

F.2 Mid-Year Exam ICT Revision Worksheet

4.5 Google Forms – Adding Responses Validation

- Purposes of Response Validation
 - Increase the number of valid responses
 1. People will receive an error notification when they do not follow the rules.
- Different validation rules for Question types
 - Short answer
 1. Number (e.g. Age, Year, etc.)
 2. Text (Contains, Doesn't contain, Email, URL)
 3. Length (e.g. No more than 2000 characters)
 4. Regular expression (Regex, e.g. /wgvbhs/)
 - Paragraph
 1. Length
 - Checkboxes
 1. Select at least / exact / most

4.6 Google Forms – Adding Sections

- Purposes of Sections
 - Makes the Form easier to read
- Question types
 - Only Drop-down and Multiple choice could turn on “Go to section based on answer”.

4.8 Google Forms – Viewing and Managing Resources

- Ways to view responses
 - Summary - View responses by question
 - Individual - View responses by person
 - Google Sheets - View all responses in a spreadsheet.

4.9 Google Forms - Add-ons for Google Forms

- FormLimiter – Purposes
 - FormLimiter helps you stop accepting responses in Google Forms.
- FormLimiter – Rules for stop accepting responses
 - A certain number of responses are received or;
 - At a particular time automatically.

5.4 Google Sheets - Formulae and Functions

- Concepts
 - Purposes
 - ◆ A formula can help us perform different types of calculations.
 - Definitions of Functions
 - ◆ Functions are predefined formulae in Google Sheets.
 - You can add a formula by typing “=” and entering the formula.
- Examples of Functions (value is either Range/Number/Text)

Name	Examples/Description	Notes
SUM	=SUM(A1:A10)	Sum up value
COUNT	=COUNT(A1:A10, B2:B10)	Count no. of numeric values
COUNTIF	=COUNTIF(A1:A10, “2AF”)	Count no. of cells fit the criterion
IF	=IF(A1>= \$C\$1, “T”, “F”)	IF criterion is true, return “if true”, else “if false”
AVERAGE	=AVERAGE(A1:A10)	Average Value
MAX	=MAX(A1:A10)	Maximum Value
MIN	=MIN(A1:A10)	Minimum value
RIGHT	=RIGHT(“Apple”, 2)	Starts from right and return the specified number of characters
MID	=MID(“Apple”, 2, 3)	Starts from the specified position and return the specified number of characters
LEFT	=LEFT(“Apple”, 2)	Starts from left and return the specified number of characters
SPLIT	=split(value, separator)	Split the “value” by “separator”

5.5 Google Sheets - Linking to Other Google Docs Editors

- We can insert charts in Google Docs and Google Slides by linking them to Google Sheets.

6.4 Google Slides - Adding and Changing Animations and Transitions

- You can add animations to text, images, slides and other objects in Google Slides.
- Overusing animations and transitions distracts audience from listening to the presentation.

6.5 Google Slides - Presenting Slides

- Speaker Notes
 - Speaker notes are notes added to the slides as a reference for the presenter.
 - They will be hidden from the projector but shown on the computer.
 - You may use them as cue cards.
 - However, do not type the whole script in the speaker notes.
- Audience Q&A (Presenter view - Audience tools)
 - Audience Q&A allows you to generate a link where audiences can submit questions.
 - Speakers can receive and answer questions immediately.
 - The questions can also be shown on the projector.
 - You could also enable “Ask anonymously”

6.6 Google Slides - Laser Pointer

- A laser pointer is a presentation aid for highlighting a key point on your slide.
- You can use your mouse as a laser pointer in Google Slides.

6.7 Google Slides - Extensions for Google Slides: Poll Everywhere

- Poll Everywhere is an extension that helps you create instant polls in Google Slides.
- There are different types of polls, including
 - Multiple Choice, Open-ended questions, Ranking, Q&A polling and Clickable Image.
- Audiences can submit their live responses using smart devices.

7.1 Google Apps Script - Introduction to Google Apps Script

- Google Apps Script is a scripting language based on JavaScript.
- It allows users to add new features and functions to Google Docs, Sheets and Forms.
- For instance, you can add custom menus, dialogues and sidebars using Google Apps Script.

8.1 Binary number - The conversion of binary numbers to decimal numbers

- Step 1 | Multiply each digit by its corresponding value of the power of 2. (32 16 8 4 2 1)
- Step 2 | Add up the values.

8.2 Binary number - The conversion of decimal numbers to binary numbers

- Use short division to divide the decimal number by 2 and write down remainder in every step.
- Continue to divide until the quotient equals to 1.
- Write down the quotient of the final step together with the remainders from previous steps(s) in the direction of an Horizontal-flipped L.