install the software.
- (a) file (b) worksheet (c) image
- 39 One of "Google Meet" features is.....
- (a) sharing screens (b) talking at any time (c) indirect communication
- 40 Through email, you can
- (a) delete files (b) print files (c) use cloud computing applications
- 41 To invite others to a Google Meet meeting, you must send them.....
- (a) meeting address (b) meeting link (c) meeting image
- 42 Email is considered
- (a) one of the indirect communication tools (b) one of the direct communication tools (c) text file
- 43 When using the Egypt Digital Portal, it is considered as one of the
- (a) piracy forms (b) digital transformation tools (c) electronic assault forms
- 44 To express your opinion in an organized manner during a Google Meet meeting, you can
- (a) speak at any time (b) send a message (c) stop sharing the presentation





- 47 Removing unused programs leads to.....
- a slowing down the computer b saving storage space c stopping the computer
- 48 To install a new peripheral device, it is required to provide
- a information and data b drivers c images
- 49 Many programs come with a command
- a copy their installation b uninstall their installation c paste their installation
- 50 Modern operating systems include a list of for many accessory devices.
- a malware b viruses c drivers
- 51 Sensors are used in many tasks, including.....
- a Controlling temperatures. b Operating lights in different ways c Both a and b
- 52 From examples of renewable energy.....
- a Solar energy b Coal c Natural gas
- 53 You can use electronic payment applications through the application
- a INSTAPAY b WhatsApp c E-mail
- 54 To design a custom graphical interface to interact with data stored in the database, we use.....
- a forms b queries c tables
- 55 Removing unused programs helped to
- a Slowing down the computer b Saving storage space c Stopping the computer
- 56 Green technology and digital transformation tools work on.....
- a Increased pollution of environmental sources b Reducing damage to the surrounding environment c Increased cost of digital services
- 57 The most famous providers of cloud computing services are.....
- a Google Docs b Google Sheets c Google Cloud Platform
- 58 To quickly create the "Student Grades" table in your database, select Create, then select.....
- a Design b Form c Blank





- 59 Email is
- (a) Manual dialling system (b) Digital communication system (c) Viral system
- 60 To obtain data from a database according to specific conditions, we use
- (a) forms (b) queries (c) tables
- 61 Google Account consists of
- (a) User name and password. (b) User name only (c) Your friend's name
- 62 We determine the type of the grades fields statement from the type to perform a calculation on them.
- (a) Date (b) Text (c) Number
- 63 It is an electronic device through which the customer can pay for the products he has purchased
- (a) Point of sale terminals (b) ATMs (c) Smart watch
- 64 Use the method when creating a query to have more control over the design details.
- (a) Query Wizard (b) Form Design (c) Query Design
- 65 In a spreadsheet, each represents one record of data.
- (a) Row (b) column (c) cell
- 66 Email is considered
- (a) One of the direct communication tools (b) One of the indirect communication tools (c) Text file
- 67 You should use program if you have a large amount of complex data.
- (a) Excel (b) Access (c) Word
- 68 In the database table, we must determine for each the type of statement it contains
- (a) Row (b) Column (c) Cell

Question 02

put (√) or (×)

- 1 The primary key field is used to uniquely identify each record in the table. ()
- 2 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use. ()





- 3 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ()
- 4 The idea of sensors in water taps depends only on stopping the water automatically ()
- 5 Removing unused programs increases the storage space on the disk. ()
- 6 Device security and protection are inherent features of the operating system ()
- 7 Electric cars are one of forms of green technology. ()
- 8 The operating system helps you uninstall the program. ()
- 9 A driver is a file or files that the operating system installs to use the new peripheral device with its full features. ()
- 10 A word processing program manages the computer hardware components. ()
- 11 To uninstall the program, use the Control Panel. ()
- 12 Desktop computers utilize operating systems like Microsoft Windows. ()
- 13 In the database table, we must specify for each column the type of statement it contains ()
- 14 Smart TVs operate on platforms like Android TV and Tizen. ()
- 15 We use databases to track inventory in stores ()
- 16 Using wearable devices like smartwatches and fitness trackers does not necessitate an operating system. ()
- 17 Operating systems support many devices attached to the computer such as the printer and webcam. ()
- 18 We use the "Datasheet View" of the table to enter and display the table data. ()
- 19 The primary key value can be repeated within the same table. ()
- 20 While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device. ()
- 21 A data table is a non-essential element in building databases. ()
- 22 Many programs come with their own removal or uninstallation command. ()
- 23 We use the Query Design view to display the query results. ()
- 24 Databases are used to save student data in school. ()
- 25 When the operating system automatically detects the new peripheral device, it installs the appropriate driver for the peripheral device. ()





- 26 The Query Design View window is divided into three parts. ()
- 27 Modern operating systems do not include a list of drivers for many accessory devices. ()
- 28 We specify the type of the statement of the degrees fields "Number" to perform a calculation on it. ()
- 29 We use the "Design View" of the table to write the names of the table fields and determine the type of statement. ()
- 30 We use "Microsoft Access" when we have a large amount of complex data. ()
- 31 The form is a graphical interface designed to interact with data stored in the database. ()
- 32 Databases are a collection of data and information that are not related to each other. ()
- 33 A data table is the only source of data within a database. ()
- 34 The Query Design window is divided into two parts; the lower part is the data source table ()
- 35 A database is an organized collection of data related to a specific subject ()
- 36 It is difficult to use databases on websites. ()
- 37 A new form can be Created under the name "Enter Student Grades" using the Form Wizard ()
- 38 There are several other ways to create a form in an "Access" desktop database. ()
- 39 All data entered through the form does not appear in the "Student Grades" table ()
- 40 Databases are information stored and managed manually using dedicated programs and applications. ()
- 41 Data can be entered through the spreadsheet or through the form. ()
- 42 The Query Design window is divided into two parts, the upper part is the query design grid ()
- 43 We use the form to enter, modify or delete this information in an organized and convenient way. ()
- 44 We determine the type of statement for the student name field "Text" to perform calculations on it. ()
- 45 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use ()
- 46 Electric cars are one of the forms of green technology ()
- 47 A spreadsheet is a non-essential element in building databases. ()
- 48 Point of sale terminals are electronic devices through which the customer can pay for the products he has purchased. ()





- 49 When you use the Digital Egypt Portal, this is considered one of the irresponsible uses of websites. ()
- 50 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ()
- 51 From one of the electronic payment applications E-MAIL. ()
- 52 Reducing the waste produced by reusing and repairing products is called waste recycling. ()
- 53 Using wearable devices such as smart watches does not require an operating system. ()
- 54 Examples of green technology and digital transformation applications together are smart cities ()
- 55 Green buildings lead to increased energy consumption. ()
- 56 Smart TVs run on operating systems such as Android TV and Tizen ()
- 57 Green technology does not help accelerate the digital transformation process. ()
- 58 Servers use operating systems such as Linux OS. ()
- 59 Among the applications of green technology and digital transformation is precision agriculture. ()
- 60 Green technology and digital transformation tools work to reduce the damage to the surrounding environment. ()
- 61 The program can be uninstalled through the Control Panel ()
- 62 The hardware components of a computer are managed by a word processing program. ()
- 63 One of the disadvantages of using email is spam ()
- 64 Antivirus software is responsible for managing the hardware components and running all other software ()
- 65 When the operating system automatically detects a new peripheral device, it installs the appropriate driver for the peripheral device. ()
- 66 One of the most important uses of email is exchanging messages and attachments. ()
- 67 Removing unused programs increases the amount used on the hard disk. ()
- 68 An email cannot be sent to more than one person in a single sending process ()
- 69 Operating systems support many devices attached to the computer such as printers, webcams ()
- 70 Databases are difficult to use on websites. ()
- 71 Many programs come with their own removal or uninstallation command. ()
- 72 The operating system helps you uninstall the program. ()



- 73 Plug and Play is when the operating system shuts down the computer. ()
- 74 - YouTube is one of the email service providers ()
- 75 An example of cloud word processing programs is Google Docs ()
- 76 One of the advantages of using email is ease of use. ()
- 77 Uninstall program Unused slow down the computer. ()
- 78 One of the email service providers is Gmail. ()
- 79 Modern systems do not include a list of drivers for many peripheral devices. ()
- 80 To log out of your Gmail account, click on the Sign in icon ()
- 81 Email is considered a direct communication tool. ()
- 82 The Google Meet application is one of the methods of direct communication ()
- 83 To obtain one of the Gmail services, you must create a Google Account. ()
- 84 Email is considered a manual communication system. ()
- 85 File storage, sharing, and access services at any time and from anywhere are called cloud storage. ()
- 86 When you are invited to attend a "Google Meet" meeting, an invitation must be sent to you ()
- 87 The username is a unique and distinctive name that is not reserved by anyone else. ()
- 88 Cloud computing is defined as a model for designing databases ()
- 89 Software service (applications) over the Internet is defined as sharing and exchanging files locally ()
- 90 The service of sharing electronic resources via computing is defined as sharing and exchanging files with others over the Internet. ()
- 91 To access the "Google Meet" service, you must have a bank account ()
- 92 To invite others to a Google Meet meeting, you must send them the meeting link ()
- 93 Through Google Docs, you can make group video calls, share screens and chat. ()

انتهت الأسئلة مع أطيب الامنيات بالنجاح والتوفيق

تتضمن أسئلة الشيت أسئلة كتاب المدرسة و أسئلة التقييمات الوزارية وكافة الأسئلة الرسمية



بنك أسئلة

الصف
الأول
الإعدادي
٢٠٢٥

التميز

أ/ محمود سعيد



MODEL ANSWERS

ICT

FINAL REVISION

BY

MRS . Salma Ahmed

MR. Mohamed Ameen

1

الصف
الأول
الإعدادي



El.Motamez.School

يمكنكم الحصول على المذكرات والاختبارات من خلال مسح رمز ال QR Code
أو من خلال صفحة "التميز - أ/ محمود سعيد".
يرجى مراعاة حقوق صاحب المحتوى عند النشر.



First term Questions Bank



Question 01

choose the correct Answer

- 1 The software is responsible for managing the hardware components and running all other software.
 - a Antivirus
 - b Operating systems
 - c Painter
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 - a Meeting link
 - b Hand icon
 - c Talk at any time
- 3 One of the disadvantages of using email is
 - a speed
 - b hacking
 - c cost
- 4 To help organize sessions, talk and intervene in an organized and smooth manner.....
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 - b listen to the speaker
 - c speak at any time
- 5 Most modern cars and vehicles have operating systems to control various functions such as
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- 19 From email service providers is.....
- (a) Gmail (b) Paint (c) YouTube
- 20 We use cloud spreadsheets such as.....
- (a) Google Docs (b) Google Sheets (c) Google Classroom
- 21 To log out of your Gmail account, click on the..... icon.
- (a) Sign in (b) Sign out (c) Shutdown
- 22 Through you can make calls, group video, share screens, and chat.
- (a) "Google Account" (b) "Google Drive" (c) Google Meet





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- 27 The software and application service over the Internet is known as.....
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- (a) Google Docs (b) Google Sheets (c) Google Classroom
- 30 Servers use operating systems like
- (a) Android (b) Tizen (c) Linux
- 31 Communication is one of the areas of using cloud computing in daily life, and is done through
- (a) Email (b) computer storage (c) Google Sheets
- 32 The most famous cloud computing service providers are
- (a) Google Docs (b) Google Sheets (c) Google Cloud Platform
- 33 Electronic payment applications can be used within the app
- (a) INSTAPAY (b) Email (c) WhatsApp





- 34 "Google Meet" is
- (a) audio-only service (b) voice-only service (c) video conferencing service
- 35 Cloud computing is known as a model for providing
- (a) presentations (b) digital services over the Internet (c) Google Docs
- 36 One of the most important uses of email is
- (a) to scan paper (b) to share information (c) cyberbullying
- 37 To access the "Google Meet" service, you must have
- (a) Yahoo account (b) Google account (c) Bank account
- 38 When you download software from the Internet, the software is in the form of a/an which is used to install the software.
- (a) file (b) worksheet (c) image
- 39 One of "Google Meet" features is.....
- (a) sharing screens (b) talking at any time (c) indirect communication
- 40 Through email, you can
- (a) delete files (b) print files (c) use cloud computing applications
- 41 To invite others to a Google Meet meeting, you must send them.....
- (a) meeting address (b) meeting link (c) meeting image
- 42 Email is considered
- (a) one of the indirect communication tools (b) one of the direct communication tools (c) text file
- 43 When using the Egypt Digital Portal, it is considered as one of the
- (a) piracy forms (b) digital transformation tools (c) electronic assault forms
- 44 To express your opinion in an organized manner during a Google Meet meeting, you can
- (a) speak at any time (b) send a message (c) stop sharing the presentation





- 47 Removing unused programs leads to.....
- a slowing down the computer b saving storage space c stopping the computer
- 48 To install a new peripheral device, it is required to provide
- a information and data b drivers c images
- 49 Many programs come with a command
- a copy their installation b uninstall their installation c paste their installation
- 50 Modern operating systems include a list of for many accessory devices.
- a malware b viruses c drivers
- 51 Sensors are used in many tasks, including.....
- a Controlling temperatures. b Operating lights in different ways c Both a and b
- 52 From examples of renewable energy.....
- a Solar energy b Coal c Natural gas
- 53 You can use electronic payment applications through the application
- a INSTAPAY b WhatsApp c E-mail
- 54 To design a custom graphical interface to interact with data stored in the database, we use.....
- a forms b queries c tables
- 55 Removing unused programs helped to
- a Slowing down the computer b Saving storage space c Stopping the computer
- 56 Green technology and digital transformation tools work on.....
- a Increased pollution of environmental sources b Reducing damage to the surrounding environment c Increased cost of digital services
- 57 The most famous providers of cloud computing services are.....
- a Google Docs b Google Sheets c Google Cloud Platform
- 58 To quickly create the "Student Grades" table in your database, select Create, then select.....
- a Design b Form c Blank





- 59 Email is
- (a) Manual dialling system (b) Digital communication system (c) Viral system
- 60 To obtain data from a database according to specific conditions, we use
- (a) forms (b) queries (c) tables
- 61 Google Account consists of
- (a) User name and password. (b) User name only (c) Your friend's name
- 62 We determine the type of the grades fields statement from the type to perform a calculation on them.
- (a) Date (b) Text (c) Number
- 63 It is an electronic device through which the customer can pay for the products he has purchased
- (a) Point of sale terminals (b) ATMs (c) Smart watch
- 64 Use the method when creating a query to have more control over the design details.
- (a) Query Wizard (b) Form Design (c) Query Design
- 65 In a spreadsheet, each represents one record of data.
- (a) Row (b) column (c) cell
- 66 Email is considered
- (a) One of the direct communication tools (b) One of the indirect communication tools (c) Text file
- 67 You should use program if you have a large amount of complex data.
- (a) Excel (b) Access (c) Word
- 68 In the database table, we must determine for each the type of statement it contains
- (a) Row (b) Column (c) Cell

Question 02

put (√) or (×)

- 1 The primary key field is used to uniquely identify each record in the table.
- 2 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use.





- 3 The concept of green buildings is given to institutions that can rationalize the consumption of their resources. ✓
- 4 The idea of sensors in water taps depends only on stopping the water automatically ✗
- 5 Removing unused programs increases the storage space on the disk. ✓
- 6 Device security and protection are inherent features of the operating system ✓
- 7 Electric cars are one of forms of green technology. ✓
- 8 The operating system helps you uninstall the program. ✓
- 9 A driver is a file or files that the operating system installs to use the new peripheral device with its full features. ✓
- 10 A word processing program manages the computer hardware components. ✗
- 11 To uninstall the program, use the Control Panel. ✓
- 12 Desktop computers utilize operating systems like Microsoft Windows. ✓
- 13 In the database table, we must specify for each column the type of statement it contains ✓
- 14 Smart TVs operate on platforms like Android TV and Tizen. ✗
- 15 We use databases to track inventory in stores ✓
- 16 Using wearable devices like smartwatches and fitness trackers does not necessitate an operating system. ✗
- 17 Operating systems support many devices attached to the computer such as the printer and webcam. ✓
- 18 We use the "Datasheet View" of the table to enter and display the table data. ✓
- 19 The primary key value can be repeated within the same table. ✗
- 20 While you are preparing and getting ready to implement your project on your computer, you must make sure that the required programs are on the device. ✓
- 21 A data table is a non-essential element in building databases. ✗
- 22 Many programs come with their own removal or uninstallation command. ✓
- 23 We use the Query Design view to display the query results. ✗
- 24 Databases are used to save student data in school. ✓
- 25 When the operating system automatically detects the new peripheral device, it installs the appropriate driver for the peripheral device. ✓





- 26 The Query Design View window is divided into three parts.
- 27 Modern operating systems do not include a list of drivers for many accessory devices.
- 28 We specify the type of the statement of the degrees fields "Number" to perform a calculation on it.
- 29 We use the "Design View" of the table to write the names of the table fields and determine the type of statement.
- 30 We use "Microsoft Access" when we have a large amount of complex data.
- 31 The form is a graphical interface designed to interact with data stored in the database.
- 32 Databases are a collection of data and information that are not related to each other.
- 33 A data table is the only source of data within a database.
- 34 The Query Design window is divided into two parts; the lower part is the data source table
- 35 A database is an organized collection of data related to a specific subject
- 36 It is difficult to use databases on websites.
- 37 A new form can be Created under the name "Enter Student Grades" using the Form Wizard
- 38 There are several other ways to create a form in an "Access" desktop database.
- 39 All data entered through the form does not appear in the "Student Grades" table
- 40 Databases are information stored and managed manually using dedicated programs and applications.
- 41 Data can be entered through the spreadsheet or through the form.
- 42 The Query Design window is divided into two parts, the upper part is the query design grid
- 43 We use the form to enter, modify or delete this information in an organized and convenient way.
- 44 We determine the type of statement for the student name field "Text" to perform calculations on it.
- 45 Green technology tools contribute to increasing the rate of environmental pollution as a result of their use
- 46 Electric cars are one of the forms of green technology
- 47 A spreadsheet is a non-essential element in building databases.
- 48 Point of sale terminals are electronic devices through which the customer can pay for the products he has purchased.





- 49 When you use the Digital Egypt Portal, this is considered one of the irresponsible uses of websites.
- 50 The concept of green buildings is given to institutions that can rationalize the consumption of their resources.
- 51 From one of the electronic payment applications E-MAIL.
- 52 Reducing the waste produced by reusing and repairing products is called waste recycling.
- 53 Using wearable devices such as smart watches does not require an operating system.
- 54 Examples of green technology and digital transformation applications together are smart cities
- 55 Green buildings lead to increased energy consumption.
- 56 Smart TVs run on operating systems such as Android TV and Tizen
- 57 Green technology does not help accelerate the digital transformation process.
- 58 Servers use operating systems such as Linux OS.
- 59 Among the applications of green technology and digital transformation is precision agriculture.
- 60 Green technology and digital transformation tools work to reduce the damage to the surrounding environment.
- 61 The program can be uninstalled through the Control Panel
- 62 The hardware components of a computer are managed by a word processing program.
- 63 One of the disadvantages of using email is spam
- 64 Antivirus software is responsible for managing the hardware components and running all other software
- 65 When the operating system automatically detects a new peripheral device, it installs the appropriate driver for the peripheral device.
- 66 One of the most important uses of email is exchanging messages and attachments.
- 67 Removing unused programs increases the amount used on the hard disk.
- 68 An email cannot be sent to more than one person in a single sending process
- 69 Operating systems support many devices attached to the computer such as printers, webcams
- 70 Databases are difficult to use on websites.
- 71 Many programs come with their own removal or uninstallation command.
- 72 The operating system helps you uninstall the program.



- 73 Plug and Play is when the operating system shuts down the computer.
- 74 - YouTube is one of the email service providers
- 75 An example of cloud word processing programs is Google Docs
- 76 One of the advantages of using email is ease of use.
- 77 Uninstall program Unused slow down the computer.
- 78 One of the email service providers is Gmail.
- 79 Modern systems do not include a list of drivers for many peripheral devices.
- 80 To log out of your Gmail account, click on the Sign in icon
- 81 Email is considered a direct communication tool.
- 82 The Google Meet application is one of the methods of direct communication
- 83 To obtain one of the Gmail services, you must create a Google Account.
- 84 Email is considered a manual communication system.
- 85 File storage, sharing, and access services at any time and from anywhere are called cloud storage.
- 86 When you are invited to attend a "Google Meet" meeting, an invitation must be sent to you
- 87 The username is a unique and distinctive name that is not reserved by anyone else.
- 88 Cloud computing is defined as a model for designing databases
- 89 Software service (applications) over the Internet is defined as sharing and exchanging files locally
- 90 The service of sharing electronic resources via computing is defined as sharing and exchanging files with others over the Internet.
- 91 To access the "Google Meet" service, you must have a bank account
- 92 To invite others to a Google Meet meeting, you must send them the meeting link
- 93 Through Google Docs, you can make group video calls, share screens and chat.

انتهت الأسئلة مع أطيب الأمنيات بالنجاح والتوفيق

تتضمن أسئلة الشيت أسئلة كتاب المدرسة و أسئلة التقييمات الوزارية وكافة الأسئلة الرسمية

