

Dear Parents / Students

Due to the unprecedented situation, Knowledgeplus Training center is mobilized and will keep accompanying and supporting our students through this difficult time.

Our Staff will be continuously, **sending notes and exercises on a weekly basis** through **what's app and email**. Students are requested to **copy the notes and do the exercises** on their copybooks.

The answers to the questions below will be made available on our website on **knowledgeplus.mu/support/ict.php**

We thank you for your trust and are convinced that, together, we will overcome these troubled times

ICT – Extra Notes and homework- Week 5

Internet safety

Staying Safe Online

1. Don't post any personal information online – like your address, email address or mobile number.
2. Think carefully before posting pictures or videos of yourself. Once you've put a picture of yourself online most people can see it and may be able to download it, it's not just yours anymore.
3. Keep your privacy settings as high as possible
4. Never give out your passwords
5. Don't befriend people you don't know
6. Don't meet up with people you've met online. Speak to your parent or carer about people suggesting you do
7. Remember that not everyone online is who they say they are
8. Think carefully about what you say before you post something online
9. Respect other people's views, even if you don't agree with someone else's views doesn't mean you need to be rude
10. If you see something online that makes you feel uncomfortable, unsafe or worried: leave the website, turn off your computer if you want to and tell a trusted adult immediately.

If you're being bullied online

1. Tell an adult you trust if you are being cyberbullied
2. Don't respond or retaliate to bullying messages – it could make things worse
3. Block users who send you nasty messages
4. Save abusive emails or messages (or texts) you receive
5. Make a note of dates and times you receive bullying messages, as well as details you have of the user's ID and the url.
6. Don't pass on any cyberbullying videos or messages – this is cyberbullying
7. If you are bullied repeatedly change your user ID, or profile, and use a name that doesn't give any information away about you

Theory Questions

Question 1:

- (a) What can we do with a spreadsheet package (Microsoft Excel)?
- (b) Give 2 advantages of using the Internet
- (c) List down 2 search engines
- (d) List down 2 web browsers
- (e) List down 3 types of computers

2. Fill in the blanks with the correct word from the box below.

Icons names files and folders window programs

- a. We store information in the form of in the computer.
- b. By using appropriate file, we can easily locate information in the computer.
- c. The desktop consists of many
- d. Icons represent, files and folders present in the computer.
- e. A may contain files and other folders.

3. Write down the steps how to:

- To open a new word document
- To save a word document.

4. What does the following terms stand for?

- a. ICT
- b. RAM
- c. CD-ROM
- d. VDU
- e. CPU

5. a) Define the term storage device

- b) Give 2 examples of storage device.