



Lesson 1

# comPuterST

Main Idea

Unit 1



A. Directions: Read the short passage below and answer the following questions.

## Computer

A computer is an electronic device that is designed to work with information. The computer takes the information in, processes that information, and displays the results. In this way, a computer is similar to a calculator, but the smallest computer is much more versatile than the most powerful calculator. Computers operate at amazingly fast speeds; with a typical computer, it can process millions of calculations every second.



1. Write the sentence that tells the main idea.

A computer is an electronic device or programmable device that performs mathematical calculations and logical operations that can process, store and retrieve large amount of data quickly.

2 How does a computer process information?

The computer takes information in, processes that information and then displays the results.

3. Why is computer better than the calculator?

Computer is better than a calculator because it more versatile than the most powerful calculator. In addition, it operates at amazingly fast speeds.

## What am I?



B. Directions: Choose from the word bank to answer the following questions.

1. It is a device that you can use to display text, numbers and pictures. computer

2. An abbreviation of personal computer. PC

3. The computer takes data in, processes it into Information, and then displays the results.

4. It is a small, relatively inexpensive computer that is designed for one user at a time. personal computer

5. PC is used to refer to the computers run by Microsoft Windows

6. Computer is a machine that allows you to perform personal tasks such as creating documents, communicating with other people, and playing games.

### Word Bank

Information	Microsoft Windows
personal computer	data
machine	PC



## Lesson 2

# comPuterST

## Puzzling Advantages

Unit 1



A. Answer the following questions.

1. Give at least three tasks with reasons why you can save time when you use a computer instead of doing it manually.

**Using the computers you can easily search for a new information or search the information specially if you have assignments in school. Second, you can send e-mail to a person in a few minutes rather than mailing a letter. Lastly, it is easier to create a back-up copies of work without having to re-write everything.**

2. Discuss at least two advantages of using a computer briefly. Give examples in each advantage.

**Computers allow you to perform a specific task quickly, for instance if you research a specific topic on the book. It will take time for you to find it but using the computer with the internet connection it will be easy for you to find it. In addition, computers will produce a good quality of work, for example your output in creating a thank you letter for your parents is more attractive neat and colorful than writing it manually.**

B. Look for the words in the table. Color the box in each letter to form the word.

Words
personal computer
information
data
skills
quality
machine
PC
speed
device

**Locate Me!**

### Crossword

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



## Lesson 3

# comPUTeST

## Techy Antonyms

## Unit 1



Directions: Fill in the boxes with the words that have opposite meaning of the underlined words. Choose your answer from the word bank.

An antonym is a word that means the opposite of another word.

Example : happy sad



1. Computers are all-purpose by design. It enables you to do many things.
2. We were so happy when our teacher teaches us to create documents.
3. My father fell asleep while he was doing his work on the payroll.
4. The Internet is a good medium for research, and it has a huge depot of information.
5. Paul opens the Microsoft Excel program to work with numbers and text.
6. Shem stores all his music files using a slow DVD Writer.
7. Computer usage can be controlled by a computer timer, and it will automatically close when your time is up.
8. Our beautiful, fat and intelligent teacher Ms. Helen teaches us how to add animations in our computer works.
9. Teacher Nick hides all the computer games installed in all computers of the laboratory.
10. We make different computer arts in our summer computer class.

**limited**

**sad**

**awake**

**tiny**

**close**

**fast**

**open**

**ugly, thin**

**seek**

**same**



Word Bank			
close	slim	limited	thin
open	seek	awake	sad
ugly	same	tiny	fast





## Lesson 4

# comPUTeST

T.O.C

Unit 1



Directions: Fill in the blanks and connect the description to its picture.

- 1 A **server** is a powerful computer that acts as a central resource for a number of other computers that are connected to it.
- 2 A **desktop** is the most common type of computer.
- 3 A **computer** is a computer where its case lies flat on the desk with the monitor sitting on top
- 4 A **notebook** is a computer that combines the case, monitor, keyboard, and mouse in one unit.
- 5 Most people use a **handheld PC** to store their schedules and check their e-mail while out of the office.
- 6 A **Notebooks** is light, usually weighing only four to six pounds that allows you to take them out of your office or home easily.
- 7 A **tablet PC** is a computer that looks similar to a small notebook.
- 8 A **tablet PC** screen pivots so that it lies on top of the keyboard, making it look like a writing tablet.





## Lesson 5

# comPUTeST

## Know Me

Unit 1



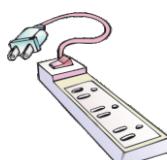
Directions: Label and give a short description on each main part of the PC.



Directions: Label and write the uses of each accessory of the PC.



1  
**printer**  
it is used to print a document.



5  
**Surge Protector**  
it protects the computer from damage by power fluctuations.



3  
**Uninterruptible Power Supply**  
provides temporary power to the computer when electricity fails.



2  
**speakers**  
output the sound effects, music, narration and other audio.



6  
**Modem**  
it connects the computer to the internet.



4  
**game controller**  
it is used to control the action in a computer game.



Lesson 5

# comPUTeST

## Techy Synonyms

Unit 1



Directions: Write the synonyms of the underlined words in the blanks. Choose your answer from the word bank.

Synonyms are words with nearly the same meaning.

Example : small - little    fast-quick    jacket-coat



1. Our monitor at home is the same with the monitor in our school.  
alike
2. My father promises me to buy me a new game controller this fall.  
autumn
3. I have to be early at school and start making my computer project.  
begin
4. Carlo and Shella find enough information using the latest version of Encarta.  
discover
5. I nearly lost my file when the electricity fails, the UPS handles the problem temporarily. almost
6. The computer laboratory needs a very big monitor for lesson demonstration purposes. huge
7. Mr. John fixed our printer yesterday.  
repairs
8. He runs and jumps in the computer laboratory even if it is prohibited.  
hop
9. Ella was dancing gracefully and cheerfully during the presentation.  
happy
10. My day was complete when Prescilla said hi to me. hello



Word Bank

hello	hop	begin	huge
happy	alike	discover	
repair	autumn	almost	



## Lesson 6

# comPUTeST

### All About Hardwares

Unit 1



Directions: Write **EH** (External Hardware) or **IH** (Internal Hardware) in each box where the peripheral or hardware belongs.



1. mouse

6. keyboard

11. computer casing

2. motherboard

7. memory chips

12. speaker

3. video Card

8. hard drive

13. USB flash drive

4. processor

9. power Supply

14. internal modem

5. printer

10. scanner

15. external webcam



## Lesson 6

# comPUTeST

Unit 1



Directions: Cut-out ~~X~~ each pictures and paste it to the correct box where they belong then Label.

### Internal Hardware



CPU



Hard Drive



memory



Power Supply



Video Card



Mother Board

### External Hardware

mouse



computer casing



keyboard



speaker



flash drive



webcam



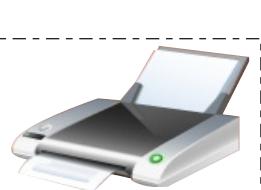
modem



scanner



printer





## Lesson 6

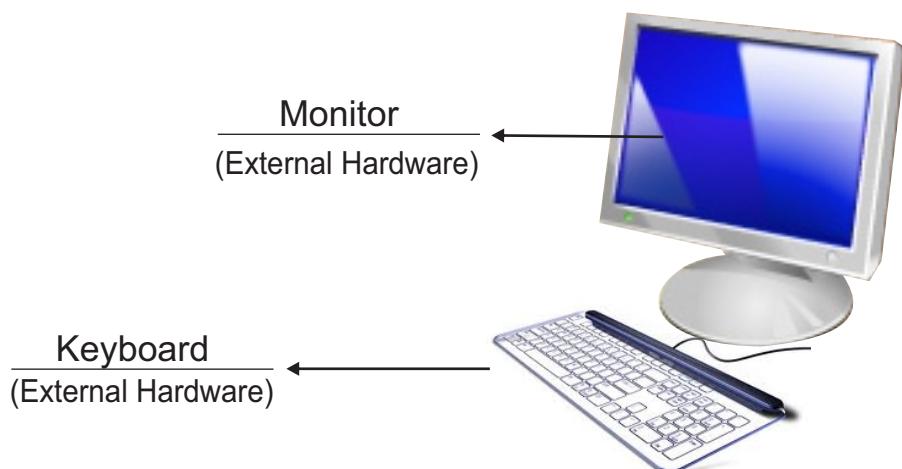
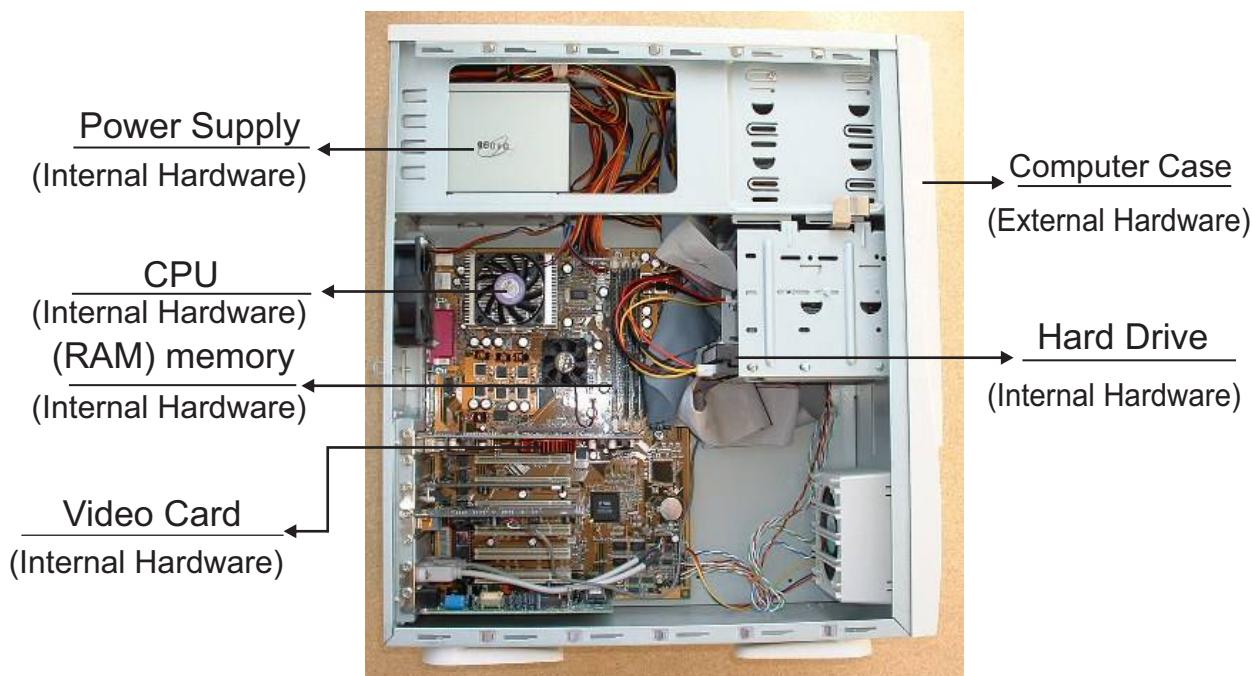
# comPUTeST

## Hardware Labeling

Unit 1



Directions: Label the different parts of the computer system and under it specify whether it is an internal or external hardware. Answers below are provided for your guide.





Lesson 7

# comPUTeST

Keeping an App on Top

Unit 1



Directions: Name as many application and system software in each box and write it's maker. Research using the Internet or by asking the elders Examples below are done for you.

**Application  
Software**

Kidspiration - Inspiration  
Software Inc.

ANSWERS  
MAY VARY

**System  
Software**

Mac OSx - Apple Inc.

ANSWERS  
MAY VARY



## COMPUTER BASICS

# UNIT-TEST

UNIT 1

**A. Directions:** Using the answer sheet below, shade the circle of the correct (Multiple Choice) answer in each item.

1. It is an electronic device designed to work with data and information.
  - A. central processing unit
  - B. computer
  - C. modem
2. Which among the following is not an advantage of using a computer?
  - A. it allows you to perform several tasks everyday more quickly
  - B. tools in the computer enable you to create high-quality documents and drawings
  - C. knowing how to manipulate computer is not a necessity when applying for work
3. Computer with appropriate software is used to store and work with large amounts of data. This purpose serves to
  - A. create documents
  - B. store data
  - C. work with numbers
4. What is the most common type of computer?
  - A. Desktop PC
  - B. Notebook or Laptop
  - C. Tablet PC
5. It is a powerful computer that acts as a central resource for a number of other computers that are connected to it.
  - A. Handheld PC
  - B. Server
  - C. Slate PC
6. This is called as the system unit or console which holds the electronic chips and devices that make the computer work.
  - A. Computer Case
  - B. Personal Computer Accessories
  - C. Uninterruptible Power Supply
7. It is a typewriter-like device that is used to type information and enter instructions for the computer to follow.
  - A. keyboard
  - B. monitor
  - C. mouse
8. This is a device that is used to print documents from the computer.
  - A. modem
  - B. printer
  - C. speakers
9. It is a device that connects the computer to the internet either through telephone lines or TV Cable.
  - A. modem
  - B. printer
  - C. speakers
10. This is also called as peripherals which refer to the hardware that connects to the outside of the computer case.
  - A. external hardware
  - B. internal hardware
  - C. experimental hardware

### ANSWER SHEET

■ Name: \_\_\_\_\_ ■

Grade/Section: \_\_\_\_\_ Date: \_\_\_\_\_

	A	B	C
1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
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10	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**B. Directions:** Using the answer sheet below, shade the circle of the correct (True or False) answer in each item.

1. The advantages of using a computer are: Speed of Task, Quality of Work and Learning New Skills  
A. TRUE                  B. FALSE
2. The abbreviation PC is often used to refer to Macintosh computers.  
A. TRUE                  B. FALSE
3. Computers are all-purpose by design which enable you to do many things.  
A. TRUE                  B. FALSE
4. A notebook or laptop is the most common type of computer.  
A. TRUE                  B. FALSE
5. A slate PC is usually bigger than that of a handheld PC.  
A. TRUE                  B. FALSE
6. Learning to use a personal computer is much easier if you know how a typical system, is laid out and the function of each major part.  
A. TRUE                  B. FALSE
7. Some printers are all-in-one devices that can fax, copy, and scan documents.  
A. TRUE                  B. FALSE
8. UPS is a device that enables you to shut down your computer properly to avoid losing data.  
A. TRUE                  B. FALSE
9. Internal modems reside inside the computer case.  
A. TRUE                  B. FALSE
10. Computer hardware comes in two basic varieties namely: external and internal.  
A. TRUE                  B. FALSE

### ANSWER SHEET

Name: \_\_\_\_\_  
 Grade/Section: \_\_\_\_\_ Date: \_\_\_\_\_

	A	B
1	<input checked="" type="radio"/>	<input type="radio"/>
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10	<input checked="" type="radio"/>	<input type="radio"/>

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Lesson 8

# comPUteST

## Location Please?

Unit 2



Directions: Draw a comfortable work area for you to be more productive. Write the exact location (north, south, east or west) of the following objects below. Show it in your drawing.

sala set

ergonomic chair

outlet

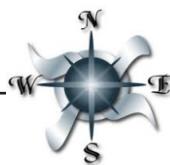
computer set

computer table

cables



# ANSWERS MAY VARY



### THINGS/OBJECT

### LOCATION

cables → \_\_\_\_\_

outlet → \_\_\_\_\_

\_\_\_\_\_ → \_\_\_\_\_

computer table → \_\_\_\_\_

sala set → \_\_\_\_\_

ergonomic chair → \_\_\_\_\_

computer set → \_\_\_\_\_



Lesson 9

# COMPUTESt

**Set it Up!**

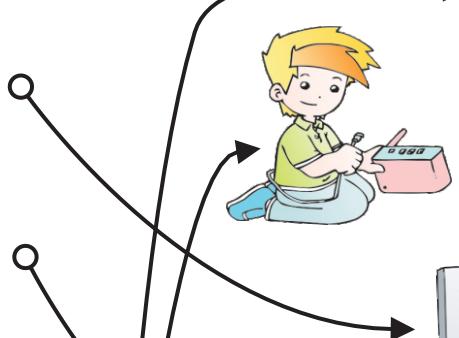
Unit 2



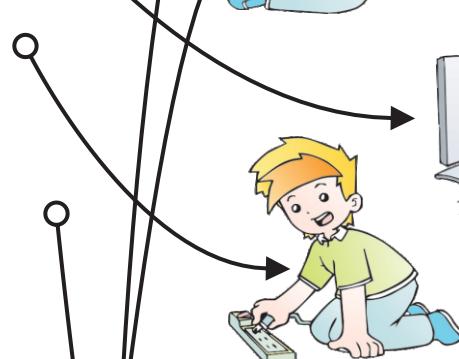
Directions: Order the steps of setting the computer parts and connect the step to its picture.

## Setting up the computer parts

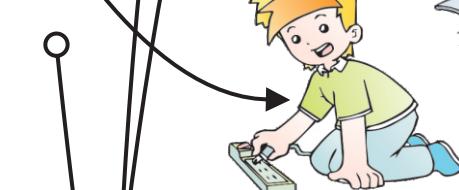
2 Connect the Monitor



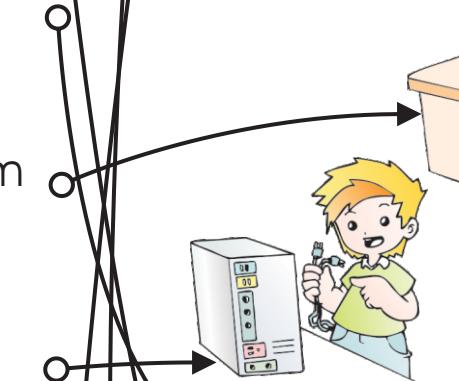
8 Connect the Power Cord



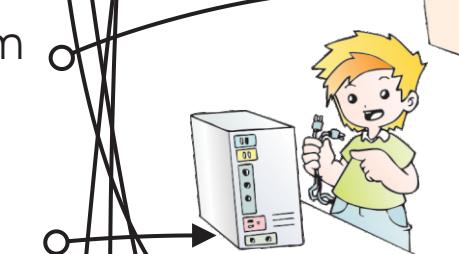
4 Connect the Printer



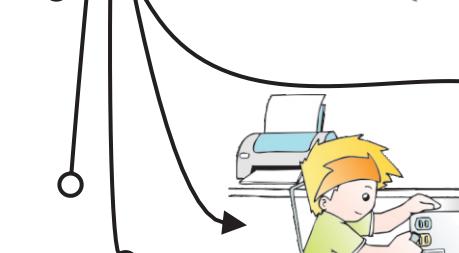
1 Unpack the Components



6 Connect the Sound System



7 Connect the USB Devices



5 Connect the Modem



3 Connect the Keyboard and Mouse



Lesson 11-12

# comPUTeST

## Input Tools

Unit 2



Directions: Identify the objects being described in each sentence and write your answers on the blank.

1. It is the type of mouse that moves the pointer by nudging the pointing stick. **pointing stick**



2. This keyboard allows you to position your hands more naturally when typing, which reduces wrist strain. **ergonomic**

3. This keyboard is present in a small type of computer, and this design makes it harder to press the right keys. Therefore, it puts more strain on the wrists.  
**notebook**

4. It is the type of mouse that you click by tapping the surface with your finger, that includes left and right buttons for clicking. **touch pad**

5. This key appears in different color, and you can see characters in that same color on the other keys. **notebook**

6. When you rotate the wheel forward, the document scrolls up, and when you rotate the wheel backward, the document scrolls down using this mouse.  
**wheel mouse**





# comPUTeST

## Input Tools



7. It is keyboard that either attaches directly to the computer, or transmits your keystrokes wirelessly. add-on



8. It is a mouse that moves the mouse pointer by moving your finger along the surface of the pad. touch pad

9. It is when you hover the pen over the screen surface until you see the pointer, and then move the pen to move the pointer. digital pen/stylus

10. Tablet PCs have this type of keyboard that you can use when the computer is in the tablet position, which covers the physical keyboard.  
on-screen

11. A type of mouse in which the ball sits on top of the mouse. Instead of actually moving the mouse, you use your fingers or palm to rotate the ball while keeping the mouse stationary. trackball

12. What do you call the underside of the mouse contains a small ball that rotates when you move the mouse. two-button mouse





## STARTING WITH COMPUTERS

# UNIT-TEST

UNIT 2

**A. Directions:** Using the answer sheet below, shade the circle of the correct (Multiple Choice) answer in each item.

1. The \_\_\_\_\_ can be assembled through connecting the devices to the appropriate ports at the back of the computer case.
  - A. computer program
  - B. computer system
  - C. computer desktop
2. This has two cables namely: the video cable and power cord.
  - A. keyboard
  - B. monitor
  - C. mouse
3. What is the shape of the plug of the video cable?
  - A. D – shaped
  - B. O – shaped
  - C. P – shaped
4. Most newer printers are connected through what cable?
  - A. USB
  - B. port
  - C. wire
5. Older printer cables have a large connector for the printer and slightly smaller connectors shaped like an \_\_\_\_\_ for the PC.
  - A. elongated D
  - B. elongated O
  - C. elongated P
6. What is the most important device for sending instructions and data to the computer?
  - A. CPU
  - B. keyboard
  - C. mouse
7. \_\_\_\_\_ split the alphanumeric characters into two groups and angle those groups to the left and right.
  - A. economic keyboard
  - B. ergonomic keyboard
  - C. on-screen keyboard
8. These have on-screen keyboards which you can use when the computer is in the tablet position.
  - A. Tablet PC's
  - B. Macintosh
  - C. Personal Computer
9. A \_\_\_\_\_ is one in which the ball sits on top of the mouse.
  - A. touch pad
  - B. trackball mouse
  - C. wheel mouse
10. It is a flat, pressure-sensitive surface that is often used on notebooks or as a separate input device.
  - A. touch pad
  - B. trackball mouse
  - C. wheel mouse

## ANSWER SHEET

<input type="checkbox"/>	Name: _____	<input type="checkbox"/>		
Grade/Section: _____ Date: _____				
A B C				
1	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	
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<input checked="" type="checkbox"/>	10	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

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**B. Directions:** Using the answer sheet below, shade the circle of the correct (True or False) answer in each item.

1. To ensure that the work area to be comfortable and productive; the chair and desk should be adjusted properly.  
A. TRUE      B. FALSE
2. RSI means Resuscitation Standards Implication.  
A. TRUE      B. FALSE
3. The ports at the back of the case are color-coded to match the device plugs.  
A. TRUE      B. FALSE
4. The color of the mouse port is blue.  
A. TRUE      B. FALSE
5. The color of the keyboard for its port is purple.  
A. TRUE      B. FALSE
6. You can refer to the device as a "mouse" in most countries and people will know what you are talking about.  
A. TRUE      B. FALSE
7. Once all the peripherals are connected to the computer, it is now ready to start working even without plugging it to the main source.  
A. TRUE      B. FALSE
8. The suggested term to pluralize the word mouse is "mouse devices".  
A. TRUE      B. FALSE
9. Liquids and keyboards go together.  
A. TRUE      B. FALSE
10. The first mouse was being patented on November 17, 1970.  
A. TRUE      B. FALSE

### ANSWER SHEET

Name: _____																							
Grade/Section: _____ Date: _____																							
<table border="0"><tr><td>A</td><td>B</td></tr><tr><td>1</td><td><input checked="" type="radio"/></td></tr><tr><td>2</td><td><input type="radio"/></td></tr><tr><td>3</td><td><input checked="" type="radio"/></td></tr><tr><td>4</td><td><input type="radio"/></td></tr><tr><td>5</td><td><input checked="" type="radio"/></td></tr><tr><td>6</td><td><input checked="" type="radio"/></td></tr><tr><td>7</td><td><input type="radio"/></td></tr><tr><td>8</td><td><input checked="" type="radio"/></td></tr><tr><td>9</td><td><input type="radio"/></td></tr><tr><td>10</td><td><input checked="" type="radio"/></td></tr></table>		A	B	1	<input checked="" type="radio"/>	2	<input type="radio"/>	3	<input checked="" type="radio"/>	4	<input type="radio"/>	5	<input checked="" type="radio"/>	6	<input checked="" type="radio"/>	7	<input type="radio"/>	8	<input checked="" type="radio"/>	9	<input type="radio"/>	10	<input checked="" type="radio"/>
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## Lesson 1

# COMPUTE ST

## Facts Track

Unit 3



Directions: Read each sentence carefully. Inside the box, write **F** if the sentence is a fact and **O** if the sentence is an opinion.

**"Facts** are statements or events that can be proven to be true."

**"Opinions** are statements that express how someone thinks or feels."

**F**

1. Microsoft Windows is an operating system that provides standard interface based on drop-down menus, screen menus and pointing devices.

**O**

2. MS Windows is almost the same to a window, usually with rectangular shape.

**F**

3. Any operating system like MS Windows, manages the information and programs installed in the computer.

**O**

4. Desktop as an onscreen work area is the most important element of the computer's window.

**F**

5. Icon is a picture representing a task you can carry out, a program you can run or a document you can work on.

**O**

6. Internet Explorer is the only way to access the internet connection fastly.

**O**

7. MS Windows as a graphical user interface doesn't necessarily mean that users should use graphics or pictures all the time to manage the programs.

**F**

8. The Start button is used to start a program.



### Lesson 1

# COMPUTESt

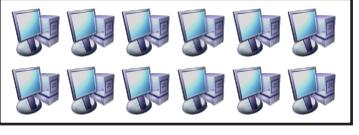
## Models of Division

Unit 3



Directions: Answer each division problem. Encircle the letter of the correct answer.

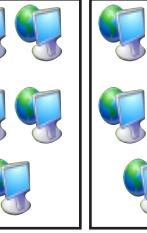
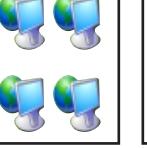
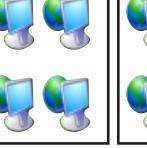
1. Which of the following sets of icons best represents  $18 \div 3$ ?

- a.    c.  
- b.    d. 

2. Which of the following sets of icons best represents  $12 \div 4$ ?

- a.  b.  
- c.    d.   

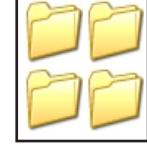
3. Which of the following sets of icons best represents  $20 \div 5$ ?

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

4. Which of the following sets of icons best represents  $9 \div 3$ ?

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

5. Which of the following sets of icons best represents  $12 \div 3$ ?

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



## Lesson 2

# comPuterST

## Fill In Well

### Unit 3



Directions: Write the missing letters of the words in column B and identify what is asked in column A by matching it with the correct answer in column B.

### COLUMN A

1. It tells the name of the program and the filename of the document that you are currently working.
2. It lets you close the window and exit from the program.
3. It contains shortcut buttons for the commonly executed commands.
4. It displays a list of commands or actions.
5. It contains buttons that represent shortcut commands.
6. It is used to move the document up, down, left or right in order to see its hidden parts.
7. It contains shortcut buttons for the commonly used commands in formatting or editing the text in the program.
8. It reduces the window to a button in the taskbar.
9. It sets the window into a bigger size to fill the entire monitor screen.
10. It makes the window return to its original size.

### COLUMN B

- a. St\_nd\_rd T\_lbar  
b. M\_n\_ B\_r  
c. \_o\_ b\_r  
d. Cl\_s\_ B\_tt\_n  
e. T\_tl\_ B\_r  
f. F\_rm\_tt\_ng T\_llb\_r  
g. Scr\_ll T\_llb\_r  
h. M\_n\_m\_z\_ B\_tt\_n  
i. R\_st\_r\_ B\_tt\_n  
j. M\_i\_i\_e B\_tt\_n



## Lesson 2

# comPuterST

## Isn't It Iconic?

Unit 3



Directions: Count how many program icons are there in each group. Find the average of the icons, add the numbers and divide the answer by the number of groups. Write the names of the buttons and icons found in each item.

Integration: **Mathematics**

"An average is found by adding two or more quantities and dividing the sum by the number of quantities."

Example: Find the average of 81, 82, 91 and 78.

Solutions:

$$\text{Step 1 : } 81 + 82 + 91 + 78 = 332$$

$$\text{Step 2 : } 332 \div 4 = 83$$

$$\text{Average} = 83$$



Solutions:

$$\text{Step 1 : } 6 + 3 + 4 + 6 + 5 = 24$$

$$\text{Step 2 : } 24 \div 5 = 4.8$$

$$\text{Average} = 4.8$$



Solutions:

$$\text{Step 1 : } 4 + 7 + 6 = 17$$

$$\text{Step 2 : } 17 \div 3 = 5.66$$

$$\text{Average} = 5.66$$



Solutions:

$$\text{Step 1 : } 8 + 4 + 5 = 17$$

$$\text{Step 2 : } 17 \div 3 = 5.66$$

$$\text{Average} = 5.66$$



### Lesson 3

# comPuterST

## Windows' Acts

### Unit 3



Directions: Fill in the boxes with the correct words to complete the procedures involved in manipulating windows. Arrange each set of procedures correctly by assigning numbers 1 - 3.

Integration: **Math**

#### How to resize a window

**2** Wait for the mouse pointer to change into a double-headed arrow.

**1** Position the mouse pointer at the button edge of the window.

**3** Click the double-headed arrow and drag it to your desired size of window.

#### How to move a window

**3** Release the mouse to your desired position of the window.

**1** Point the mouse to the window's title bar.

**2** Click and drag the mouse pointer using the mouse.

#### How to arrange windows

**2** Right-click on the taskbar.

**3** From the pop-up menu, click your preferred window arrangement

**1** Point the mouse pointer on the empty space of the taskbar.



## Lesson 4

# comPuterST

## Dialog Scan

### Unit 3



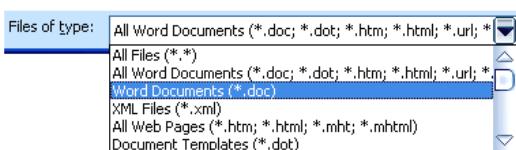
Directions: Identify the pictures below and write the name of each dialog box component on the blanks provided. Choose your answer from the box.

Check Box  
Scollable List box  
Command Buttons

Radio Buttons  
Text box

1.  GRADE 1
- GRADE 2
- GRADE 3

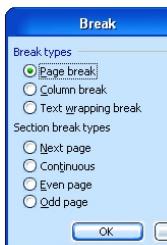
## Check Box

2. 

## Scollable List Box

3. 

## Command Buttons

4. 

## Radio Buttons

5. 

## Text Box



## Lesson 4

# comPuterST

## My Script

### Unit 3



Directions: Continue writing the dialog flow below. The situation involves Hannah asking from Jet about their lesson on dialogue boxes because she was absent from the class the other day due to fever. Make Jet's discussion about the dialogue boxes short but concise. Provide also Hannah's reply.

Integration: English



Good morning Jet!  
How are you?



Oh Hannah! I'm  
glad to see you today.  
Are you well enough?

Yes, I am. Do you mind my friend to share with me our computer lesson the other day? What was it all about?

Our lesson the other day was about dialog boxes. It says that dialog boxes are small special windows that contain options that tell the computer what to do.

I still don't get it yet. Do you mind to explain more?

Dialog boxes give several items to choose from. For example, somewhere in the computer window, you will find a button marked OK, Cancel, Yes, and No or any word that tells the computer what to do next.

But, Jet, do all dialog boxes look the same.

No Hannah. Dialog boxes which compose of a check box, command buttons, list box, radio buttons and check box do not look alike.



## Lesson 4

# comPuterST

## PUZZLING BOXES

Unit 3



Directions: Fill in the blank line to complete the sentence, then answer the puzzle respectively according to the number assigned.

6.						
1.	C	H	E	C	K	
O						
M						
M		L				
7.						
2.	R	A	D	I	O	
N			S			
D						
4.						
T	E	X	T	B	O	X
				G		
5.						
D						
I						
L						
8.						
C	A	N	C	E	L	
S						



Lesson 5

# comPuterST

Transition Mode

Unit 3



Directions: Fill in the blanks with the correct transition words to complete the paragraph on each given procedure. Pick any of the transition words from the box.

Integration: English

**“Transition words** are words that help bring ideas together coherently. These words help continue an idea, indicate a shift of thought or sum up a conclusion.”

first  
next  
additionally  
after

furthermore  
moreover  
fourth

In addition  
Third  
finally

second  
then  
lastly

## How to set the date and time using the Control Panel

### A. The Control Panel

Setting the date and time with the use of Control Panel is quite easy.

First , click the Start button. Second , click on Control Panel.

Third , double-click on Date and Time icon. Fourth , double-click the hour and minute to set the hour and minute respectively.

Lastly , click the Apply and OK buttons.

### B. How to hide the taskbar

You can hide the taskbar to save space on the screen. To do it so, right-click on the taskbar first . Then/ Next , click on Properties.

In addition , click the taskbar tab. Look for the checkbox marked “Auto-hide the taskbar” and click on the box. Then , click the Apply and OK buttons. Finally , click anywhere outside the desktop.



## Lesson 5

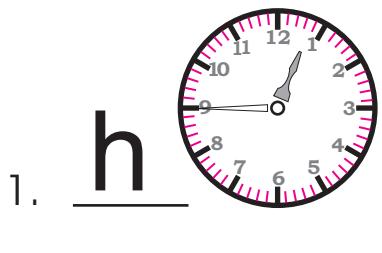
# comPuterST

Time is Gold

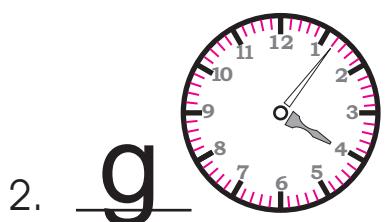
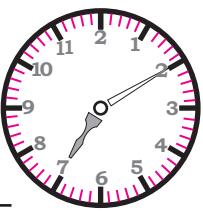
Unit 3



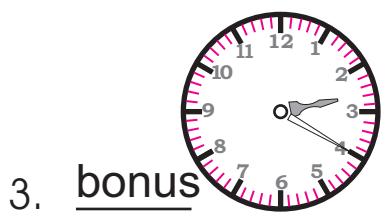
Directions: Match the time in Column A with the same time in Column B. Write the letter of the correct answer on the blank before each number.

**Column A**

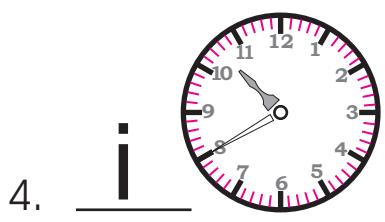
6. j



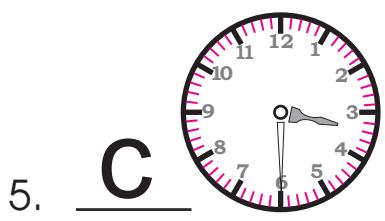
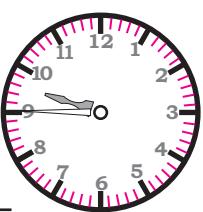
7. d



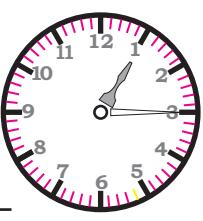
8. f



9. a



10. b

**Column B**

- a. quarter to ten
- b. quarter after one
- c. half past three
- d. five minutes to five
- e. forty minutes to three
- f. quarter to nine
- g. six minutes after four
- h. quarter to one
- i. twenty minutes to eleven
- j. ten minutes after seven



## EXPLORING MORE ON WINDOWS

UNIT-TEST  
UNIT 3

**A. Directions:** Using the answer sheet below, shade the circle of the correct (Multiple Choice) answer in each item.

1. This serves as the interface between you and the software programs you use.
  - A. MS Windows
  - B. Computer System
  - C. Server
2. \_\_\_\_\_ allows the user to view or access anything stored or saved in the computer.
  - A. My Computer
  - B. My Documents
  - C. Recycle Bin
3. It is the button found below the corner of the main screen or desktop that is used to start a program.
  - A. Start Button
  - B. System Tray
  - C. Taskbar
4. It is an onscreen work area that uses icons and menus to stimulate the top of the desk.
  - A. Desktop
  - B. Icon
  - C. Windows
5. Which button switches to another user while leaving your currently opened programs?
  - A. Log Off
  - B. Programs
  - C. Search
6. What does it mean when the mouse pointer changes into a double-headed arrow?
  - A. you can resize the window by clicking
  - B. you can resize the window by dragging
  - C. you can resize the window by clicking and dragging
7. This is a kind of Window arrangement where the windows are arranged in a regular file, one on top of the other while covering all the available space on the desktop.
  - A. Cascade Windows
  - B. Show Windows Stacked
  - C. Show Windows Side by Side
8. It is a kind of Window arrangement where the windows are overlapping each other with all the title bars visible for switching between programs.
  - A. Cascade Windows
  - B. Show Windows Stacked
  - C. Show Windows Side by Side
9. These are small special windows that contain options that allow you to tell the computer on what should be done or what to do.
  - A. dialog boxes
  - B. dialogue boxes
  - C. command buttons
10. It is a box where you can type words, symbols, characters or information needed before performing any task.
  - A. check box
  - B. list box
  - C. text box

### ANSWER SHEET

■ Name: \_\_\_\_\_ ■

Grade/Section: \_\_\_\_\_ Date: \_\_\_\_\_

A B C

1 ● ○ ○

2 ● ○ ○

3 ● ○ ○

4 ● ○ ○

5 ● ○ ○

6 ● ○ ○

7 ○ ● ○

8 ● ○ ○

9 ● ○ ○

10 ○ ○ ●

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**B. Directions:** Using the answer sheet below, shade the circle of the correct (True or False) answer in each item.

1. The fastest way to exit a program is to click on its window's close button.  
A. TRUE      B. FALSE
2. Minimize button reduces the window to a button in the taskbar.  
A. TRUE      B. FALSE
3. The toolbar contains some buttons that represent shortcut commands.  
A. TRUE      B. FALSE
4. My Music displays all the music or sound files that you have saved.  
A. TRUE      B. FALSE
5. My Recent Documents displays a list of documents that has been opened recently.  
A. TRUE      B. FALSE
6. Radio Buttons display different items to choose from.  
A. TRUE      B. FALSE
7. Resizing is about changing something to make it even better.  
A. TRUE      B. FALSE
8. A screen saver is a predefined set of icons, fonts, colors and other window elements that give the desktop an organized and distinctive look.  
A. TRUE      B. FALSE
9. A desktop theme is a program of pictures that moves around on the screen when the computer is not in used.  
A. TRUE      B. FALSE
10. The Windows Vertically arranges the windows in a regular tile, one on top of the other while covering all the available space on the desktop.  
A. TRUE      B. FALSE

**ANSWER SHEET**

<input type="checkbox"/>	Name: _____	<input type="checkbox"/>																						
<input type="checkbox"/>	Grade/Section: _____	Date: _____																						
<table border="0"><tr><td>A</td><td>B</td></tr><tr><td>1</td><td><input checked="" type="radio"/></td></tr><tr><td>2</td><td><input checked="" type="radio"/></td></tr><tr><td>3</td><td><input checked="" type="radio"/></td></tr><tr><td>4</td><td><input checked="" type="radio"/></td></tr><tr><td>5</td><td><input checked="" type="radio"/></td></tr><tr><td>6</td><td><input type="radio"/></td></tr><tr><td>7</td><td><input type="radio"/></td></tr><tr><td>8</td><td><input type="radio"/></td></tr><tr><td>9</td><td><input type="radio"/></td></tr><tr><td>10</td><td><input type="radio"/></td></tr></table>			A	B	1	<input checked="" type="radio"/>	2	<input checked="" type="radio"/>	3	<input checked="" type="radio"/>	4	<input checked="" type="radio"/>	5	<input checked="" type="radio"/>	6	<input type="radio"/>	7	<input type="radio"/>	8	<input type="radio"/>	9	<input type="radio"/>	10	<input type="radio"/>
A	B																							
1	<input checked="" type="radio"/>																							
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3	<input checked="" type="radio"/>																							
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10	<input type="radio"/>																							

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Lesson 1

# ComputeST

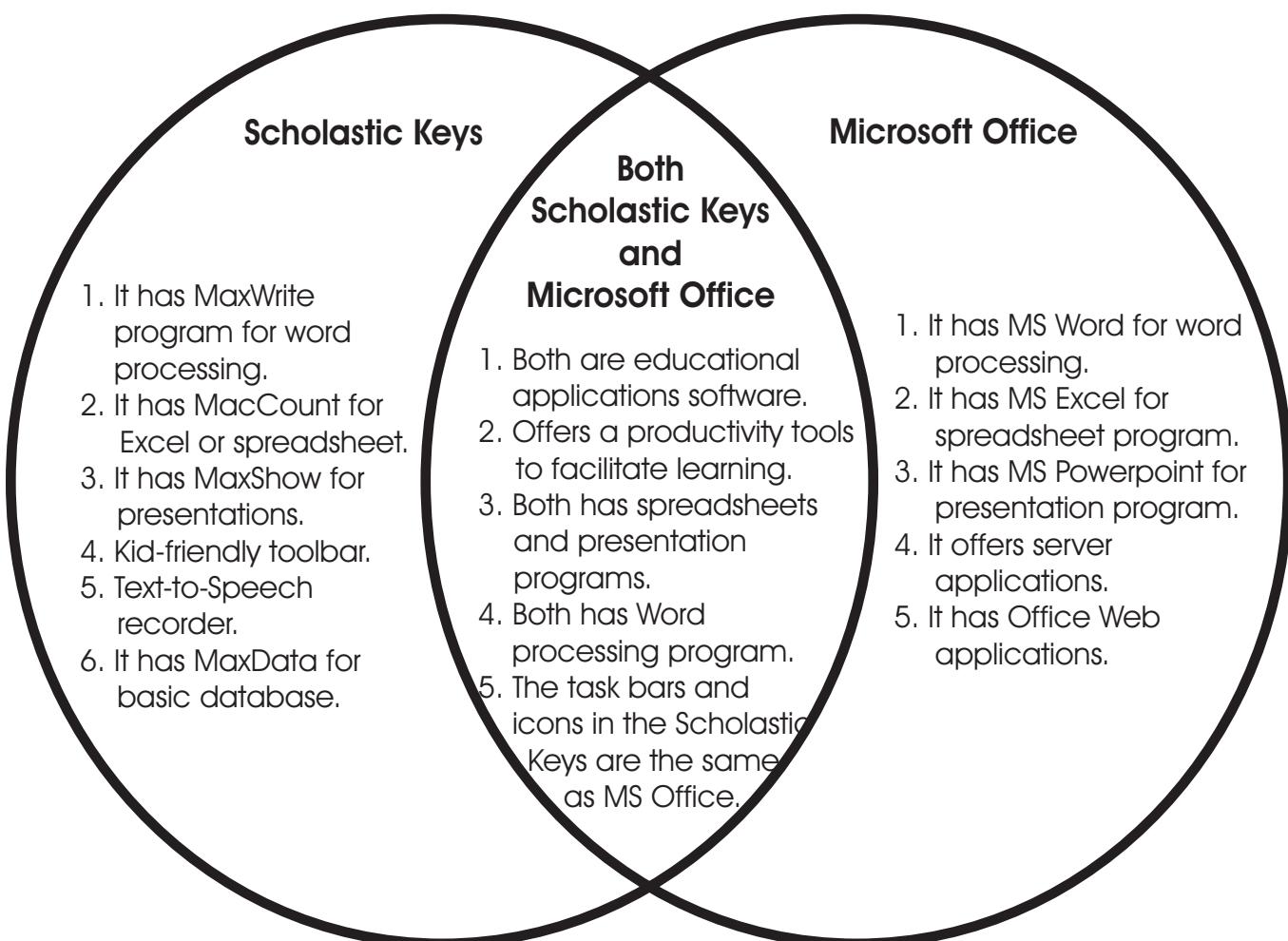
## Compare and Contrast

Unit 4



Directions: Research and explore about Microsoft Office. Compare it with Scholastic Keys to complete the Venn diagram. Write at least five characteristics for each one of them. The first one is done for you.

Integration: English





Lesson 1

# comPuterST

## Replace Quiz

Unit 4



Directions: Read the sentences. Give the corresponding pronoun to the underlined words. Pick the correct answer from the box and place it on the blank provided.

Integration: English

"A **pronoun** is a word that takes the place of a noun in a sentence."

Him  
Its

his  
Them

They  
Her

Their  
It

She  
He

It

1. MaxWrite is an early childhood interface of Microsoft Office.
2. MaxWrite, MaxShow and MaxCount are three great programs of Scholastic Keys.

They

3. Oliver uses MaxPaint to draw his dream cars.

He

4. Angel likes to record her singing voice with the use of MaxRecorder.

She

5. Scholastic Keys is used by Myra, Lyn and Riza often to do their art projects.

Them

6. Using MaxShow allows Garry to make any presentation easily.

Him

7. Lea's partner in making the spreadsheet activity is Sally.

Her

8. MaxWrite is equivalent to Microsoft Word in the Microsoft Office suite.

It



Lesson 2

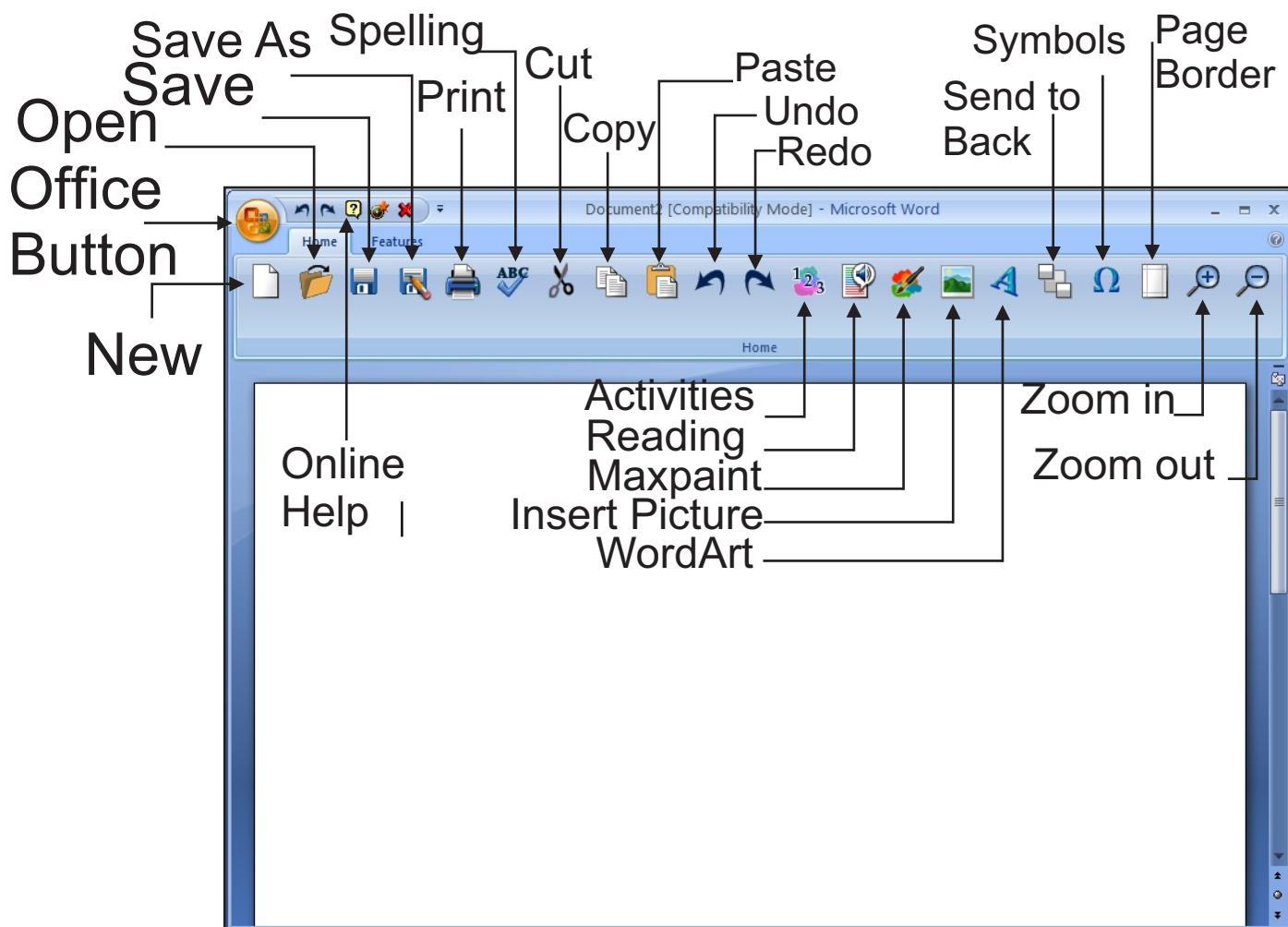
# comPuterST

Label Level

Unit 4



Directions: Label the parts of MaxWrite window. Answer carefully and correctly.





## Lesson 2

# comPuterST

## Context Fill

Unit 4



Directions: Fill in the blanks with the correct words to complete each sentence below. Use the context clues to help you choose the correct answer.

Integration: English

" You can tell from the context (the other words in the sentence or the sentences before or after) what the word should be. Context clues can help you figure out the meaning of a word by relating it to other words in the sentence".

thought	deactivate	significant	choose	wallpaper
activate	point	access	importance	discussed
shortcut	discussed	records	taught	lists

The Grade 3 first section of Christian Learning Academy was taught by Mr. Glen Sanchez, their Computer teacher on how to activate MaxWrite. Their teacher mentioned three ways on how to do it:

1. Click or double-click the MaxWrite button.
2. Open the significant Microsoft Word application and click the MaxWrite button.
3. Click the Start menu and point to Programs. Go to Scholastic Keys then and select MaxWrite.

Mr. Sanchez further discussed about MaxWrite's dialog boxes and navigation process. Dialog boxes he said, use common control and navigation arrows to easily access features, content and document. Navigating through MaxWrite's lists of items comes easy by using the navigation buttons Previous Item, Next Item, First Item and Last Item.



### Lesson 3

# comPuterST

In Order

Unit 4



Directions: Arrange accordingly the steps of each basic routine involved. Assign the correct numbers on the blanks provided.

Integration: **Math**

#### A. Creating a New Document

2

Select a template using the navigation buttons and choose a category.

3

Click the preview of the desired template.

1

Click the **New** button.

4

Click the **OK** button.

#### B. Saving a Document

3

Click the **OK** button to save.

2

Give your document a name.

1

Click the **Save** button.

#### C. Saving a Document to an Alternative Location

2

Click the Office "Save As" button.

4

Change the Save in location to your desired location and click on **Save**.

3

Give your document a name by typing it in the File name text box.

1

Click the **Save** button.



### Lesson 3

# comPuterST

## In Order

Unit 4



### D. Opening a document from alternative location or SELS template

3

Look for the location of the file that you wish to open and then select the document.

1

Click the Open button.

2

Click the **Office "Open"** button.

4

Click the Open button.

### E. Opening a built-in activity

3

Click the preview of the desired template (it will appear with red border).

2

Select a built-in template using the navigation buttons to choose the category.

1

Click the **Activities** button.

4

Click the OK button.



Lesson 4

# comPuterST

Text Fill Colors

Unit 4



Directions: Color the verbs in the passage with blue and apply random colors to the rest of the words. Have fun in coloring!

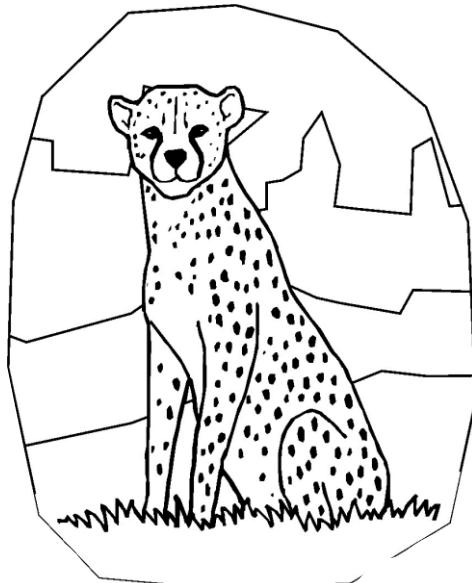
Integration: English

"**Verbs** are words that tell an action in a sentence."

Examples: talk, run, smile, chow.

## The Fastest Animal

The cheetah, a large member of the cat family, is the fastest land animal. It can **reach** 113 kilometers (70 miles per hour) over short distances. Its speed is due to the special way its body is **built**. The cheetah has a backbone that **bends** easily that **allows** this big cat to **spring** forward in great leaps. The cheetah also has long thin claws on its feet. These **work** like spikes to **grip** the ground and **help** the cheetah **pursue** its prey with astonishing swiftness.





Lesson 5

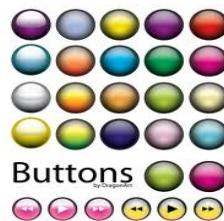
# comPUTESt

**Buttons Up**

Unit 4



Directions: Label the Formatting Toolbar tools below.



1. B Bold Button

7. Align Left

2. I Italic Button

8. Align Center

3. A Font Size Button

9. Choose Font Button

4. U Underline Button

10. Align Right

5. Page Orientation

11. Line Spacing Button

6. Number List

12. Bullets



Lesson 5

# comPuterST

**Text Corners**

Unit 4



Directions: Rewrite the given selection inside the box. Make sure to align the text to the left. Apply bold formatting to the title of the selection and underline all the adjectives that you can find.

Integration: **English**

"Adjectives are words that describe or modify the nouns.

Example: soft, old, beautiful



## An Eagle's Sight

Eagles have sharp eyes and fly high in the sky for prey on the ground below. If an eagle sees a small bird or animal moving, it dives quickly to capture the victim with its sharp claws. An eagle uses its eyes like binoculars. It can see small things no larger than a speck from far away. When it sees something to eat, it folds its wings back to reduce wind resistance and dives downwards.



## Lesson 5

# comPUTeST

## Useful Tools

### Unit 4



Directions: Below are the tools label name. Draw each tool in the box and write each functions in the line provided.

choose font \_\_\_\_\_

left align \_\_\_\_\_

paste \_\_\_\_\_

underline \_\_\_\_\_

center \_\_\_\_\_

cut \_\_\_\_\_

bold \_\_\_\_\_

bullets \_\_\_\_\_

right align \_\_\_\_\_

header footer \_\_\_\_\_

numbered list \_\_\_\_\_

undo \_\_\_\_\_

italic \_\_\_\_\_

fontsize \_\_\_\_\_

page oriented \_\_\_\_\_

ANSWERS  
MAY VARY



Lesson 6

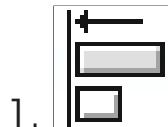
# comPuterST

**Shape Me Up**

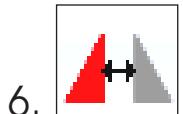
Unit 4



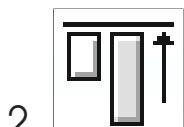
Directions: Label correctly the Shapes Toolbar tools below.



1. Align Left



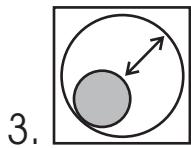
6. Flip Horizontal



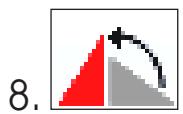
2. Align Top



7. Flip Vertical



3. Resize Shape



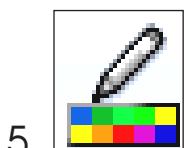
8. Rotate Left



4. Insert Shape



9. Rotate Right



5. Shape Line Color



10. Shape Fill Color



## Lesson 6

# comPuterST

## Smart Actions

Unit 4

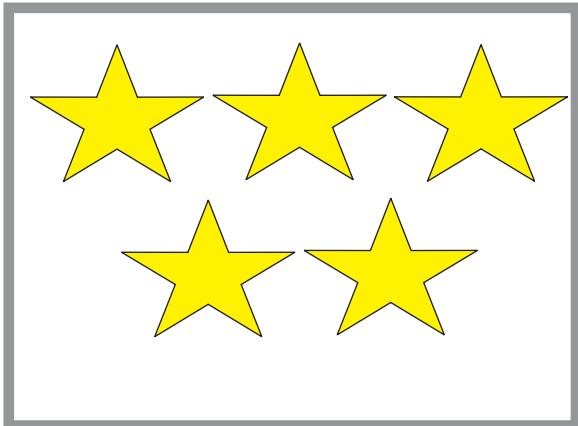


Directions: Read the instructions carefully and perform what is asked.

Integration: **Math**



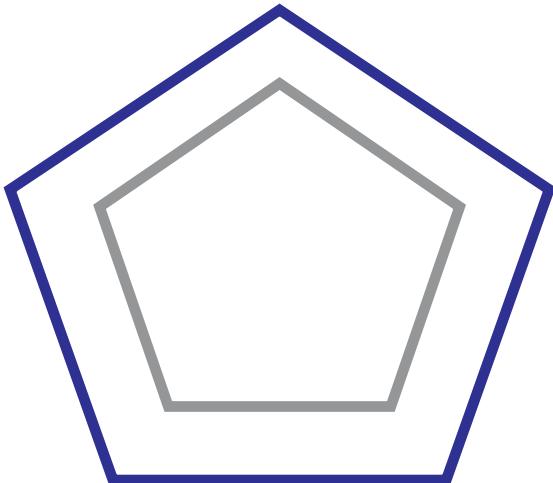
1. Insert 5 star shapes inside the box.



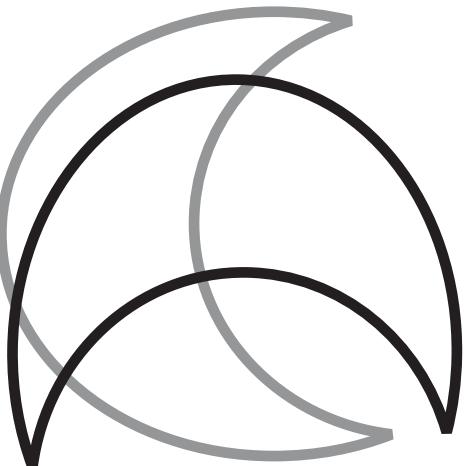
2. Write a short personal message inside the heart.



3. Resize the pentagon bigger.



4. Rotate the half moon to 90°.





Lesson 7

# comPuterST

**Paint to the Max**

Unit 4



Directions: Create any artwork inside the box using the different shapes. Fill your drawing with color to add life and write something about your artwork.

Integration: Arts & English



**Artwork is subjective  
to pupil's creativity.**

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Lesson 7

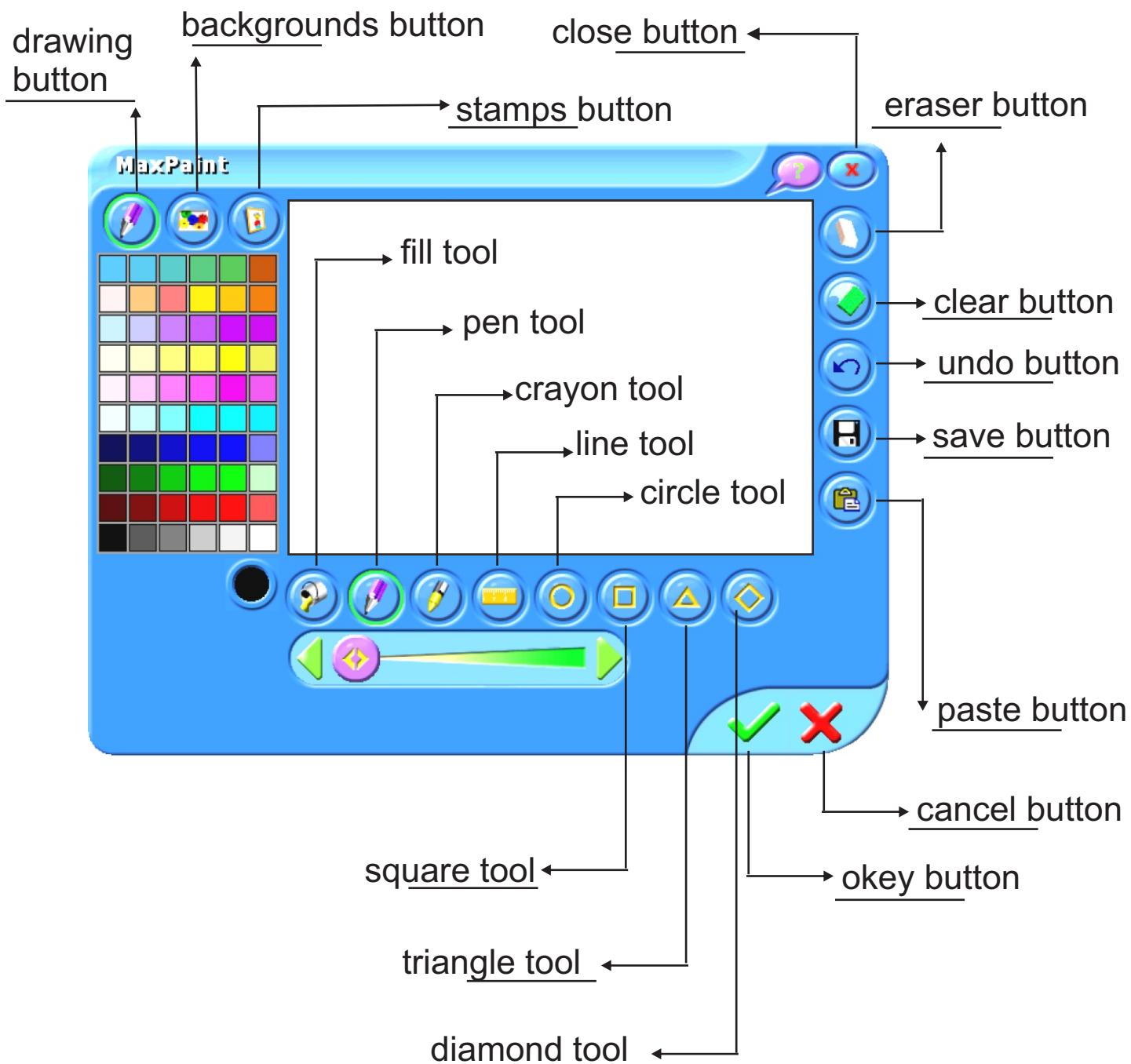
# comPuterST

## Name My Parts

Unit 4



Directions: Label the parts of MaxPaint window below correctly.





## Lesson 8

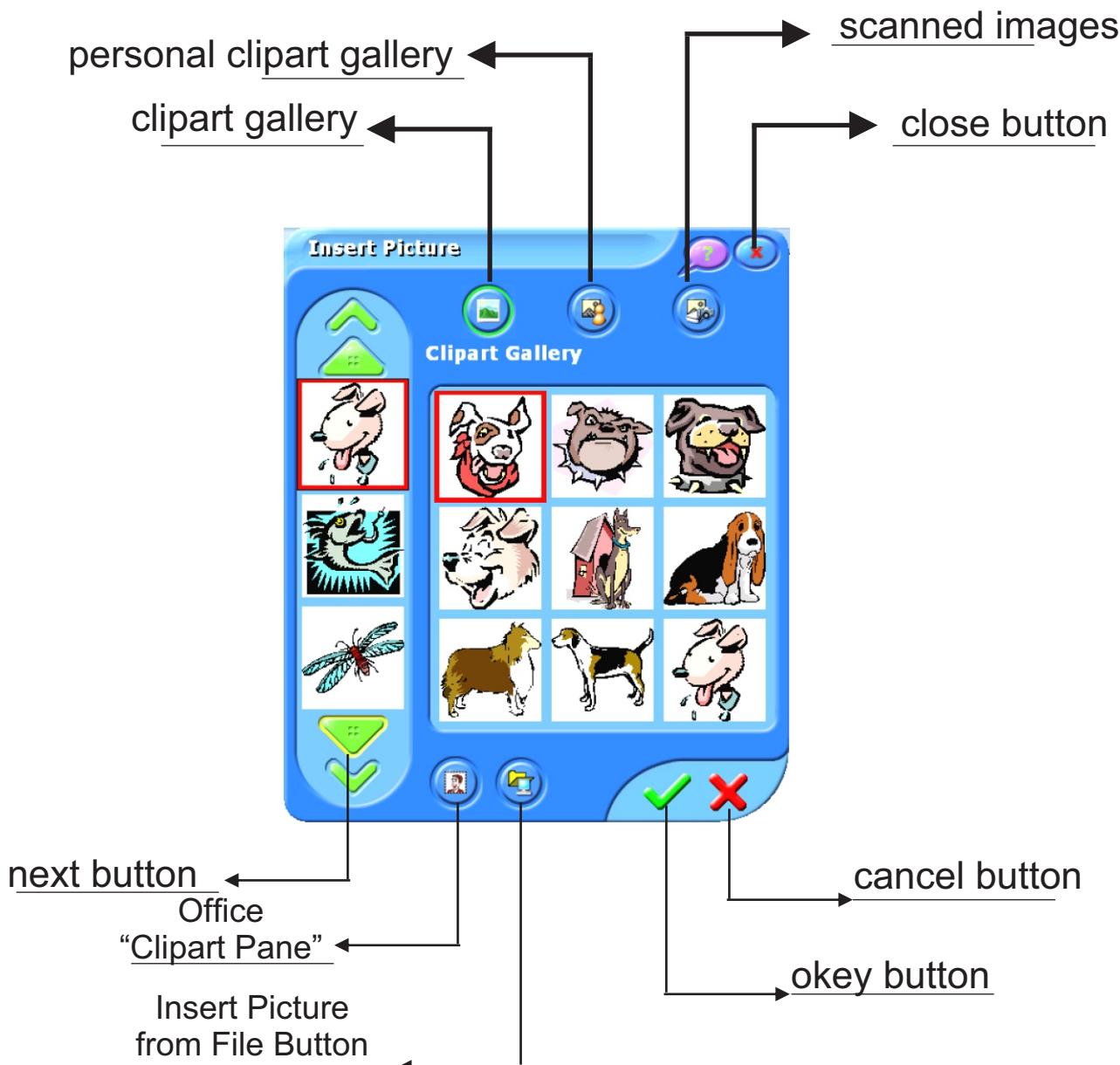
# comPuterST

## Parts Tell

Unit 4



Directions: Label and identify the parts of Insert Picture window below.





## Lesson 8

# comPuterST

## Symbology

Unit 4



Directions: Think of an object that will symbolize yourself and draw it inside the box. On the lines provided, state your explanation why you have chosen such object to represent yourself.

Integration: **Language Arts**



ANSWERS  
MAY VARY



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Lesson 9

# comPuterST

## Spelling Bee

Unit 4



Directions: Underline the correct spelling of the word to complete the sentence.

1. (You're, Your) a good friend.
2. I want a puppy (too, to).
3. I want (two, too) puppies.
4. Is (you're, your) stomach aching?
5. (Its, It's) been a nice day.
6. I'm happy that (there, they're, their) is no class tomorrow.
7. This stove has (it's, its) own timer.
8. We (where, were, we're) lost in the forest.
9. No one knew (were, where, we're) we (where, were).
10. Our team will probably (loose, lose) the game.





## Lesson 9

comPuterST  
Replace It

Unit 4



Directions: Look at the incorrect words below and replace it with the correct ones. Write your answer in the box provided. The first one has been done for you.

1.	Incorrect : beotiful	6.	Incorrect : millenium
	Replacement : beautiful		Replacement : millennium
2.	Incorrect : akche	7.	Incorrect : rythym
	Replacement : <b>ache</b>		Replacement : <b>rhythm</b>
3.	Incorrect : suceed	8.	Incorrect : laugft
	Replacement : <b>succeed</b>		Replacement : <b>laugh</b>
4.	Incorrect : ocurence	9.	Incorrect : werd
	Replacement : <b>occurrence</b>		Replacement : <b>weird</b>
5.	Incorrect : churos	10.	Incorrect : onse
	Replacement : <b>chorus</b>		Replacement : <b>once</b>



Lesson 10

# comPuterST

**Read and Write**

Unit 4



Directions: Identify the Reading tools below and write each function.

Integration: English

1.  **Slider Button**

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2.  **Start Reading Button**

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3.  **Stop Reading Button**

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4.  **Speed Slider**

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5.  **Volume Slider**

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## WRITE WITH MAXWRITE

# UNIT-TEST

UNIT 4

**A. Directions:** Using the answer sheet below, shade the circle of the correct (Multiple Choice) answer in each item.

1. What made it easy for us to type and edit documents?
  - A. applications
  - B. computers
  - C. programs
2. What is an early childhood interface to Microsoft Office?
  - A. Kid Power
  - B. Scholastic Keys
  - C. Word Processing
3. What program is equivalent to Microsoft Word?
  - A. MaxWrite
  - B. MaxCount
  - C. MaxShow
4. This feature allows you to change the color of text and add text effects.
  - A. Color Effects Toolbar
  - B. Formatting Toolbar
  - C. Text Effects
5. The \_\_\_\_\_ feature randomly changes the color of each letter in the selected text.
  - A. Font Color
  - B. Random Color Letter
  - C. Random Color Words
6. The \_\_\_\_\_ feature randomly changes the color of each word in the selected text.
  - A. Font Color
  - B. Random Color Letter
  - C. Random Color Words
7. \_\_\_\_\_ colors the large sections at one time.
  - A. Background Button
  - B. Fill Button
  - C. Save Button
8. \_\_\_\_\_ undoes the last thing that you drew.
  - A. Clear Button
  - B. Eraser Button
  - C. Undoes Button
9. \_\_\_\_\_ displays a list of stamps.
  - A. Background Button
  - B. Flip Button
  - C. Stamp Button
10. The \_\_\_\_\_ changes the direction of the stamp when it is placed on the drawing pad.
  - A. Flip Button
  - B. Paste Button
  - C. Stamp Button

### ANSWER SHEET

	Name: _____																																													
	Grade/Section: _____		Date: _____																																											
<table border="0"> <tr> <td style="width: 10px; height: 10px; border: 1px solid black; margin-right: 10px;"></td> <td style="width: 10px; height: 10px; border: 1px solid black; margin-right: 10px;"></td> <td style="width: 10px; height: 10px; border: 1px solid black; margin-right: 10px;"></td> </tr> <tr> <td>1</td> <td>○</td> <td>●</td> <td>○</td> </tr> <tr> <td>2</td> <td>○</td> <td>●</td> <td>○</td> </tr> <tr> <td>3</td> <td>●</td> <td>○</td> <td>○</td> </tr> <tr> <td>4</td> <td>●</td> <td>○</td> <td>○</td> </tr> <tr> <td>5</td> <td>○</td> <td>●</td> <td>○</td> </tr> <tr> <td>6</td> <td>○</td> <td>○</td> <td>●</td> </tr> <tr> <td>7</td> <td>○</td> <td>●</td> <td>○</td> </tr> <tr> <td>8</td> <td>○</td> <td>○</td> <td>●</td> </tr> <tr> <td>9</td> <td>○</td> <td>○</td> <td>●</td> </tr> <tr> <td>10</td> <td>●</td> <td>○</td> <td>○</td> </tr> </table>							1	○	●	○	2	○	●	○	3	●	○	○	4	●	○	○	5	○	●	○	6	○	○	●	7	○	●	○	8	○	○	●	9	○	○	●	10	●	○	○
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and Integration"



**B. Directions:** Using the answer sheet below, shade the circle of the correct (True or False) answer in each item.

1. Scholastic Keys consists of a Home Tab and a Features Tab.  
A. TRUE      B. FALSE
2. Scholastic Keys is an early childhood interface to Microsoft Office.  
A. TRUE      B. FALSE
3. The Home Tab displays the most common features for MaxWrite, MaxCount and MaxShow.  
A. TRUE      B. FALSE
4. To resize a shape and keep all the sides proportion, hold down the SHIFT key while clicking and dragging the handles.  
A. TRUE      B. FALSE
5. The Shape Fill Color button enables you to change the fill color of the shape.  
A. TRUE      B. FALSE
6. The Shape Line Color button enables you to change the color of the shape lines  
A. TRUE      B. FALSE
7. MaxPaint allows you to draw several kinds of images.  
A. TRUE      B. FALSE
8. The Insert Picture is located at the Features Tab.  
A. TRUE      B. FALSE
9. The Background Button provides a series of available drawings.  
A. TRUE      B. FALSE
10. If there are spelling errors in your document, the autocorrect dialog box will be displayed.  
A. TRUE      B. FALSE

### ANSWER SHEET

<input type="checkbox"/>	Name: _____	<input type="checkbox"/>																						
Grade/Section: _____		Date: _____																						
<table border="0"><tr><td>A</td><td>B</td></tr><tr><td>1</td><td><input checked="" type="radio"/></td></tr><tr><td>2</td><td><input checked="" type="radio"/></td></tr><tr><td>3</td><td><input checked="" type="radio"/></td></tr><tr><td>4</td><td><input checked="" type="radio"/></td></tr><tr><td>5</td><td><input checked="" type="radio"/></td></tr><tr><td>6</td><td><input checked="" type="radio"/></td></tr><tr><td>7</td><td><input checked="" type="radio"/></td></tr><tr><td>8</td><td><input checked="" type="radio"/></td></tr><tr><td>9</td><td><input checked="" type="radio"/></td></tr><tr><td>10</td><td><input checked="" type="radio"/></td></tr></table>			A	B	1	<input checked="" type="radio"/>	2	<input checked="" type="radio"/>	3	<input checked="" type="radio"/>	4	<input checked="" type="radio"/>	5	<input checked="" type="radio"/>	6	<input checked="" type="radio"/>	7	<input checked="" type="radio"/>	8	<input checked="" type="radio"/>	9	<input checked="" type="radio"/>	10	<input checked="" type="radio"/>
A	B																							
1	<input checked="" type="radio"/>																							
2	<input checked="" type="radio"/>																							
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4	<input checked="" type="radio"/>																							
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9	<input checked="" type="radio"/>																							
10	<input checked="" type="radio"/>																							

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Lesson 1

# comPuterST

## Connection Link

Unit 5



Directions: Read the sentences carefully and encircle the conjunctions that you can spot within them.

Integration: English

**Conjunction** is the part of speech that connects words, phrases or parts of the sentence. It also joins a subordinate clause to the main clause.



Examples: **for, and, nor, but, or, yet, so, also, then, if**

1. MaxShow is a presentation software that lets children create exciting presentations.
2. The Text - To Speech feature allows MaxShow users to present nonreading presentation into their friends and relatives.
3. MaxShow comes with a MaxReader so voice narration is just a click away.
4. You can move within objects such as clipart, backgrounds, symbols, bullets, printers and templates through the Next and Previous buttons.
5. Click on the category or object preview, then wait for the red border to appear around the category or object.
6. All the dialog boxes within MaxShow have a common look. Bonus



Lesson 1

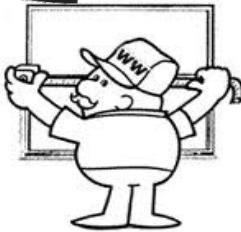
# comPuterST

## My Coverage

Unit 5



Directions: Check the measurement of the dialog boxes and provide their perimeter and area.



Integration: **Math**

**Perimeter** is the distance around a two - dimensional shape. To find the perimeter of a rectangle, multiply its length and width by two, then add the resulting product or  $P=2L+2W$ .

Area is the extent of all part of a surface. To find the area of the rectangle, multiply its length and width or  $A=L\times W$ .



Length = 7 feet

Width = 12 feet

$$P = \underline{38 \text{ feet}}$$

$$\begin{aligned} P &= 2(7)+2(12) \\ &= 14+24 \\ &= 38 \text{ ft.} \end{aligned}$$



Length = 16 inches

Width = 9 inches.

$$P = \underline{50 \text{ inches}}$$

$$\begin{aligned} P &= 2(16)+2(9) \\ &= 32+18 \\ &= 50 \text{ ft.} \end{aligned}$$

$$A = \underline{144 \text{ sq. ft.}}$$



Length = 40ft.

Width = 22ft.

$$P = \underline{124 \text{ feet}}$$

$$\begin{aligned} P &= 2(40)+2(22) \\ &= 80+44 \\ &= 124 \text{ ft.} \end{aligned}$$



Lesson 3

# comPuterST

## Comma'n Go

Unit 5



Directions: Arrange the steps correctly by writing the corresponding number of each step on the blank.



Integration: English

The major use of **comma**, is to separate the elements in a series. In addition, it is also used to set off introductory elements.

### 1. How to open an activity presentation

- 3 Select an activity and click the OK button.
- 2 Select a template to launch. To view the different categories use the Previous button, Next button First button and Last button.
- 1 Click the Activities button to display the Activities dialog box.

### 2. How to create a new presentation

- 2 Choose a presentation template to create a blank presentation a story board or a template. To view the different categories use the Previous button Next button Find button and Last button.
- 3 Select a template and click the OK button.
- 1 Click the New button to display the New dialog box.



### **3. How to open a presentation**

**5**

To open a presentation from a different location than the Scholastic keys default save location click on the office “Open” button and the office Open dialog box will be displayed.

**1  
2**

Click the Open button to display the Open dialog box. Use the Previous button Next button First button and Last button to view the available presentations to open.

**4**

Click the OK button to open the presentation or click the Cancel button to return to the previous presentation.

**3**

Select a presentation.

### **4. How to save a presentation**

**5**

Click the OK button to save or click the Cancel button if you decide not to save your work.

**4**

Alternatively to save a copy of the workbook click the Save As button. Rename the old filename and click on Save.

**3**

If a presentation has already been saved click the Save button and the changes will be instantly saved.

**1  
2**

Click the Save button to display the Save dialog box.

Type a name for the presentation in the text box e.g. “Favorite Toy”. This is optional. If no file name is entered the file will be given a sequential file number.

### **5. How to close a presentation**

**2**

Click the OK button to save the current presentation. Click the Cross to close the presentation or click the Cancel button to cancel and return to the current presentation.

**1**

Click the Close button to display the Save Work dialog box.



Lesson 4

# comPuterST

## Sequencing

Unit 5



Directions: Write a short paragraph about the given topics below. Use transition words like first, next, then, later and finally to indicate the order.

Integration: English

Attaching a Sound



Inserting a Movie

Inserting a Slide

Printing your work

ANSWERS  
MAY VARY



Lesson 4

# comPuterST

## Figures Work

Unit 5

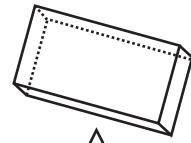


Directions: Read the sentences and identify the figure on the right side if the statement is true. Cross out the figure if the statement is false.



Integration: **Math**

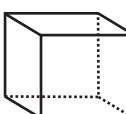
Rectangle 1.) Click the Delete Slide button to display the Delete Slide dialog box.



Cone 2.) Click the Insert movie button to display the Insert Movie dialog box.



Bonus 3.) Select a movie in your presentation.



\_\_\_\_\_ 4.) Click the Stop button to preview the movie and then select OK.



\_\_\_\_\_ 5.) Select all the shapes to insert in the presentation and click the OK button.



\_\_\_\_\_ 6.) Rotate Left button rotates a shape to the right.



\_\_\_\_\_ 7.) Flip Horizontal button flips a shape vertically.



Trash Can 8.) Align Top button aligns multiple shapes to the top of the presentation.



Television 9.) Line Color button changes the line color of the shapes.



\_\_\_\_\_ 10.) Press the (F7) key on the keyboard to launch the PowerPoint Spelling dialog box.





## Lesson 5

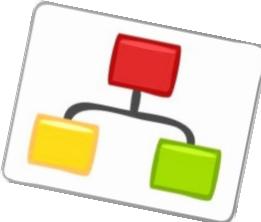
# comPuterST

## It's the Flow

### Unit 5

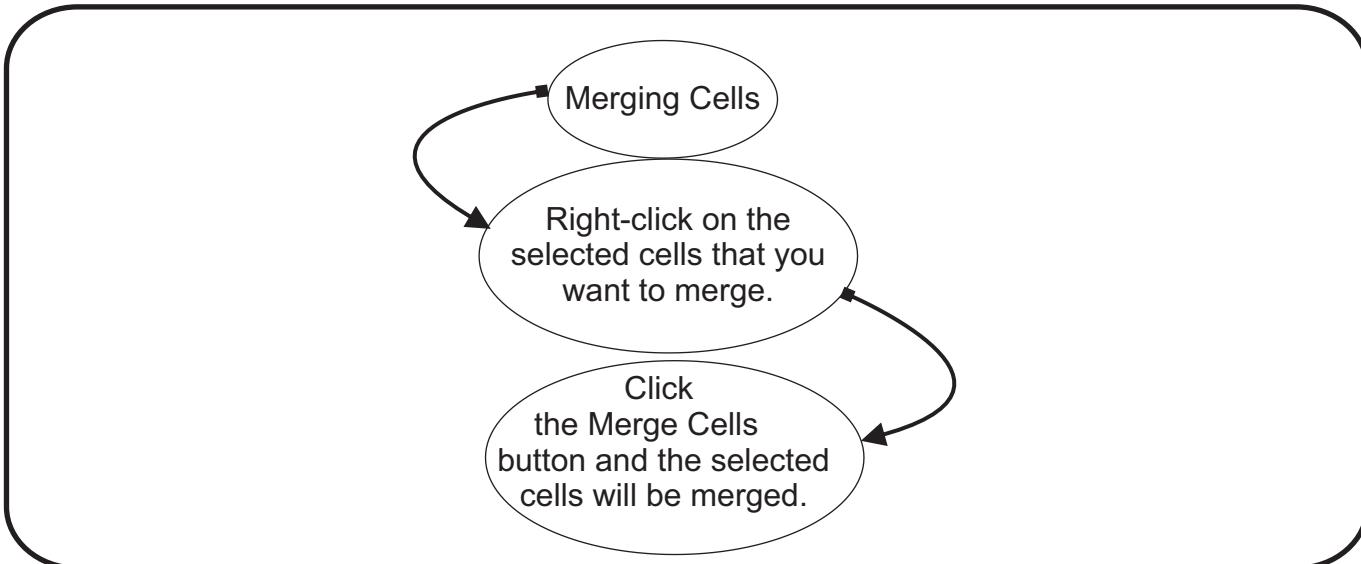
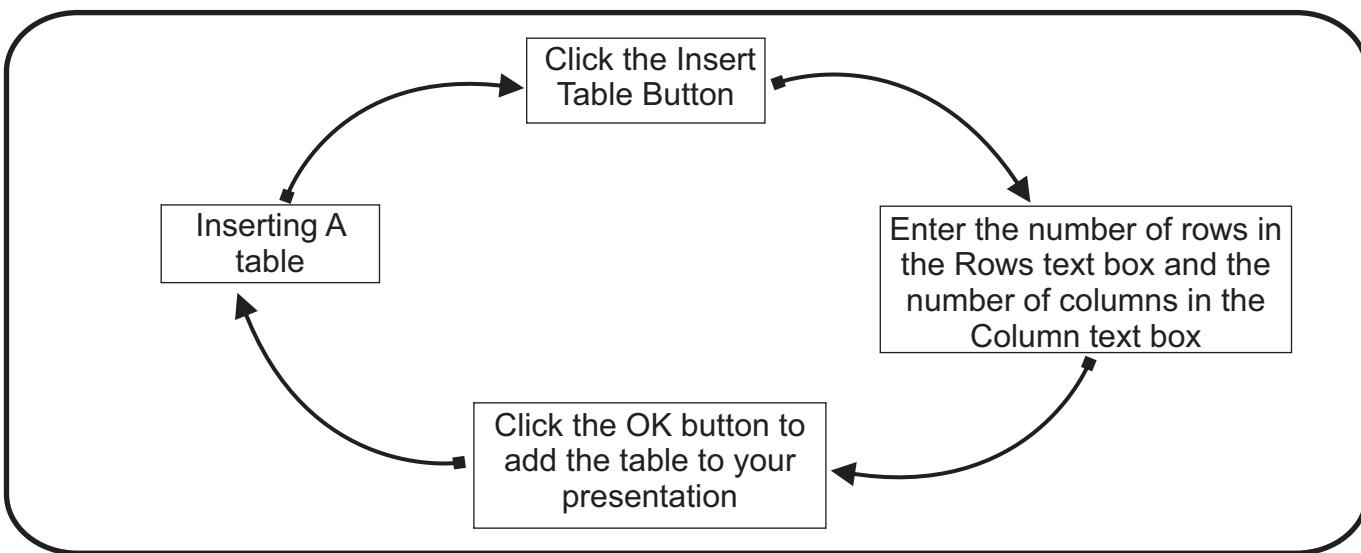


Directions: Create two diagrams showing the steps on how to insert a table and how to merge cells.



Integration: **Math**

**Diagram** is a two dimensional geometric representation of information according to symbolic visualization technique. The word graph is oftentimes used as a synonym for diagram.





## Lesson 6

# comPuterST

## Unit Meet

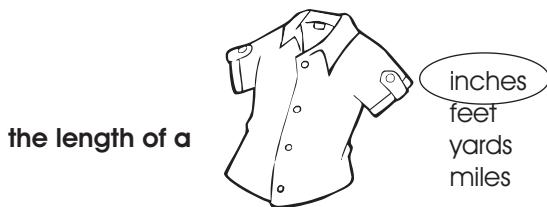
Unit 5



Directions: Read the sentences below. Circle the most suitable unit to measure the given object if the statement is true and underline the unit of measure if the statement is false.

Integration: **Math**

- 1.) To insert a table, click the Tables Toolbar button to display the Tables toolbar.



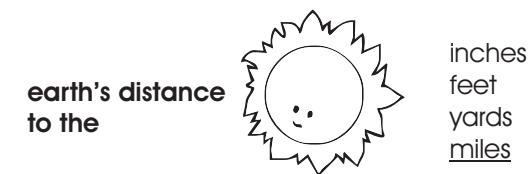
- 2.) Click the Table button to display the Insert Table dialog box.



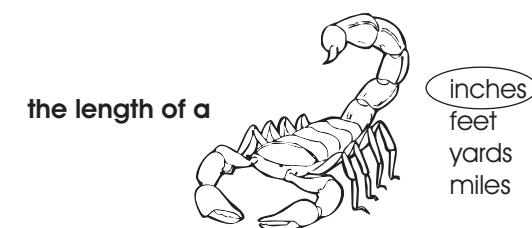
- 3.) Enter the number of rows in the Column text box and the number of columns in the Rows text box.



- 4.) Alternatively, click and hold the blue handle, then drag the handle down, up, left or right to create the table.



- 5.) Click the OK button to add the table or the Cancel button if you decide not to add it.





Lesson 7

# comPuterST

So I Describe

Unit 5



Directions: Write one or two sentences about each slide transition and animation below. Let's see how good you are in giving descriptions!

Integration: English

1. Checkerboard Across - A slide transition which shows Checkerboard across the slide presentation.
2. Dissolve - A slide transition which shows Dissolve effect on the slide presentation.
3. Split Vertical Out -
4. Random Transition - A slide transition in which the slides changes randomly.
5. Stripe - A slide transition which shows Stripe effect on the slide presentation.
6. No Animation - There is no visual effect applied to the text and objects within a slide.
7. Fly - A special visual effect wherein the text or objects fly into the slide from below.
8. Stretch - A visual effect that causes the text or objects in the slide will zoom.
9. Zoom - A visual effect wherein the text or objects in the slide will zoom.
10. Random Animation - A visual effect that causes the slides to change randomly.
11. Circle - A visual effect that shows circular motion of the text or object in the slide of the presentation.
12. Heart - A visual effect that shows heart motion of the text or object in the slide of the presentation.
13. Neutron - A visual effect that shows heart motion of the text or object in the slide of the presentation.
14. Star - A visual effect that shows star motion of the text or object in the slide of the presentation.
15. Preview - It previews the sequence of all the animations and the motion path of the slides.



Lesson 7

# comPuterST

## Percent

Unit 5



Directions: Identify the Slide Effect button on the blanks provided. Then, state the ratio of the Slide Effects in relation inside to the total number of box. Write your answer inside the box.

Integration: **Math**

**Ratio** is a relationship between two, normally expressed as the quotient of one divided by the other.

Example: **The ratio of 7 to 11 is 7:11 or  $\frac{7}{11}$**

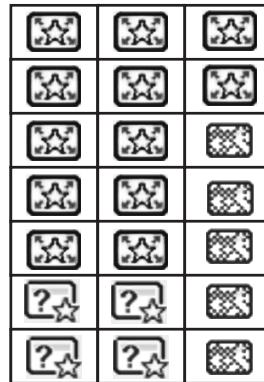
1.)



Ratio:

No TransitionCheckerboard Across

4.)



Ratio:

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2.)



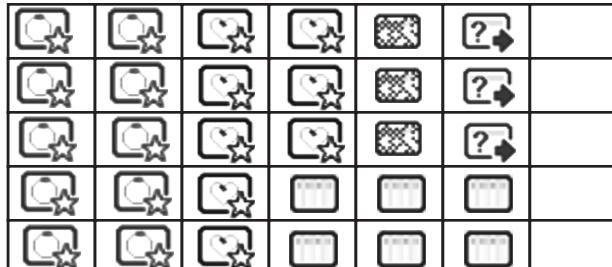
Ratio:

Random Transition

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5.)



Ratio:

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## Lesson 7

# comPuterST

## Locating Points on a Grid

Unit 5



Directions: Place the keyboard shortcut on the items found in Column A on the grid. The Column B tells the location on the grid where the keyboard shortcuts must be placed.

Integration: **Math**

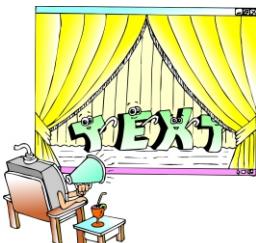
### A

1. Copy
2. Redo
3. Cut
4. Undo
5. Paste
6. Spelling
7. Select All Objects on a slide
8. Select All Slide in a presentation
9. Underline
10. Font Dialog Box
11. Italic
12. All Capital
13. Bold
14. Change Case
15. Superscript
16. Subscript
17. Small Capital
18. Insert Hyperlink Dialog Box

### B



K														Ctrl T
J	Shift K													
I												Ctrl U		
H									Ctrl I					
G	Ctrl V	Ctrl K												
F			Ctrl A										Ctrl+Shift ++	
E				Shift A		F7	Ctrl =							
D		Ctrl A/B			Ctrl Z									
C					Shift F3									
B	Ctrl C											Ctrl X		
A												Ctrl Y		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14



## DO MORE WITH MAXSHOW

**UNIT-TEST**  
**UNIT 5**

**A. Directions:** Using the answer sheet below, shade the circle of the correct (Multiple Choice) answer in each item.

1. It is a presentation software that allows children to create exciting presentations with pictures, animations and movies.
  - A. MaxWrite
  - B. MaxCount
  - C. MaxShow
2. The \_\_\_\_\_ feature allows you to create a blank presentation or a presentation based on customized templates such as card, invitation or letter.
  - A. new
  - B. open
  - C. save
3. The \_\_\_\_\_ feature allows you to open existing presentations from your designated folder.
  - A. new
  - B. open
  - C. save
4. The \_\_\_\_\_ will save a new presentation to your designated folder.
  - A. new feature
  - B. open feature
  - C. save feature
5. What must be the template preview image in bitmap format?
  - A. 99x99
  - B. 99x89
  - C. 99x79
6. \_\_\_\_\_ are very useful in explaining and organizing data.
  - A. rows
  - B. slides
  - C. tables
7. The \_\_\_\_\_ enables you to add a table to your presentation.
  - A. insert rows
  - B. insert slides
  - C. insert table
8. This inserts a single row above the currently selected cell.
  - A. insert rows button
  - B. insert columns button
  - C. insert slide button
9. This deletes the column containing the selected cell.
  - A. delete columns button
  - B. delete rows button
  - C. delete slides button
10. A \_\_\_\_\_ is the presentation of all the digital slides.
  - A. slide animation
  - B. slideshow
  - C. slide transition

### ANSWER SHEET

■ Name: \_\_\_\_\_ ■  
Grade/Section: \_\_\_\_\_ Date: \_\_\_\_\_

A B C

1

2

3

4

■ 5

6

7

8

9

10

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**B. Directions:** Using the answer sheet below, shade the circle of the correct (True or False) answer in each item.

1. To hear the sound that you have attached to your picture, click the Run Slide Show button.  
A. TRUE      B. FALSE
2. The Insert Movie feature allows you to attach a movie to a presentation.  
A. TRUE      B. FALSE
3. Undo will reverse a single or sequence of actions depending on the feature last used.  
A. TRUE      B. FALSE
4. The Insert Sound from File button enables you to access sounds from anywhere in your PC.  
A. TRUE      B. FALSE
5. Each template preview image must be 99x99 pixels.  
A. TRUE      B. FALSE
6. Animations to text boxes and graphics can be applied through Normal or Slide Sorter View.  
A. TRUE      B. FALSE
7. The Slide Animations feature allows you to apply animations and motion paths to add visual effect to the slides in a presentation.  
A. TRUE      B. FALSE
8. A slideshow is the presentation of all the digital slides.  
A. TRUE      B. FALSE
9. The keyboard technique for change case is CTRL+C.  
A. TRUE      B. FALSE
10. The keyboard technique for insert hyperlink is CTRL+L.  
A. TRUE      B. FALSE

### ANSWER SHEET

Name: _____																							
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