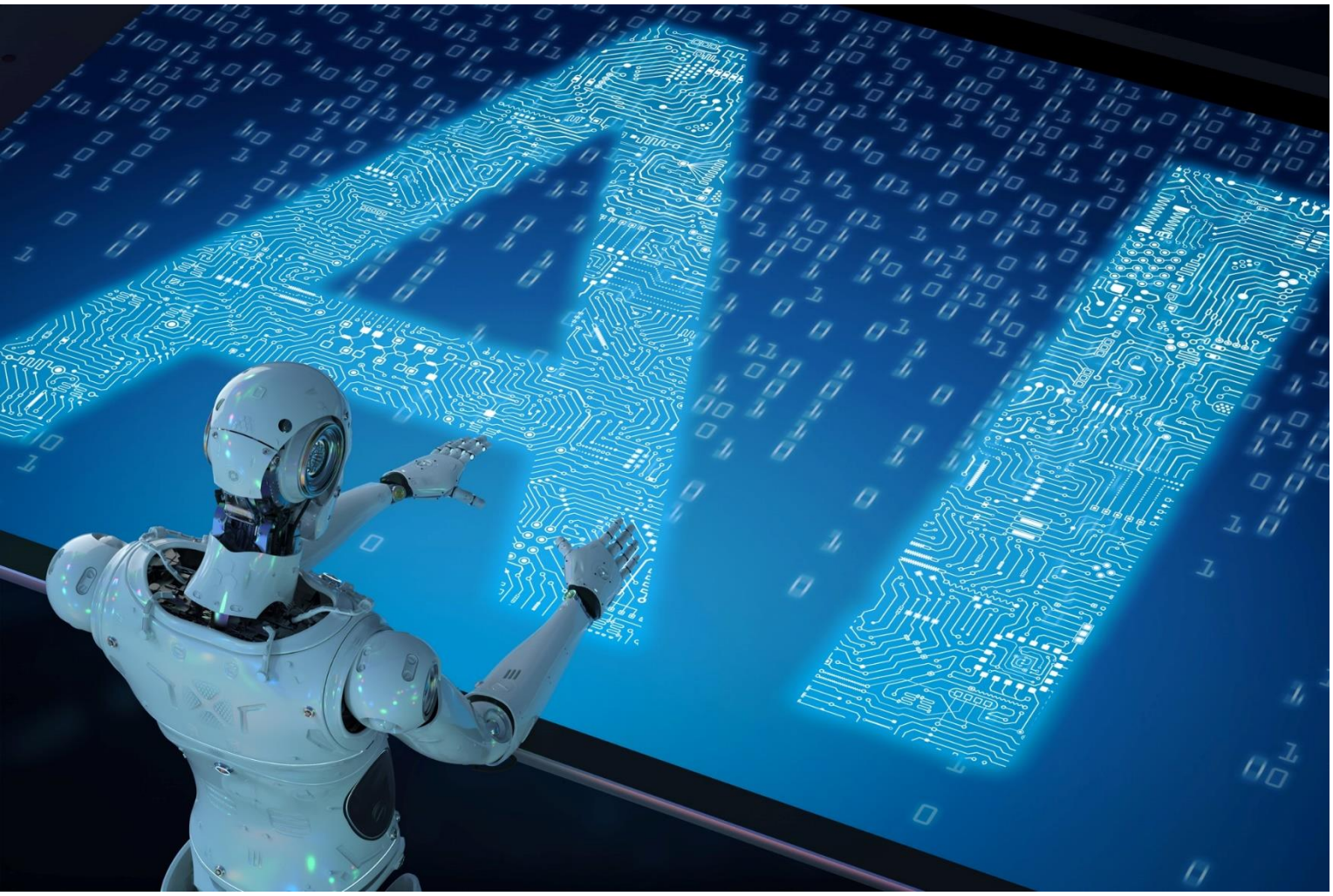
St. Fatima language School/El-Hegaz
The vision of school: Distinct Environment for Refined Education

INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

Primary (6)

Term(1) : 2026/2027



Unit One:

Lesson 1 Computer Networks

Lesson 2 Future Technology

Lesson 3 Advanced Technology for People with Special Needs

Lesson 4 Digital Search Tools

Lesson 5 How Operating Systems Work

Lesson 6 I'm a Web Designer

Lesson 1 : Computer Network

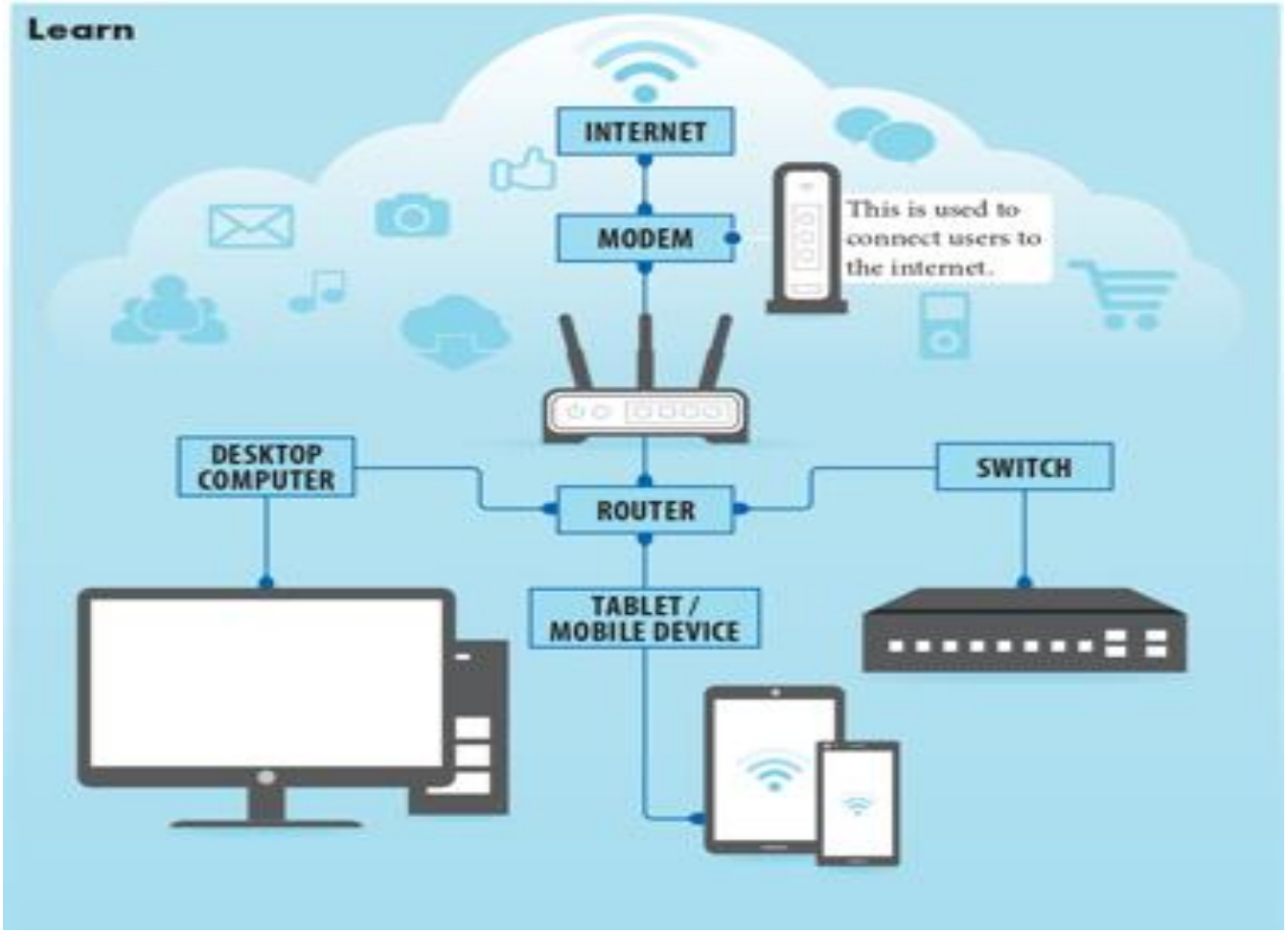
- Networks are groups of devices or things that are connected to each other to Share important information and data.

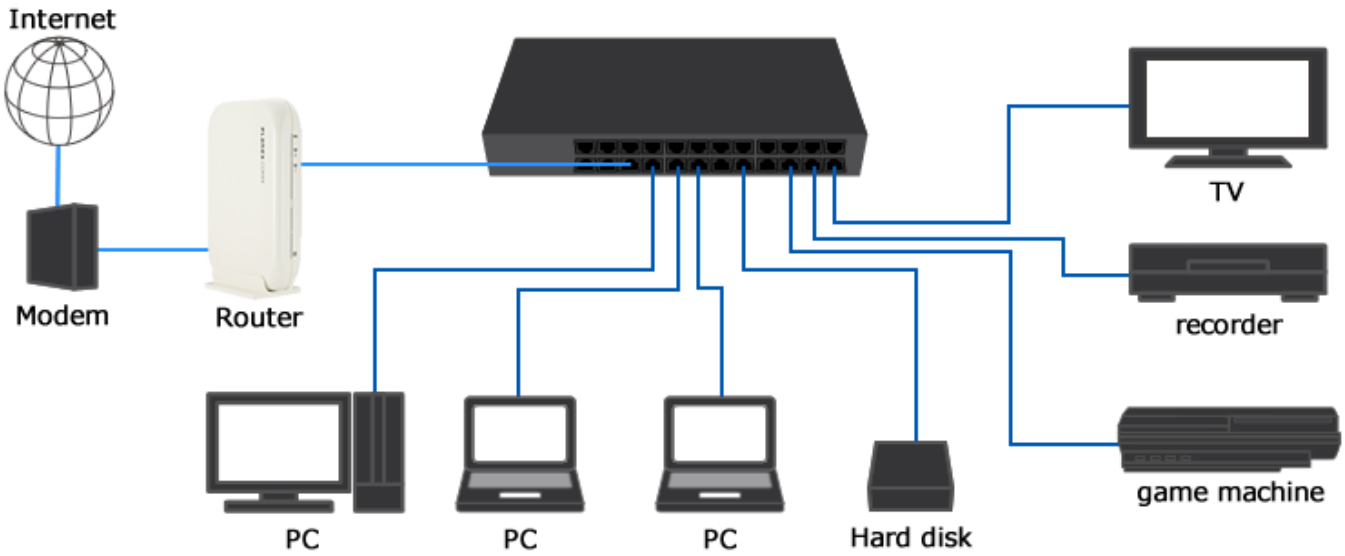
**Types of networks:

- Wired networks use physical wiring and cables which are plugged into ports on devices.
- Wireless networks connect without wiring (wireless or Wi-Fi).

Making connections :

Device name	Role of the device (component)
Modem 	• It's a device that connects a local area network (LAN) to the internet. • It converts the signal from the internet service provider (ISP), which transforms into a digital signal that can be read by devices.
Switches 	• They can send data to a specific device over a network, which helps to make connections easier and faster. • Switches are intelligent.
Router 	• It functions as a gateway. • It connects a modem to different networks.


Learn
INTERNET
MODEM
This is used to connect users to the internet.
DESKTOP COMPUTER
ROUTER
SWITCH
TABLET / MOBILE DEVICE


Internet
Modem
Router
TV
recorder
game machine
PC
PC
PC
Hard disk

• Artificial intelligence (AI) :

- AI perform complex tasks that simulate the thinking and performance of the human element, such as the ability to learn and reason.
- By providing these technologies with information and knowledge related to a subject, and possible answers to all possible questions, the machine can give answers to the data provided, such as writing an article on a topic and inquiring about historical events and their sequence.
- AI works to imitate sounds when provided with the tone of voice of an actual human being.

Choose the correct answer

1- …… is doing a complex task that simulate the performance and thinking of human
A- Artificial intelligence B- Switches
C- Digital footprint D- Wired network

2- The wireless networks are connected using .....
A- Ports B- Wi-Fi C- Switches D- Modem

3- ..... is used to convert signal from ISP to digital signal
A- Modem B- Ports C- Switches D- Wi-Fi

4- Internet service provider is abbreviated as .....
A- ISP B- USB C- GPS D- GPR

5- …… is a technology that help imitate the sound of an actual human being
A- Artificial intelligence B- Speaker C- Bluetooth D- Assistive technology

6- LAN is considered as a group of computers connected together with cables from the ..... network
A- Wired B- Wireless C- Wide range D- Wi-Fi

7- The cables and wires in wired networks are plugged into holes are called .....
A- Ports B- Wi-Fi C- Switches D- Modem

8- …… help in sending data to a specific device via network easily
A- Switches B- Ports C- Mouse D- Wi-Fi

Put (√) OR (X):

1-Wireless networks connect without wiring ( )

2-wired networks use physical wiring and cables which are plugged into ports on devices ( )

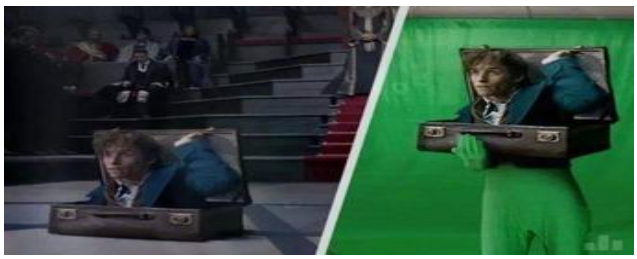
3- Networks connects computers devices to each other to exchange information and important data ( )

4-Modem converts the signal from the internet service provider (ISP), which transforms into a digital signal that can be read by devices ( )

5-Switches send data to a device over a network to make connections easier (

Lesson 2 : Future Technology

- **Augmented Reality(AR), Virtual Reality(VR), and Artificial Intelligence (AI) feel futuristic, but they are already being used in everyday life.**





Augmented reality

1

- Augmented reality (AR) combines the real world with a virtual world.
- Augmented reality can be done through a smartphone camera or a tablet.
- AR helps students become active participants in learning.

ARLOOPA.com

Virtual reality

2

- Virtual reality (VR) is a virtual 3-D environment.
- It allows users to explore and interact with the surroundings.
- To experience VR, users often wear VR headset that blocks out the real world.



3

Artificial intelligence (AI)

- **It is the ability of the computer to think, learn and deduce.**
- **The computer learns by analyzing the available examples.**
- **For example, it predicts the word you will write from words you have written previously.**
- **AI is used to unlock your phone with facial recognition.**

Examples :

Virtual reality (VR)	Augmented reality (AR)	Artificial intelligence (AI)
A VR online tour of the tomb of King Tut, that allows you to "walk" through the tomb.	An AR app shows you how new furniture will look in your house.	A robot vacuum uses AI to avoid furniture and stairs.
		

* Put (✓) OR (X) :.

1. **Using AR, students in a math class can point their smartphone camera at a flat surface and project a 3-D image like a cube or cylinder onto the surface.( )**
2. **Using windows helps students become active participants in learning and makes learning more memorable. ( )**
3. **Users often wear a normal headphone that blocks out the real world and provides views that immerse the user in another world. ( )**
4. **Artificial intelligence (AI) is the ability of the computer to think and learn.( )**
5. **Futuristic technologies cannot improve the lives of people of determination.**
6. **From the uses of AR, someone with a visual impaired can see their family members up close.( )**
7. **An AR app shows you how new furniture will look in your house ( )**
8. **Disabled individuals can use virtual assistants to make phone calls.( )**

Put (√) OR (X):

1- **…… is used as a 3-D environment that allows user to interact as if it a reality**

A- Virtual reality **B- Switches**

C- Digital footprint **D- Assistive technology**

2- **..... is a technology used for unlock your phone using facial recognition**

A- Assistive technology **B- Artificial intelligence**
C- Virtual reality **D- Switches**

3- You can immerse to an ancient historical site and thousand years ago, using .....
A- Virtual reality **B- Modem** **C- Bluetooth** **D- Router**

4- ..... is a technology that combine real world with a virtual world
A- Router **B- Augmented reality**
C- Bluetooth **D- Digital fingerprint**

5- ..... is a technology that helps to make interactive and memorable learning
A- Digital footprint **B- Switches**
C- Modem **D- Augmented reality**

6- You can wear a headset to deal with a technology called .....
A- Virtual reality **B- Digital footprint**
C- Piracy **D- Scanner**

7- You can see atoms and insects are bigger than you by using ..... technology
A- Virtual reality **B- Switches**
C- Modem **D- Router**

8- ..... is a technology that improve the life of people of determinations
A- Assistive technology **B- Old technology**
C- Traditional technology **D- Complex technology**

****

Lesson 3 : Advaned Technology for People with Special Needs

- When we think about technology, we should imagine how everyone will use it.
- One of the most important goals of assistive technology is to:
  1. Improve independence of indivisiuals.
  2. Improve the lives of people of determination.

Example:

1. **Smartphones have the option to enlarge text or use voice commands to help people with poor vision or those who have difficulty using their hands.**
2. **Laptops with a Braille terminal help blind people read and write easily.**

Technology User Experience

It describes how people use and interact with advanced technological devices.

User experience can be positive or negative.

Think about a smart home robot and see how we can evaluate it.

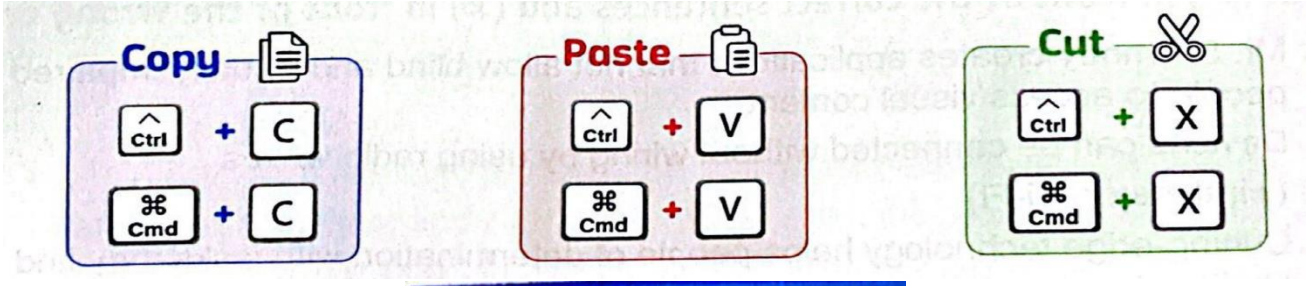
❶ Useful and easy to use	• It helps clean floors automatically.
❷ Desirable	• It save time and effort.
Ⓔ Accessible	• It can be used by the elderly or people with movement difficulty.
❹ Can be developed	• To become smaller, reach difficult places, or add a camera for remote control.
❺ Limitations	• Robot price may be high. • It may not clean corners or stairs. • It might fail with small objects on the floor.

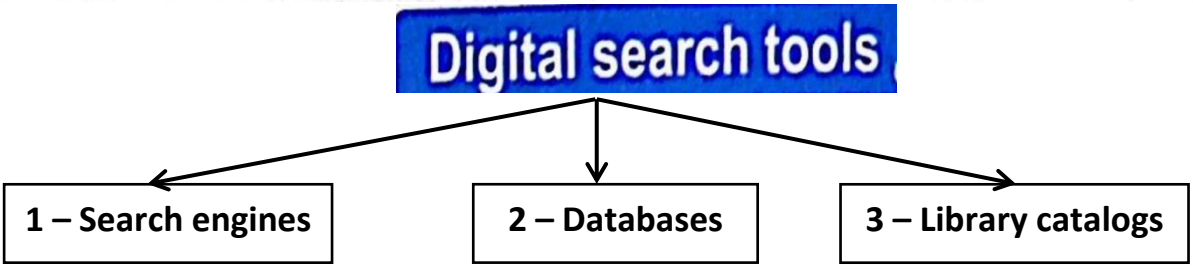
**In this way... you can evaluate the device and decide whether the user experience is positive or negative.

Lesson 4 : Digital research Tools

Useful digital editing tools: Using keyboard shortcuts in word processing

- Copy, paste, and cut are some of the most commonly used word processing commands and are very useful when copying, pasting, or cutting text, information or images into a word processing file.







1 – Search engines

- They help people to search internet websites based on the key words and phrases.
- They're user-friendly, very fast, and often result in many results.
- Use your evaluation skills to ensure the content you select is credible and accurate.



2 – Databases

- They are a collection of information which are typically stored in a computer system and can be accessed, for free, through your school.
- You can search for information from magazines and newspapers through the databases on the computer in the school library.
- A database is a good place to search.
- Example of a general database: (The EKB covers many subjects)



3 – Library catalogs

- A library catalog is a database which includes all the items owned by a library.
- A library catalog search may include recently published books, including e- books with the most recent research about a subject, such as the catalog of the Library of Alexandria.
- You can use the library's website on the internet through that Link https://www.bibalex.org

Conducting a database search:

- When you search any database, use a key word search.
- Review the results for subject headings and redo the search with those terms.
- You can use other database fields to narrow a search, such as: journal title - author
- Limiting a search range by specifying dates will help you find the most up-to-date research.

Put (√) OR (X):

1- Copy, cut and paste are from the most important commands being used in word processing application ( )
2- Keywords can be used to search inside the database ( )
3- Through the font formatting commands copy, cut, and paste commands can be chosen in a word processing application file ( )
4- Egyptian knowledge bank (EKB) is an example for a “general database” ( )
5- Specialized search engines help in searching for needed information ( )
6- Alexandria library catalogs can be used through the library website on the internet ( )

Choose the correct answer

1- ..... are group of information usually stored inside a computer system

A- Printed books B- Databases
C- Search engines D- Digital search tools

2- …… is a database that contain all the sources and items owned by a library

A- Library catalog B- Internet C- Paint program D- Search engine

==========

Lesson 5 : Operating System

- **An operating system (OS) is the software that manages a computer's functions, such as memory, drives, printers, and other devices.**
- **An operating system includes accessible devices such as: Screen readers & Magnifiers**
- **Mobil Operating System: Mobil devices have mobile operating system**

Computer Operating System:

Types of Operating Systems		
Mobile Operating Systems	Android	Considered the most common worldwide, used by most mobile companies.
	IOS	Operating system for iPhone phones and iPad devices from Apple.
Computer Operating Systems	Windows	One of the most famous systems and the most used on desktop and laptop computers.
	macOS	Operating system for Apple devices (MacBook) and (iMac) with sleek design and easy usability.
Open-Source Operating System	Open Source	System where anyone can view its source code and modify it, such as Android.
Closed Source Operating System	Closed Source	System where no one can view or modify its source code except the owning company, such as Windows and iOS.
Advanced Operating Systems	- Self-driving car operating system - Robot operating system	

**** Programming Languages: Instructions to a computer are given in code.**
- Programmers choose a language based on pursued purpose.
- Programmer use Hyper Text Markup Language (HTML) to create web pages.
-(HTML) is commonly chosen for website creation because it's easy to learn and to use.

Put (√) OR (X):

1- Apple computers work only on Microsoft windows operating system ( )
2- Apple iOS is considered as an “open-source” system ( )
3- Operating system is a software that manage all computer functions ( )
4- Robot operating system (R.O.S) is a “closed-source” program ( )
5- Operating system manages the software and hardware components of a computer ( )
6- The most common used operating system for laptops is Microsoft windows ( )

7. Operating system is used for managing computer's functions. ( )
8. Android runs on mac devices. ( )
9. An operating system includes accessible devices such as printer scanner. ( )
10. Apple computers run on windows operating system. ( )
11. The most popular mobile OSs are Android and Apple iOS. ( )
12. Microsoft Windows runs the most computers worldwide. ( )
13. Apple computers run on macOS. ( )
14. Mobile devices have mobile operating systems. ( )
15. Windows is open-source software for building robot applications. ( )
16. HTML is commonly chosen for website creation. ( )

Choose the correct answer

1- …… is an operating system, and it's open-source program to build robot applications

A- Microsoft windows B- Robot operating system (R.O.S)
C- Android D- Apple iOS

2- The programmers are using ..... language to create webpages

A- Automative B- MacOS C- HTML D- Apple iOS

C) Match :

[A]	[B]
1. macOS	a. The operating system used on Apple mobile devices.
2. iOS	b. The operating system used on Microsoft PCs.
3. Android	c. The operating system used on mobile devices other than Apple products.
4. Windows	d. The operating system used on Apple PCs.

Lesson 6 : Website Design

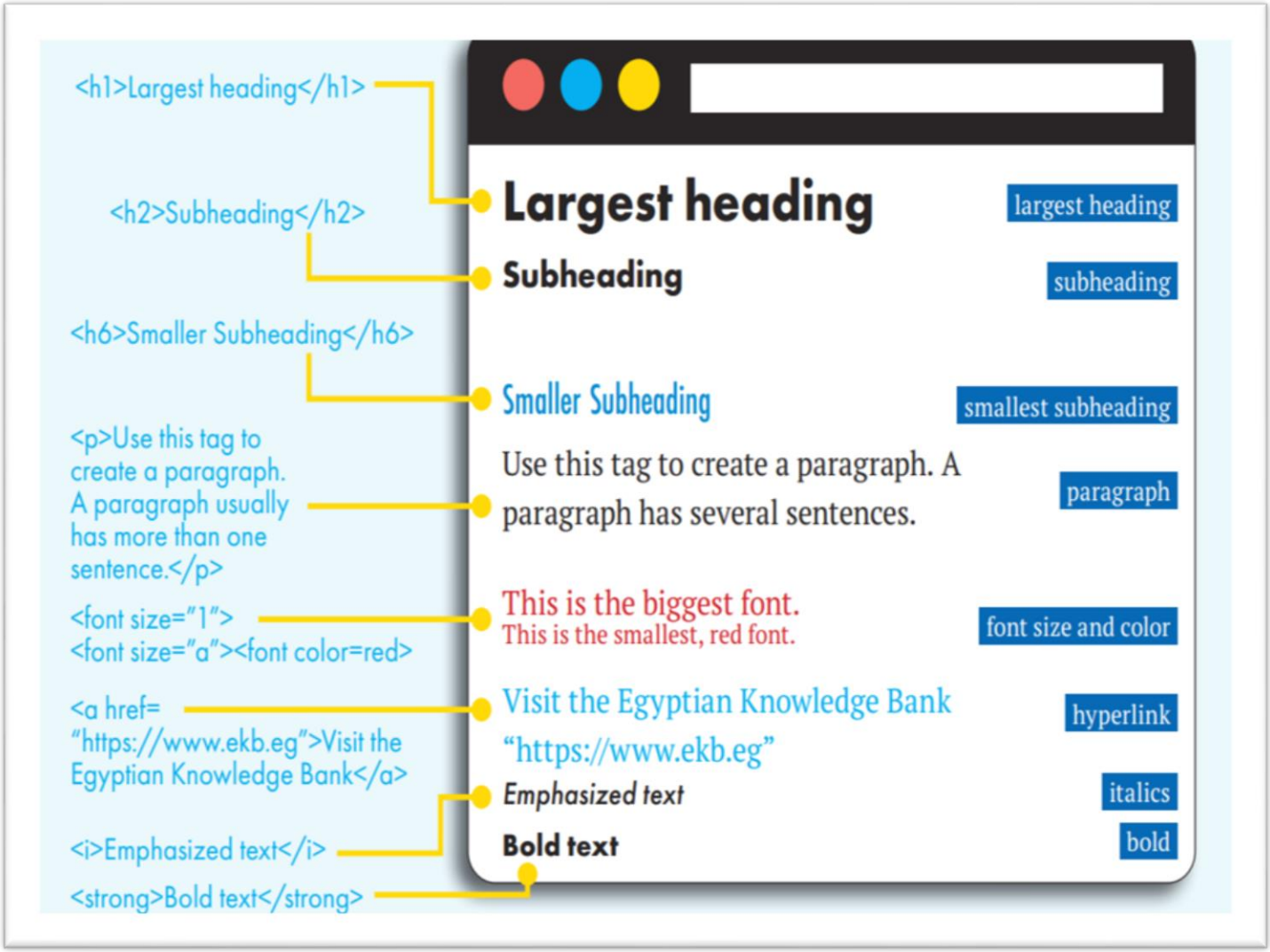
HTML tags : Hyper Text Markup Language (HTML)

- **It's the standard programming language used to create web pages.**
- **It describes the structure of a web page and consists of a series of elements, such as: - Headings -paragraphs -links -images**
- **Tags have three main parts: an opening tag –the content- a closing tag**

<Tag> contents </Tag>

- **We need to write html :Notepad++ and any browser**

```
<!DOCTYPE html>
<html>
    <head>
        <title>this is my first page  < /title>
    </head>
    <body>
        you can add many things such as images, menus, videos, links, and anything that comes to mind.
    </body>
</html>
```



Large heading	large heading
Subheading	subheading
Smaller subheading	smaller subheading
paragraph	= to create a paragraph. = ending of paragraph tag
font size	< font size = "1">,<font size = "7">
font color	< font color = red>< font color = "red">
hyperlink	 Visit the Egyptian Knowledge Bank
Emphasized text (italics)	emphasized text
Bold text	bold text

Put (√) OR (X):

1- HTML is the standard programming language used to create a webpage ( )
2- To write the largest header in a webpage, use <h6></h6> tag ( )
3- Microsoft windows is the standard programming language used to create a webpage ( )
4- To make the bold text in a webpage, use tag ( )
5-HTML tags consist of three parts ( )
6- To create a paragraph in a webpage, use <font size="1"> tag ( )

Choose the correct answer

1- ..... is the standard programming language used to create a webpage
A- Microsoft windows B- Word C- Android D- HTML
2- ..... is the tag that used to create a paragraph
A- B- <h1> C- D-

Unit Two


Lesson 1 The World of Video Games: Fun and Safety
Lesson 2 Protecting My Digital Data
Lesson 3 Be a Cyber Security Hero
Lesson 4 Online Financial Trading
Lesson 5 Cloud Computing
Lesson 6 Cloud Storage Applications

Lesson 1 : The World of Video Games: Fun & Safety

- Electronic games can help promote critical and creative thinking and encourage teamwork.
- Playing online games with friends can be a lot of fun, but they can impact health.

Dangers (Disadvantages) of electronic games

- Physical Dangers
- Psychological Dangers
- Security Dangers



**To limit the dangers of electronic games:

1. Only play games and chat with people you know and trust.
2. Respect the limits that your parents set to prevent unhealthy gaming habits.
3. Don't use personal information in your usernames and passwords.
4. Don't use a webcam.

5. Make sure that gaming does not replace real-life activities such as spending time with your family, meeting friends, doing homework, maintaining a healthy diet, getting enough exercise or getting enough sleep.
6. When you face danger, tell your parents. They want to help you through family discussions and increased supervision when using the internet.

Put (√) OR (X):

1- Anxiety and depression are considered from physical dangers of over usage of electronic games ( )
2- To limit the dangers of electronic games, use personal information in username ( )
3- Anxiety and depression are considered from the psychological dangers of over usage of electronic games ( )
4- If you faced a danger while playing electronic games ask your parents for help ( )
5- Eye strain and backbend problem are considered from security dangers of over usage of electronic games ( )
6- Big electronic games communities are full of cyber bullies Class evaluation ( )

Choose the correct answer:

1- Some electronic games promote violence to some and this is considered as ..... dangers

A- Physical B- Security C - Psychological D- Environmental

2- ..... is from the security dangers of electronic games

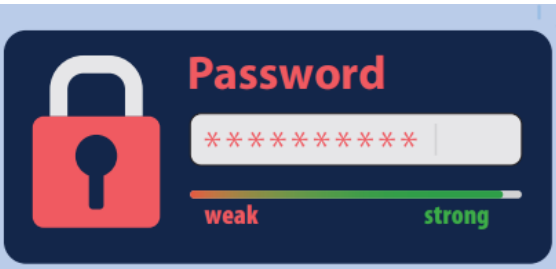
A- Eye strain B- Anxiety and depression
C- Gain weight D- Allow unknown people to access your name and e-mail

****

lesson (2): Protecting My Digital Data

1. PASSWORDS

Passwords with at least eight random letters, numbers, and symbols are the most secure.



2. MULTI-FACTOR AUTHENTICATION (MFA)

MFA requires at least two ways of identifying yourself, usually through passwords, pins, and security codes or personal questions.



3. FINGERPRINT AUTHENTICATION

This type of authentication will scan your finger, as a way of confirming it's you.



4. FACIAL RECOGNITION

Facial recognition software will scan your face using your device's camera. This way, only the user's face can be used to open their devices or devices' apps.



5. FULL ENCRYPTION

Encryption protects your information so only you can access it on your device, as long as you have set your password.



My Personal Responsibility to Protect My Devices

If your data is exposed to risk:

1. Inform your parents or a trusted person.
2. Report data theft to the responsible authorities.

Put (√) OR (X):

1- Passwords that consist of random numbers and symbols of eight length or more is the most secure password ( )
2- Data protection law require companies to use strict security standards and principles ( )
3- Multi-factor authentication (MFA) requires one way to verify your identity ( )
4- Full encryption works on protecting your information so you're the only one who will have access to it ( )
5- Fingerprint authentication is done by scanning your face using camera
6- Tell your parents or a trusted adult when you face a data theft

Choose the correct answer:

1- ..... requires at least two ways to verify your identity

A- Passwords B- Full encrypt
C- Fingerprint authentication D- Multi-factor authentication (MFA)

2- In facial recognition you must use ..... of the user to open your device or applications on your device

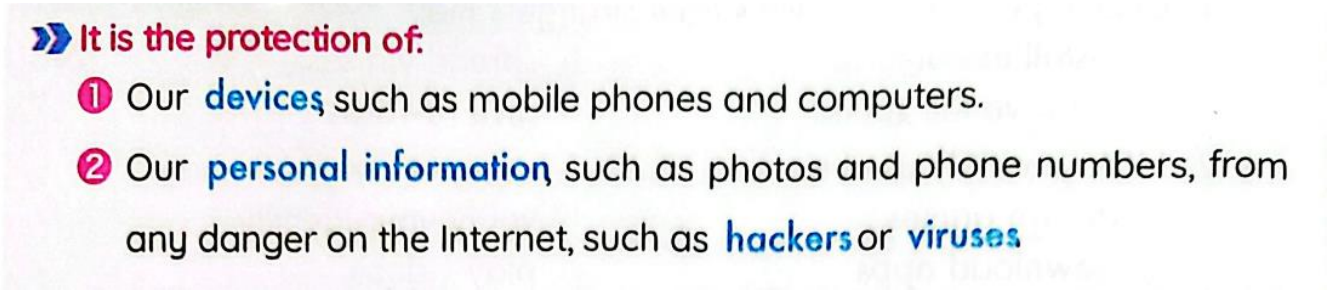
A- Face B- Finger C- Password D- Voic

**** Match from column (A) with the suitable in column (B).**

[A]	[B]
1. Passwords	a. is a shortcut of Multi-Factor Authentication.
2. MFA	b. with at least 8 random letters, numbers and symbols are the most secure.
3. Fingerprint Authentication	c. protects your information so only you can access it on your device, as long as you have set your password.
4. Full Encryption	d. will scan your finger as a way of confirming it's you.
5. Facial Recognition software	e. will scan your face using your device's camera.

lesson (3): Be Cyber Security Hero

Cybersecurity:



- **You have learned a lot about online safety precautions and strategies. Here is a brief recap.**
- **These precautions are all examples of cyber security. These protect electronic devices and personal data from attacks.**

√	×
Use safe web browsers and install anti-virus protection on your devices.	**Don't communicate with people you don't know or who make you feel uncomfortable.**
Use strong passwords and change them every three months.	**Don't share person information online.**
Verify websites that you frequent are real, safe, and age appropriate	
Verify information you find to make sure it is accurate.	

Types of cyber security threats:

1. **Malware: is the greatest cyber security threat.**
   - **No matter how cautious you are, you may still get tricked.**
   - **Scareware: is a type of malware that pretends to be a virus alert.**
   - **Scareware tells you to click on the link to help remove it, but the link is actually the virus!**
   - **Mobile malware is also problematic and unsecured Wi-Fi, for example, can open you up to Malware threat.**
2. **Spoofing:**
   - **Cyber criminals pretend to be a business, or a known person, in order to trick you to provide your information, or click on unsafe links.**
   - **If you click on unsafe links, you are in danger of having your information compromised, money stolen, or viruses installed on your devices.**

- **Examples of spoofing are a fake domain pretending to be a business, or an email account that has the name of a trusted service, or even personal acquaintances of yours.**

How to deal with cyber security threats:

- **Stay calm, but take a swift action.**
- **Let your contacts know right away so they avoid opening anything suspicious. This way you can protect those you know from the same cyber threat.**
- **Use anti-virus software to do a sweep of your computer and remove any viruses.**
- **It is best to change all your passwords, even if you think you have only been hacked on one particular account.**
- **Report the threat to a trusted adult.**

Put (√) or (x) :.

1. **One of the safety precautions when dealing with the internet is not to share personal information online. ( )**
2. **Using weak passwords and making it fixed is one of the safety precautions when dealing with the internet. ( )**
3. **From the safety strategies is verifying the websites that you frequent are real, safe, and age appropriate. ( )**
4. **Verifying information, you find to make sure it is inaccurate is one of the safety precautions when dealing with the internet. ( )**
5. **Do not communicate with people you don't know or who make you feel uncomfortable. ( )**
6. **Use PowerPoint application to do a sweep of your computer and remove any viruses. ( )**
7. **From the ways of protecting your device from threats is to install anti-virus protection. ( )**
8. **It's a good idea to change all your passwords, even if you think you only have one account that's been hacked. ( )**

9. It is not important that you report the threats to a trusted adult. ( )

10. Mobile malware is problematic. ( )

Choose the correct answer

1. ..... is known as a type of malware.

a) Scareware. b) office software c) Operating systems. d) Spoofing

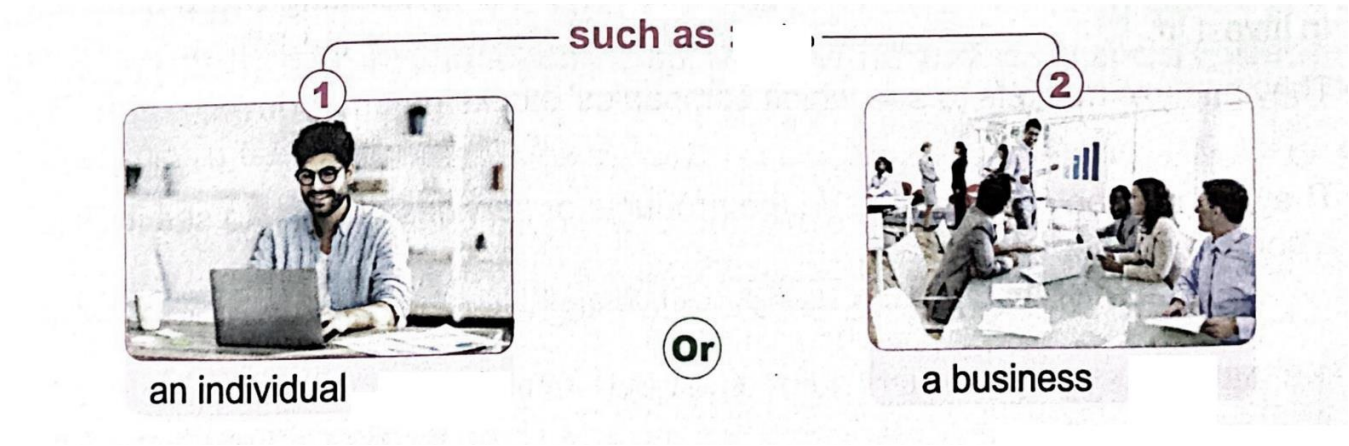
2. From safety precautions online is ……

a) Sharing your personal information online.
b) Use secure internet browsers.
c) communication with people you don't know.
d) Using weak passwords.

****

lesson (4): Copyright and Electronic Financial Trading

***Intellectual Property:** **is someone's invention, creation or idea that is protected by law from being copied by someone else**



- **Copyright includes written, visual, audio, video, and web material.**
- **"Creative Commons" refers to work that has been granted permission to share by the creator.**
- **Egypt considers work in the public domain if the creator has been deceased for at least 50 years. No creator permission is required.**

*The concept of electronic financial trading (E- trading)

Stock exchanges

- **It is a market where buyers and sellers deal in units of company stocks.**
- **These stocks are called shares**
- **Smart investors will research multiple companies before deciding which company to invest in.**

Ways to stay safe while using electronic financial trading applications:

A broker: This is a person who handles the buying and selling of shares. In traditional settings, an investor will have a broker.

Electronic financial trading (E-trading):

- **It has made the process of buying and selling shares more efficient.**
- **It allows the investor to make trades on their own through websites or applications.**
- **These include Robo-advisors - online applications that provide financial guidance and services.**
- **It is also easier and faster for different companies to trade with one another, no matter where they are located.**

Choose the correct answer from a, b, c or d.

1. Copyright includes written, material.
a. visual b. audio c. video d. all of them
2."……." refers to work that has been granted permission to share by the creator.
a. Creative Commons c. Hacking b. Copyright d. All of them
3. Egypt considers work in the public domain if the creator has been deceased for at least……. . No creator permission is required.
a. 30 years b. 50 years c. 40 years d. 60 years
4. ……. is someone's invention, creation or idea, that is protected by law from being copied by someone else.
a. Intellectual property b. Hacking
c. Creative Commons d. Machine learning
5. A ……...is a market where buyers and sellers deal in units of company stocks.
a. supermarket b. stock exchange c. trade d. copyright
6. In stock exchange, stocks are called……..
a. parts b. pieces c. shares d. copyrights

Put (✔) OR (x) :.

1. Intellectual property refers to someone's invention, creation, or idea that is protected by law from being copied by others ( )
2. The stock exchange is a knowledge bank where members exchange their ideas. ( )
3. Creative Commons refers to work that has been granted permission to share by the creator. ( )
4. E-trading provides investors with the independence and user-friendly options. ( )
5. Works are considered public domain if the author has been deceased for at least 50 years ( )
6. The Egyptian Stock Exchange allows citizens to invest in various sectors.( )

****

lesson (5): Cloud computing

- Cloud computing is like a very large **storage room** on the Internet.
- It allows **storing** data and programs on servers through the Internet.
- You can store your photos, work, games, and files.
- Cloud computing is the best place to store your important files because it keeps them safe from loss or damage.
- You can **access** them anytime, anywhere, from any device connected to the Internet.
- It allows you to **share** files with others.

Examples :

Microsoft 365 : OneDrive™

Google : Google Drive™

****Remote servers:** **Connect users who are not on the local area network (LAN) to access and manage data, files, and applications via the internet.**

The advantages and disadvantages of cloud computing.

Advantages

- It frees up space on your devices by using cloud storage services.
- It allows you to log in and access your files from multiple devices, as long as you have internet service.
- It provides a backup for your files.
- It provides an extra layer of security by offering password protected data storage and data encryption.
- It allows you to directly share files with authorized users.

Disadvantages

- It requires you to have an internet connection. If you lose your internet connection, you won't be able to access files that are only stored in the cloud.
- Cloud storage is often a fee-based service. If you want to store files, you will need to pay a fee - the more storage you require, the higher the fee you will pay.
- If the cloud service you are using is a victim of a data breach, you may become a victim as well, as your information may be compromised. However, while there is a small risk, cloud services are overall extremely safe and secure.

- **Data encryption: It converts data into a code to prevent unauthorized user access.**
- **A data breach: It occurs when unauthorized parties gain access to confidential data and information**

****Strong passwords**

- Create strong passwords for files and have security measures in place.
- Be sure to use a strong password for any account you have on a cloud storage platform, including Multi-Factor Authentication (MFA) for additional security.
- All the large and reputable cloud storage services offer MFA.

Choose the correct answer from a, b, c or d.

1. ……..is the on-demand storing and accessing of data and programs via remote servers on the internet.

a. Cloud computing b. Phishing c. Remote servers d. Downloading

2. The advantages of cloud computing are……

a. frees up space on your devices
b. allows you to log in and access your files from multiple devices
c. both (a) and (b)
d. you can work in your files without internet

3. …….provides an extra layer of security by offering password protected data storage and data encryption.

a. Cloud computing b. Shopping c. Remote servers d. Downloading

4.A ……occurs when unauthorized parties gain access to confidential data and information.

a. data storing b. data copying c. data saving d. data breach

5. …….is often a fee-based service.

a. Website browsing b. Cloud storage c. Data saving d. Data breach

Put (√) in front of correct sentence and (x) in front of the wrong one:

1. Cloud computing provides an extra layer of security by offering password protected data storage and data encryption.( )
2. Remote servers connect users who are using printers to access and manage data, files, and applications via the internet. ( )
3. Google and OneDrive™ are not cloud computing services.( )
4. Cloud computing is the on-demand storing and accessing of data and programs via remote servers on the internet. ( )
5. Cloud storage is one of the cloud computing services. ( )

lesson (6): Cloud storage Applications

• Cloud computing is storing, and accessing, data or programs through the internet.

Microsoft 365

- Microsoft 365 is one of the most important cloud-based programs.
  • Microsoft 365 من أهم البرامج التي تعتمد على الحوسبة السحابية.
- It provides apps such as:
  1. **Microsoft Teams:** For communication and virtual meetings.
  2. **Word:** For writing documents.
  3. **Excel:** For creating tables and graphs.
  4. **PowerPoint:** For creating presentations.
  5. **OneDrive:** A storage and sharing application.

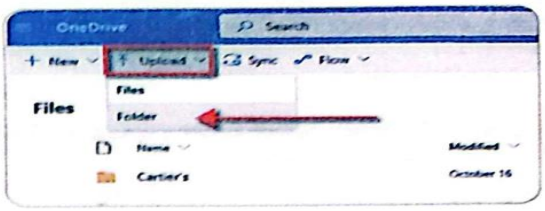


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- OneDrive is an example of cloud storage applications.
- It allows storing, sharing, and accessing files from any device if you have an Internet access.
- It is considered safer and more practical than traditional storage, which is limited to your own device.

How to upload files or folders to OneDrive:

1. Open the OneDrive app on your device, or visit the website through a browser.
2. Find the "Upload" or "Add" button at the top of the screen.



3. Click the button, then select the file or foler to save in the cloud.
4. Wait while your device uploads the file.
5. A small sign will appear to confirm the file is saved successfully in OneDrive.
6. Now, you can access the file from any device using your OneDrive account.

Choose the correct answer from a, b, c or d.

1. **……..are the most popular software that deals with cloud computing applications.**
   a. Microsoft 365 ™ b. Google Workspace T™
   c. both (a) and (b) d. none of them
2. **……is storing, and accessing, data or programs through the internet.**
   a. Internet b. Switch
   b. Google Workspace T™ d. Intranet
3. **Microsoft 365 offers a whole suite of productivity apps such as……..**
   a. Microsoft Teams ™ b. Word c. Excel d. all of them
4. **The Microsoft 365 storage application is……**
   a. OneDrive b. Word c. Excel d. PowerPoint
5. **……is used to create blank documents.**
   a. Microsoft Teams ™ b. Word c. Excel d. PowerPoint
6. **We use..... to create presentations.**
   a. Microsoft Teams T™ b. Word c. PowerPoint d. Excel
7. **…….app is used to browse mailing lists.**
   a. Microsoft Teams T™ b. Word c. PowerPoint d. Outlook ™
8. **……allows you to store, share, and access files from any device.**
   a. OneDrive b. Word c. Excel d. PowerPoint
9. **While using the OneDrive app, you can decide what level of access each person you share with such as……**
   a. viewing purposes b. editing c. both (a) and (b) d. none of them
10. **In OneDrive, you can upload……**
    a. files only b. files and folders c. folders only d. subfolders only

Put (✔) or (X) for the following sentences.

1. **Cloud computing is storing and accessing data or programs through the internet. ( )**
2. **Microsoft 365™ and Google Workspace™ don't include productivity apps and storage.( )**

3. **Microsoft 365 T™ is one of the most popular software that deal with cloud computing applications.( )**
4. **OneDrive can't help you share work with your friends.( )**
5. **PowerPoint is one of the productivities apps.( )**
6. **Microsoft 365 T™ platform provides everything you need. ( )**
7. **PowerPoint is used to create bank documents.( )**
8. **When using OneDrive, you upload your files and then click on the Share option to share with others.( )**
9. **While using the OneDrive app, you can't decide what level of access each person has. ( )**
10. **When saving file one OneDrive, you will see the file in your OneDrive, the next time you open the Office app.( )**

