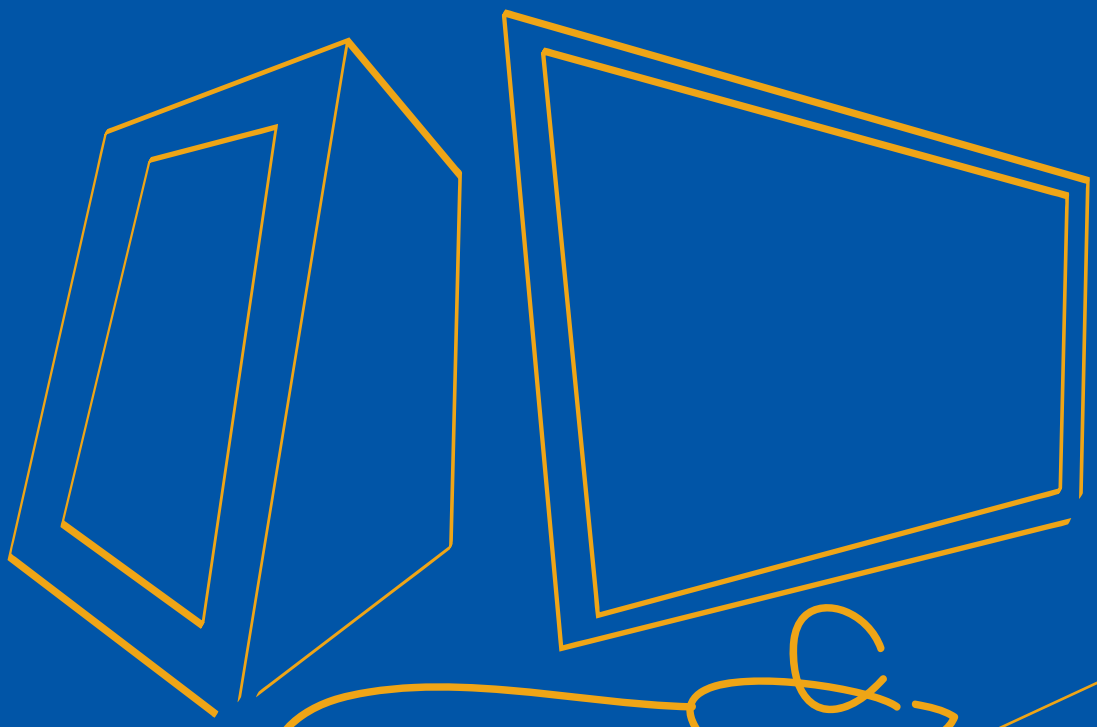


CLICK it

To The Future

Grade 4

Grade 4

CLICK it

To The Future

Author

Dina Talal Khuffash

Editor

Neda AbdelHamid

LKD
EDUCATIONAL RESOURCES

CLICK it : To the Future

المملكة الأردنية الهاشمية
رقم الإيداع لدى دائرة المكتبة الوطنية
(٢٠١٠/٧/ ٢٥٩٧)
يتحمل المؤلف كامل المسؤولية القانونية عن محتوى مصنفه ولا
يعبّر هذا المصنف عن رأي دائرة المكتبة الوطنية أو أي جهة
حكومية أخرى

© 2010 LKD Educational Resources

Published by LKD Educational Resources

Amman-Jordan Swafieh - Airport Road Ali Abdel Hadi Bldg - 3rd fl
Tel: +962 6 5816593 Fax: +962 6 5866961
P. O. Box: 851346 Amman, Jordan 11185.
E-mail: customerservice@lkd.com.jo
orders@lkd.com.jo
website: www.lkd.com.jo

First Published 2010

ISBN: 978-9957-532-04-8

Designed by: Iman Al-Hammouri

CONTENTS

Chapter 1 Recap

Lesson 1 : The Lab Rules..... 6
Lesson 2 : The Computer..... 7
Lesson 3 : The Internet..... 12
Lesson 4 : Downloading Pictures from the Internet..... 13

Chapter 2 Keyboarding

Lesson 5 : The Keyboard..... 18
Lesson 6 : Keyboard Shortcuts..... 20
Lesson 7 : Typing..... 24

Chapter 3 MS PowerPoint

Lesson 8 : MS PowerPoint..... 30
Lesson 9 : More about MS PowerPoint..... 32
Lesson 10 : Make a Successful Presentation I..... 36
Lesson 11 : More Features: Insert a Voice..... 39
Lesson 12 : More Features: Insert a Video..... 42
Lesson 13 : Make a Successful Presentation II..... 44
Lesson 14 : Animations..... 46
Lesson 15 : More about Animations..... 50
Lesson 16 : MS PowerPoint Project..... 57

Chapter 4 MS Excel

Lesson 17 : MS Excel..... 60
Lesson 18 : MS Excel Basics..... 63
Lesson 19 : Create Your First Spreadsheet..... 65
Lesson 20 : MS Excel Functions: Sum and Average..... 67
Lesson 21 : More Excel..... 72
Lesson 22 : Printing in MS Excel..... 75
Lesson 23 : Charts in MS Excel..... 78
Lesson 24 : More Excel Charts..... 81

Chapter 5 Computer Security

Lesson 25 : Computer Dangers..... 90
Lesson 26 : Viruses..... 91
Lesson 27 : What to do about Viruses?..... 92
Lesson 28 : Hacking..... 93
Lesson 29 : What to do about Hacking?..... 94
Lesson 30 : More to know about Computer Security..... 95
Lesson 31 : Revision..... 96
Lesson 32 : Computer Security Project..... 97
Grade Four Projects..... 100

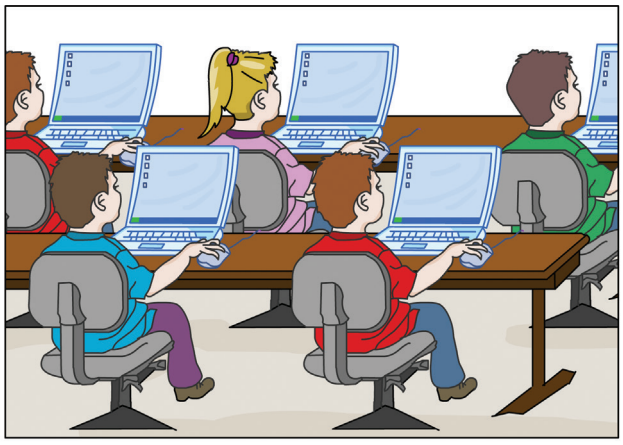
Chapter 1

Recap

The Lab Rules

When we use the Computer Lab we need to make sure we always abide by the following rules:

- Enter the lab quietly.
- Sit in your place.
- Make sure to listen to directions.
- No eating or drinking in the Computer Lab at any time.
- Voices should be kept to a whisper voice.
- Make sure you keep the lab neat and clean.
- Whenever you have any questions, just raise your hand.
- Take good care of the computer lab equipment.



The Computer

A Computer is a device that helps people do many things in a fast organized way.

To have a functional computer system, it must have hardware and software.

Hardware are the physical parts of the computer.

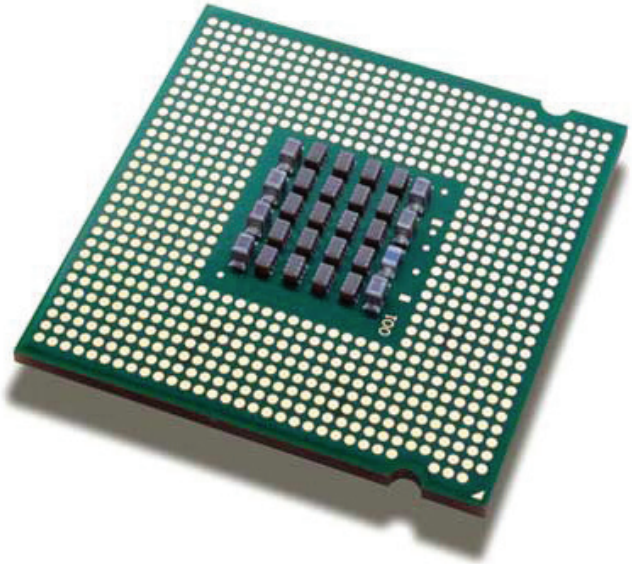
Software are the programs that give instructions to the computer in order to function.

Now, try to tell which of these pictures is Hardware and which is Software:

	Hardware Software
	Hardware Software
	Hardware Software
	Hardware Software
	Hardware Software

The word peripheral refers to all input, output or storage devices outside the CPU.

The CPU is the **Central Processing Unit**, it works as the brain of the computer, it controls all actions and instructions in the computer system.

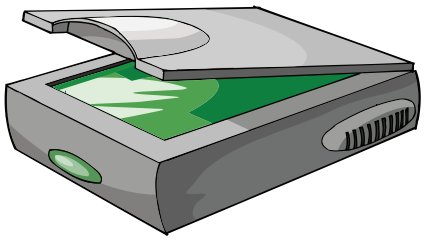
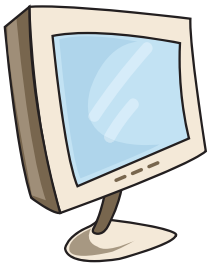
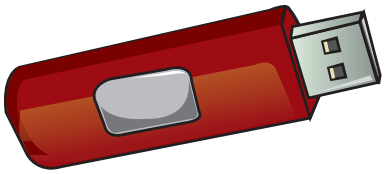
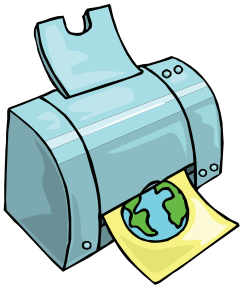
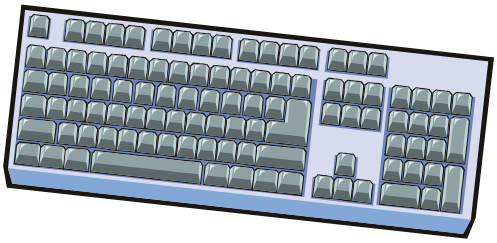


Input devices are the devices used to enter data in to the computer.

Output Devices allow you to see, hear or touch the output through a computer screen, speakers or printer.

Storage Devices store all kinds of data, like documents, music files or pictures using a flash memory or CD.

Label each picture below as Input, Output or Storage Device.

	.....
	.....
	.....
	.....
	.....

Lesson Activity

Search for the words below

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

1: Output 2: Input 3: Storage 4: Software

5:Hardware

Exercises

1- Which output device allows you to hear sound from the computer? .....

2- Which input device allows you to speak into the computer? .....

3- A ..... is an input device used to type in MS Word.

The Internet

Open the internet browser (Internet Explorer).

Visit your Favorite website.

1. How many hyperlinks can you see? _____
   Name 2 hyperlinks you can see on the website.

_____

_____

2. Print this webpage.
3. On the print out, circle the URL address, write "URL".
4. On the print out, circle the favorite button, write "FAVORITES".
5. Add the website to your favorites.

Downloading Pictures from The Internet

Let's learn how to save pictures found on the internet into our folders.

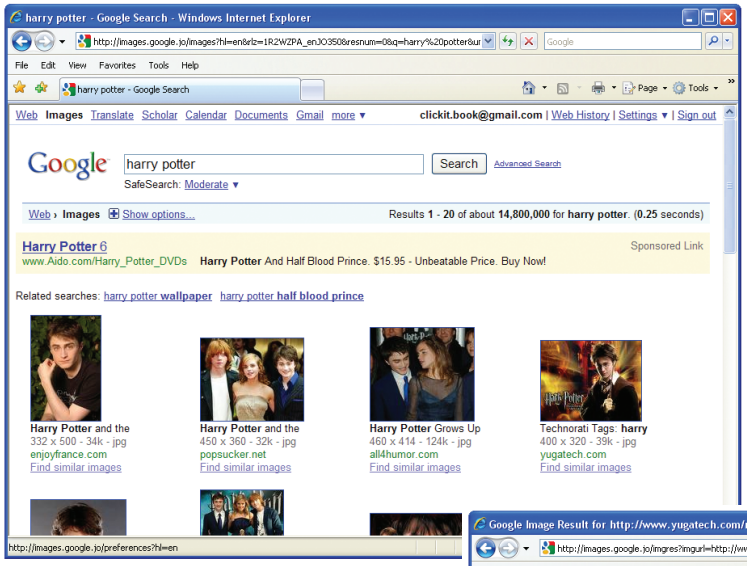
Before you save a picture from the internet, remember to:

- Make sure the picture is clear.
- Make sure the picture is suitable for our topics.
- Make sure the website allows you to take the picture.

Try to Google the book/movie "Harry Potter" on www.google.com. When you do that, look at the top of the browser, you will find different options, if you are only interested in the pictures, choose "images".

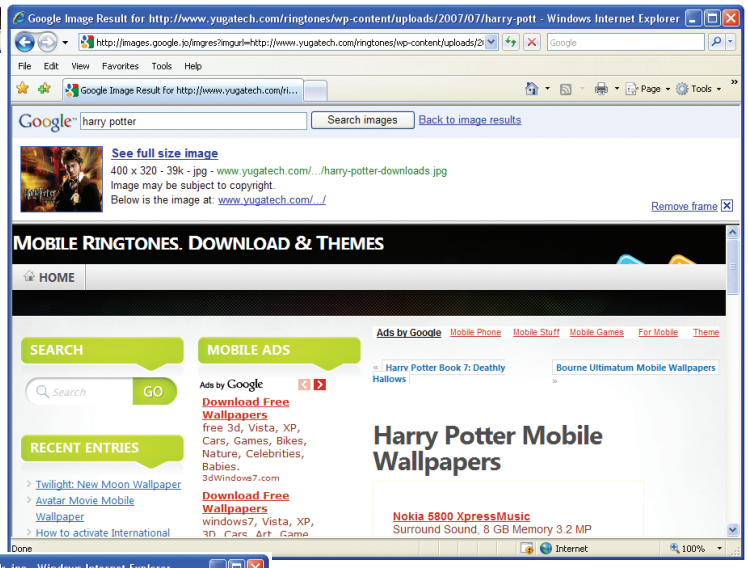
To save the picture:

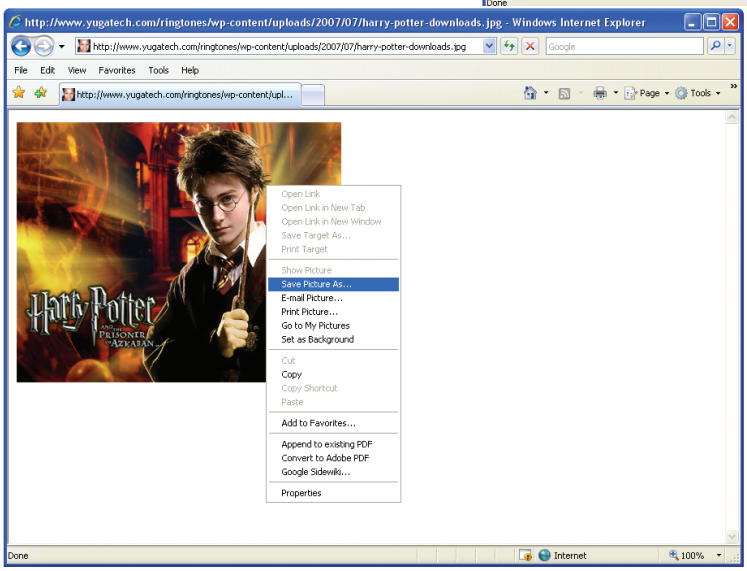
1- Open the link.
2- Right click on the picture, and select **Save Picture As.**
3- Change the name of the picture and save it in your folder.



1- Open the link.

2- Right click on the picture, and select **Save Picture As.**





Lab Activity

Let's go on a Google hunt ! To test your searching skills.

Hunt for the answers below. Then write the URL for each answer.

1- Find a picture of something green and orange.
What did you find? .....
URL .....

2- Who wrote the story " The Cat in the Hat"?
.....
URL .....

3- What is the meaning of "Skite"?
.....
URL .....

4- How do you say "Hello" in the Spanish language?

.....

URL .....

5- What is the latest version of Microsoft Windows?

.....

URL .....

Lesson Activity

- Look in your local newspaper.
- Search for articles, or advertisements that have a URL.
- Cut them out and bring them to the next lesson for discussion.
- Be prepared to talk about what you found:

1- The name of the person or company of the URL.

2- The reason they put their URL in the newspaper.

Published By

LKD
EDUCATIONAL RESOURCES

www.lkd.com.jo

ISBN:978-9957-532-04-8