



Information and Communication Technology (ICT)

Primary 5

Second Term

2025 - 2026

Information and Communication Technology (ICT)

Student's Book

Primary 5

Second Term

Preparation and Review Team

Eng. Tamer Abdel Mohsen

Director of the Educational Computer Department
at the General Administration for Curriculum
Follow-up and Evaluation

Dr. Abeer Hamed Ahmed

Educational Computer Consultant
at the General Administration for Curriculum
Follow-up and Evaluation

Dr. Taher Abdelhamid El-Adly

Consultant to the General Administration and
Head of the Technology Department

Prof. El-Gharib Azhar Ismail

Professor of Educational Technology, Faculty of
Education
at the General Administration for Curriculum
Planning and Development
Mansoura University.

General Supervision

Dr Gebriel Anwer Hemeida

Head of the Central Administration for Curriculum Develop

Authors

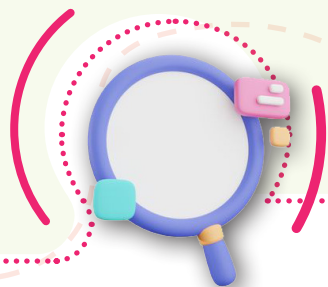


Table of Contents

Unit 3: The Digital Citizen in the Online World

Lesson 1	My Digital Responsibility Toward Others	8
Lesson 2	My Journey of the World of Websites	13
Lesson 3	Internet Services	19
Lesson 4	Web Browsers	24
Lesson 5	My Journey in Searching for Reliable Information	29
Lesson 6	The Art of Communication and Collaboration in the Digital World	33

Unit 4: My Digital Project

Lesson 1	Restoring My Deleted Files	38
Lesson 2	How Do We Collect and Organize Our Data?	43
Lesson 3	How Do We Design a Presentation That Attracts Others?	47
Lesson 4	How Do I Create a Distinctive Presentation Using PowerPoint?	51
Lesson 5	How Do I Design a Simple and Attractive Website?	56
Lesson 6	From an Idea to a Digital Project	61



Unit 3

The Digital Citizen in the Online World



Lesson 1



My Digital Responsibility Toward Others

Lesson Objectives :

By the end of the lesson, the student is expected to be able to:

1. Explain the meaning of digital responsibility toward others.
2. Discuss the role of social institutions in promoting digital awareness.
3. Distinguish proper behaviors when using technological tools.



When we use the internet or smart devices, we must remember that we live in a digital world that brings us together just as the real world does. Therefore, we must be good digital citizens, respect others, and behave responsibly in everything we do or share.

1 Digital responsibility toward others

means thinking about how our actions affect the people around us. When we write a comment, share a photo, or send a message, we should ask ourselves: Does what I'm doing bring happiness to others or does it bother them?

The internet is a place for communication and learning, not for abuse or mockery. Therefore, we should use it with respect and good manners.



Dear student... always remember that when you use the internet, you must respect the following rights and duties.

2 Protection Against Hacking:

- The ability to interact with others online.
- Sharing information and accessing it on the internet
- The ability to use the internet whenever you need it.
- Respecting the privacy of others.
- Respecting different sources.
- Showing positive behavior when dealing with others.
- Ensuring safe sharing on the internet.



3 Social institutions

such as schools and the media help raise digital awareness by providing campaigns and guidelines that teach us how to protect ourselves and others while using technology. They remind us of the importance of not spreading rumors or false information, and they encourage us to use the internet to spread goodness and knowledge.

It is also beneficial to use technology for meaningful purposes, such as helping others or participating in projects that serve the community and the nation. In doing so, we demonstrate the values of belonging and cooperation, even in the digital world.

When we uphold honesty, integrity, and respect in our use of technology, we practice true digital citizenship and contribute to making the internet a safer and more beneficial place for everyone.

Practical Activity:

Dear student... use one of the desktop applications to create a poster that includes the rights and duties you should follow as a digital citizen.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. Digital citizenship means using the internet irresponsibly. ()
2. We should respect the rights of others when using the internet. ()
3. Social responsibility does not include helping others. ()
4. The internet can be a means of spreading awareness. ()
5. A digital citizen maintains positive behavior while communicating. ()

B Choose the correct answer from the following options:

1. Digital citizenship is defined as
 - A) Turning off the Internet.
 - B) Not sharing information.
 - C) Only using games.
 - D) Using technology carefully and respectfully.
2. Social responsibility is:
 - A) Caring for others and the community.
 - B) Working alone only.
 - C) Not cooperating.
 - D) Spreading rumors.
3. Appropriate behaviors on the internet include:
 - A) Ignoring the rules.
 - B) Mocking others.
 - C) Posting pictures without permission.
 - D) Respecting others.
4. Institutions can help the community through:
 - A) Reducing participation.
 - B) Hiding information.
 - C) Spreading awareness campaigns.
 - D) Shutting down websites.
5. Values of digital citizenship:
 - A) Respect and responsibility
 - B) Laziness and ignoring
 - C) Spreading rumors
 - D) Interfering in others' privacy



Lesson 2

My Journey in the World of Websites

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Identify the components of a website and its tools.
2. Explain the characteristics of useful websites and how to use them.
3. Evaluate websites in terms of accuracy and reliability.



Dear student... Websites have become an important part of our daily lives, as they help us search for information, learn, and explore the world around us. These websites consist of interconnected pages containing text, images, links, and videos, and we can easily access them through the internet.

1

These components are called website tools

and they include the menu bar, which helps us navigate between pages; the search box, which makes it easier to find information; and interactive buttons, which allow us to share or save content that we find useful.



2 Examples of some safe websites on the internet:

There are websites that provide useful and reliable information in various fields such as science, history, and technology. Examples of these websites include the Egyptian Knowledge Bank and the Digital Library of Alexandria, through which we can read books, watch educational videos, and explore new topics that develop our thinking and knowledge.



3 Advantages of a good location:

A good website is characterized by being organized, easy to use, and attractive in its design, helping the visitor reach what they want without difficulty. The more the content is well-organized and written in a simple and clear language, the more useful the website becomes.

But before using any website, we should make sure that it is safe and trustworthy. Trustworthy websites belong to well-known institutions or organizations, provide information accurately and clearly, and do not publish false or misleading news. We can check this by looking at the website address and the source that published the information.



Anyone can try creating a simple website on their own using digital tools like Google Sites or WordPress, adding text, images, and links, and presenting an idea or school project in a fun way.

When designing a website, we should make the content useful and clear, and be responsible in presenting information so that others can benefit from it safely and confidently. In this way, we apply the values of belonging, cooperation, and accuracy in our digital environment.

Practical Activity:

Dear student... visit the Library of Alexandria Website, then write a topic in bullet points about the most important features of the website's interface.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. Information websites aim only for entertainment. ()
2. The Egyptian Knowledge Bank is a trusted website. ()
3. A website can only be created using complex software. ()
4. Good design makes a website easy to use. ()
5. Information should be verified before using it. ()

B Choose the correct answer from the following options:

1. An example of an information website is:

A) Egyptian Knowledge Bank	B) YouTube
C) Twitter	D) Facebook
2. We must make sure that the website is:

A) Trusted and safe	B) Unknown
C) Without content	D) Difficult to use
3. A good design helps in:

A) Ease of use	B) Difficulty in browsing
C) Increasing advertisements	D) Hiding information
4. A website can be created using:

A) WordPress	B) PowerPoint
C) Excel	D) paint
5. The content should be:

A) Clear and useful	B) Ambiguous
C) Too long	D) Off-topic

Lesson 3

Internet Services



Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Distinguish between commercial and non-commercial websites on the internet.
2. Understand the importance of protecting personal data during online shopping.
3. Mention as many ideas as possible for safe online purchasing.



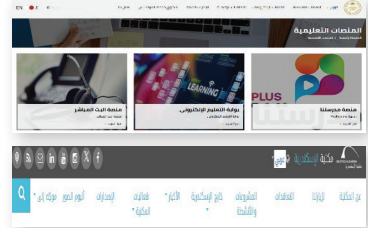
Dear student... The internet is one of the most important tools of the modern era, providing us with different types of websites. Some are commercial websites aimed at selling and making a profit, while others are non-commercial websites aimed at sharing knowledge and exchanging information. Content that we find useful.

1 Commercial websites

Commercial websites include those used for buying and selling online, such as e-commerce stores where we purchase clothes, tools, or games, as well as digital advertisements used to promote products and attract consumers. These websites save us time and effort, but they require awareness and caution when using them.

2 Non-commercial websites

Non-commercial are those that provide public benefit without a profit goal, such as educational websites, digital libraries, and e-learning platforms, where we can read books, watch lessons, and acquire new skills for free.



Dear student... It is important to be **an aware user** when dealing with online advertisements, because some ads may be **misleading** or **untrustworthy**. They may display products at tempting prices or make unrealistic promises to attract attention. Therefore, we must think carefully before clicking on any advertisement or entering our information on any website.

3 Guidelines for safe online shopping:

To maintain our **digital safety** while shopping online, we must not share **passwords or personal information** such as card numbers or addresses except on trusted websites (you can seek help from your parents). We can verify a website's safety by checking for **the lock icon**  next to its address, or if its address begins with **https**, which indicates that the website uses a data protection system.



Online shopping is a useful method that provides us with comfort and the ability to choose from many products, but it becomes dangerous if we do not follow safe purchasing behaviors, such as reading reviews, choosing well-known websites, and not disclosing our personal data to any untrusted party. When we use the internet with awareness and responsible behavior, we protect ourselves from risks and benefit from the advantages of technology in a safe and proper way. Thus, we truly become mature and responsible digital citizens.

Practical Activity:

Dear student... mention the largest possible number of reliable websites (commercial and non-commercial) that you can use on the Internet (you may consult your teacher).

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. Commercial services aim only to raise awareness. ()
2. Educational websites are non-commercial. ()
3. Online advertisements are always accurate. ()
4. Personal data must be protected when purchasing. ()
5. Safe shopping means being cautious of suspicious websites. ()

B Choose the correct answer from the following options:

1. An example of commercial websites is:

A) YouTube	B) Egyptian Knowledge Bank
C) Wikipedia	D) Amazon
2. An example of non-commercial websites is:

A) Online store	B) Shopping website
C) Egyptian Knowledge Bank	D) Advertising website
3. False advertisements may:

A) Deceive the user	B) Always be safe
C) Increase trust	D) Give prizes
4. One of the safe rules on the Internet is:

A) Writing your password everywhere
B) Not sharing personal data
C) Clicking on every advertisement
D) Downloading unknown files
5. Safe shopping means:

A) Using trusted websites
B) Giving your data to any website
C) Opening strange links
D) Sharing account information



Lesson 4

Web Browsers

Lesson Objectives:

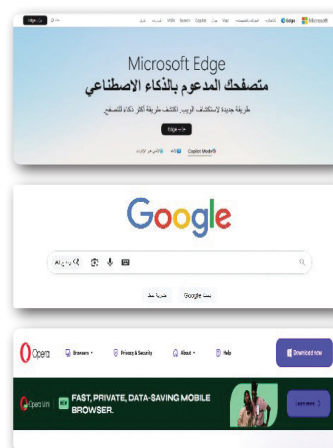
By the end of the lesson, the student is expected to be able to:

1. List examples of web browsers.
2. Explain the main features of Microsoft Edge browser.
3. Describe the steps to create a Collection within Microsoft Edge browser.



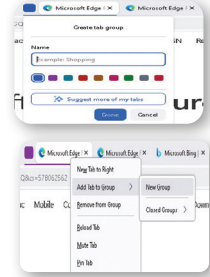
Dear student... In our previous lessons, we discussed the importance of websites and the services these websites can offer us. But have you asked yourself how you can access these services using a web browser?

There are many browsers you can use, including Google Chrome, Microsoft Edge, and other web browsers.



1 Microsoft Edge:

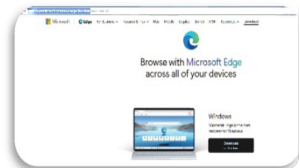
Microsoft Edge is one of the web browsers that can help you browse websites easily and smoothly due to the features it offers. These features include compatibility with the Windows Operating System, Startup Boost for faster launch, as well as security and privacy..



2 Collections in Microsoft Edge:

Dear student... You can ask your teacher for help to install the program. To start a collection in Microsoft Edge, follow these steps.

<https://www.microsoft.com/en-us/edge/download>



3 Steps to create a group in Microsoft Edge:

- Identify collections on the toolbar.
- Choose Start a New collection.
- Type the title of your collection in the provided box.
- Add content to your collection by selecting **Add current page**.
- Drag an image into the collection.
- Select text or links and drag them into the collection.

Practical Activity:

Dear student... Create a simple presentation about the most important web browsers that can be used while browsing websites on the Internet.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. A web browser is a program or application that helps you browse websites. ()
2. Microsoft Edge browser cannot be used on the Windows operating system. ()
3. Security and privacy are features of Microsoft Edge browser. ()
4. Collections cannot be created within the browser. ()
5. You can add the current page to a collection in Microsoft Edge. ()

B Choose the correct answer from the following options:

1. A web browser is:

A) An electronic game.	B) A tool for designing images.
C) A program to browse websites.	D) An audio program.
2. An example of web browsers is:

A) Excel	B) Google Chrome
C) Paint	D) PowerPoint
3. One of the advantages of Microsoft Edge browser is:

A) Slow loading	B) Difficult to use
C) Security, privacy, and fast startup	D) Incompatibility with Windows
4. One of Microsoft Edge tools that help organize pages is:

A) Collections	B) Trash
C) Print menu	D) Search engine
5. To add the current page to a new collection in Microsoft Edge, we choose:

A) Add current page	B) Delete history
C) Close window	D) New tab only

Lesson 5



My Journey to Find Reliable Information

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Identify the uses of different electronic sources.
2. Evaluate the reliability of information on the Internet.
3. Use search engines and digital libraries effectively.



Today, the Internet has become a huge library containing millions of pages that provide us with information in various fields. However, not all of this information is correct or accurate. Therefore, we must learn how to **search smartly** and choose **reliable sources** that we can depend on.

1 Digital sources:

There are many types of **electronic sources** available on the Internet, including educational websites, digital libraries, general encyclopedias, and scientific articles. Examples of such sites are **the Egyptian Knowledge Bank** and **the Digital Library of Alexandria**, where we can find useful and reliable information.



2 Considerations for choosing reliable sources:

When choosing an online source, we need to pay attention to some important aspects that help us determine **the reliability of the information**, such as:

- The presence of the author's name or the organization that published the content.
- Mention of the publication date or the most recent update of the website.
- The absence of spelling mistakes or illogical information.
- Clarity in the presentation and organization of the information.

3 Unofficial websites:

As for unknown or unofficial websites, they may contain false news or information, so we should not rely on them without verifying their accuracy. It is always better **to compare information** from more than one source to ensure its accuracy and make sure we are using correct data.



Search engines like Google help us access the information we need quickly, but we should use precise keywords and prioritize results from educational or official websites.



Dear student..... when preparing a project or a **digital presentation**, you should list at the end the names of the sources you used. This shows respect for the work of others and is called **respecting intellectual property rights**.

When you search carefully and choose reliable sources, you are using technology wisely, becoming a responsible digital researcher who values information and shares knowledge in a useful and safe way.

Practical Activity:

Dear student... write a simple topic using the Word program, clearly listing at the end the sources you used.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. One can rely on any website without checking it. ()
2. A good source mentions the author of the content. ()
3. The publication date should be ignored. ()
4. Comparing sources helps ensure accuracy. ()
5. Citing the source in your project is a way of respecting the rights of others. ()

B Choose the correct answer from the following options:

1. One of the examples of reliable website is:

A) Unknown blog	B) Unknown website
C) Unofficial page	D) Egyptian Knowledge Bank
2. A good source should contain:

A) Numbers.	B) The author's name.
C) Only many images.	D) Advertisements.
3. One of the ways to verify information:

A) Comparing more than one website
B) Reading only one title
C) Ignoring sources
D) Copying texts without review
4. Search engines like Google help with:

A) Accessing accurate information	B) Misleading the user
C) Deleting content	D) Hiding results
5. When writing a research paper, you should:

A) Delete the references	B) Hide the source
C) Cite the sources used	D) Ignore the information



Lesson 6

The Art of Communication and Collaboration in the Digital World

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Distinguish between synchronous and asynchronous communication.
2. Explain the importance of choosing the appropriate communication method.
3. Describe the ethics of online communication.



Communication is considered one of the most important skills we need in our daily lives, whether at school, at work, or online. With the development of technology, we now have different ways of digital communication, some of which happen at the same time, and others that happen at different times.

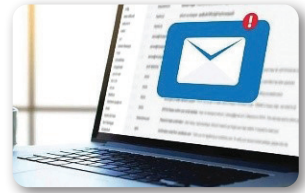
1 Simultaneous connection:

Communication that takes place at the same moment is called synchronous communication, such as voice calls, video calls, or instant messaging, where people talk to each other directly and exchange responses at the same time.



2 Asynchronous communication:

As for asynchronous communication, it is when one of us sends a message or an email, and the other party responds later, such as using email or educational forums. This type of communication gives us time to think and respond calmly.



Both types are important, and we should choose the appropriate communication method depending on the situation. When a quick discussion or direct group work is needed, we use “synchronous communication”. However, if the topic requires review and reflection or does not need an immediate response, “asynchronous communication” is preferred.

3 Ethics of online communication:

It is important to adhere to “online communication ethics”. Speaking kindly, using polite words, and respecting others’ opinions are all behaviors that reflect good manners and respect. We should also avoid sending excessive or repeated messages that may annoy others, and not use symbols or images in an inappropriate way.



Good communication helps us build positive relationships with our colleagues and facilitates digital collaboration on joint projects. When we speak respectfully and help one another, we become a successful team that completes work efficiently and with a positive spirit.

Dear student, when you use communication digital tools responsibly and politely, you are applying the values of digital cooperation and assistance, making our digital environment safer and more respectful for everyone.

Practical Activity:

Dear student... use one of the communication tools (synchronous or asynchronous) available within the school. You can seek help from your teacher.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. Synchronous communication means communicating at different times. ()
2. Email is an example of asynchronous communication. ()
3. One of the etiquettes of communication is using polite words. ()
4. You must send many messages to show activity. ()
5. Good communication helps with cooperation. ()

B Choose the correct answer from the following options:

1. One of the examples of synchronous communication is:

A) Email	B) Video call
C) Delay	D) Paper notes
2. One of the examples of asynchronous communication is:

A) Phone call	B) Live chat
C) Email	D) Live conference
3. Among the etiquette of communication is:

A) Respecting others	B) Mocking them
C) Sending offensive messages	D) Ignoring replies
4. The method of communication should be chosen according to:

A) Randomness	B) The situation and time
C) Chance only	D) Personal desire only
5. Good communication leads to:

A) Better cooperation	B) Misunderstanding
C) Loss of communication	D) Ongoing problems

The background of the entire page is a blue-toned image. On the right side, there is a profile of a person looking towards the left. The background is filled with a complex network diagram consisting of white nodes and connecting lines. Overlaid on this network are several rectangular boxes containing binary code (0s and 1s). A large, glowing white rectangular box is positioned in the center-left, containing binary code. Other smaller boxes with binary code are scattered throughout the network. The overall aesthetic is high-tech and digital.

Unit 4

My Digital Project



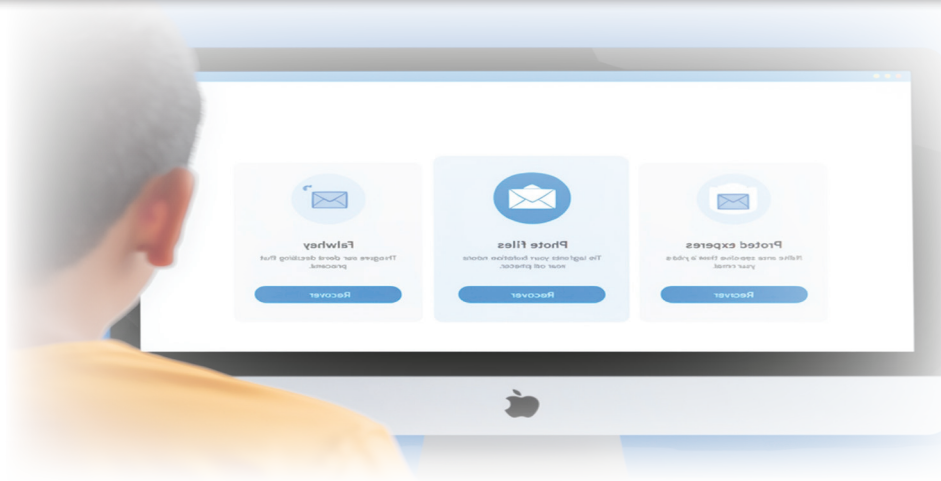
Lesson 1

Recovering My Deleted FILES

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Identify some simple methods for recovering files
2. Use a program to restore deleted files.
3. Perform some steps to recover files.



Dear student, have you ever thought about recovering a deleted file on your device or in your email? What did you do? In this lesson, we will learn how to recover deleted files on your device or through your email, and how to use a program that can help you do that.

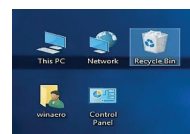
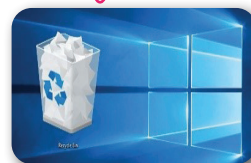
1 Restoring Files from Your Computer:

There are several methods that can help you recover deleted files from your computer. Here are some of these methods:

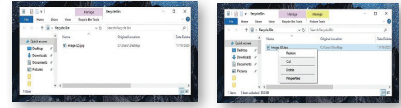
1. Restoring Files from the Recycle Bin:

This is the first and easiest step, and it works if you haven't emptied the Recycle Bin or permanently deleted the file (Shift + Delete).

- Open the "Recycle Bin" icon on the desktop.
- Look for the file or folder you want to restore.



- Right-click on the file and select “Restore.”
- The file will be instantly moved back to its original location on the computer.



2. Advanced Recovery (Using External Programs):

If the previous methods fail (i.e., the file was permanently deleted or the disk was formatted), specialized data recovery programs must be used. However, you should first immediately stop using the storage device (disk) from which the files were lost to avoid overwriting its data.

2 General Steps for Data Recovery Programs:

Choose a data recovery program: Programs such as Recuva (free and easy) or Disk Drill. Then, download and install the program on a different drive than the one from which you want to recover the files (for example, if you lost files from drive C, install the program on drive D or an external drive).



- **A. Select the location:** In the program interface, choose the storage device (C or D hard drive, USB drive, or Recycle Bin) from which the files were lost.
- **B. Start the scan (Scan):** Begin the search process. It is recommended to use the “Deep Scan” option, even if it takes longer, as it finds files that were deleted a long time ago.
- **Preview and Recovery:** After the scan is complete, the program will display a list of files that can be recovered (usually showing the file’s condition: Good, Poor).
- **Preview the files** (such as images, documents) before recovery to ensure they are undamaged.
- **Select the desired files, then click “Recover.”**
- **Save Location:** Choose a new location to save the recovered files, preferably on a drive different from the one from which they were recovered.)

Practical Activity:

Dear student... delete one of the files, then recover it back to your device (you can ask your teacher for help in selecting the file).

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. Files that are permanently deleted can be restored without using any external programs. ()
2. You should stop using the drive from which the files were deleted before attempting to recover them. ()
3. Recuva is one of the free programs for recovering deleted files. ()
4. It is recommended to install the recovery program on the same drive from which the files were deleted. ()
5. The Deep Scan option helps in finding files that were deleted a long time ago. ()

B Choose the correct answer from the following options:

1. The first step in recovering a deleted file from the computer is:
 - A) Open the Recycle Bin and restore the file
 - B) Search on the internet
 - C) Install a file recovery program
 - D) Restart the computer
2. If the file is permanently deleted using (Shift + Delete), the best solution is:
 - A) Use data recovery programs
 - B) Search in the Recycle Bin
 - C) Rename the file
 - D) Copy other files to replace it
3. When installing the recovery program, it is recommended to install it on:
 - A) The Recycle Bin
 - B) A different or external drive
 - C) The mobile phone
 - D) The same drive from which the files were lost
4. The function of the (Deep Scan) option in recovery programs is:

A) Permanently delete files	B) Only speed up the search
C) Find old deleted files	D) Reduce file size
5. When restoring files, it is preferable to save them in:

A) the same drive they were lost from	B) the main system folder
C) a different drive	D) on the desktop

Lesson 2

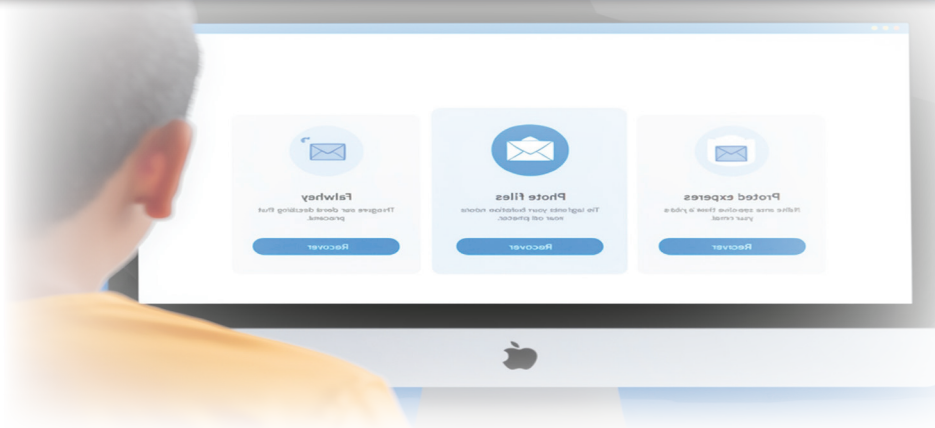


How to Collect and Organize Our Data

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Explain methods of collecting data from different sources.
2. Present data in tables and charts.
3. Evaluate the accuracy of the presented data.



Data is a collection of primary information that we use to understand a specific topic or to answer a question. For example, if we want to know which fruits our classmates like the most, we need to gather data from the students to understand their opinions.

1 Data collection methods:

We can collect data in various ways, such as asking questions, direct observation, or referring to books and websites. It is important to choose the appropriate method depending on the type of information we are looking for.



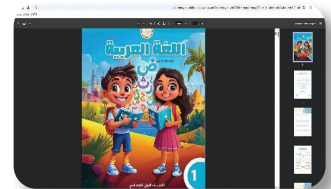
After collecting the data, we need to organize it in a clear way so that it is easier to understand. The best ways to present data are tables, which place the numbers or results in rows and columns, and graphs, which display the results in a visually appealing and easy-to-read format.

2 Microsoft Excel

Microsoft Excel is an excellent tool that helps us organize data quickly. We can enter numbers, design tables, and create graphs with just a few clicks. This program makes displaying information more accurate and appealing.

However, before presenting the data, **we must ensure its accuracy and reliability**. If the data is incorrect or taken from unreliable sources, the results will also be incorrect. Therefore, we should always review the sources and ensure that the information is current and correct.

In order to make the data presentation attractive and easy to understand, we use colors, titles, and labels that help the reader notice the differences between the various parts of the table or graph. This way, we learn how to transform information from just scattered numbers into organized and clear data that helps us understand and make the right decisions.



Practical Activity:

Dear student... Write the following data on the spreadsheet program (Excel), then present it using one of the graph types.

- **Number of students who want to visit the Grand Museum: 30 students**
- **Number of students who want to visit the Pyramids: 15 students**
- **Number of students who want to visit the Zoo: 5 students**

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. Data is the final ready results. ()
2. Data can be collected from more than one source. ()
3. Excel cannot be used to present information. ()
4. Organization helps in understanding the data. ()
5. We should verify the accuracy of data before presenting it. ()

B Choose the correct answer from the following options:

1. Data are:

- | | |
|--------------------|------------------|
| A) Random numbers | B) Final results |
| C) Raw information | D) Only images |

2. One of the tools for displaying data is/are:

- | | |
|--------------|----------------------|
| A) Cartoons | B) Drawing notebook |
| C) Pens only | D) Tables and graphs |

2. Among the programs used to display data is:

- | | | | |
|----------|-----------|-----------|----------------|
| A) Word. | B) Excel. | C) Paint. | D) PowerPoint. |
|----------|-----------|-----------|----------------|

3. We must make sure that the data are:

- | | |
|-------------------------|---------------------------|
| A) correct and accurate | B) from an unknown source |
| C) incomplete | D) old |

4. A good presentation makes information:

- | | |
|------------|-----------------------------|
| A) unclear | B) clear and understandable |
| C) boring | D) disorganized |



Lesson 3

How Do We Design a Presentation That Attracts Others?

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Recognize the importance of multimedia in presentations.
2. Use some tools such as WordArt and Movie Maker.
3. Design an attractive and clear presentation.



When we want to present an idea or a project to others, it is not enough to only write the information. We must present it in an attractive and clear way that helps the viewer understand and enjoy it at the same time.

Here comes the role of multimedia, such as pictures, colors, sounds, and video clips.



1 Data collection methods:

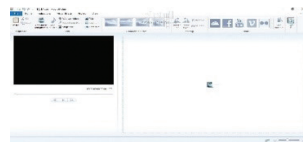
Multimedia makes the presentation more lively and interactive. When the viewer sees a picture that explains the idea, or hears a suitable sound, understanding becomes easier, and the presentation stays in their memory for a longer time.



Lesson 3

How Do We Design a Presentation That Attracts Others?

One of the excellent tools we use to prepare presentations is **PowerPoint**, where we can create slides that contain text, pictures, shapes, and animations. We can also use additional tools such as **WordArt** to add beautifully styled words, and **Movie Maker** to create short video clips that support the presentation.



2 Requirements for attractive presentations:

For a successful presentation, the slides should be short and clear, and each slide should contain only one idea. Using matching colors and a clear font makes the presentation comfortable for the eyes and helps with concentration.



It is also important to arrange the slides in a logical order. We start with the introduction, then present the information step by step, and finally end with the results or recommendations.



When adding sound or video, we should choose them carefully so that they support the idea and do not distract attention. A suitable sound or a soft melody can make the presentation more effective and beautiful.

In the end, the goal of any presentation is to be useful and enjoyable at the same time. It should deliver the idea clearly and make the audience excited to listen and participate.

Practical Activity:

Dear student... design a presentation about tourist places in Egypt (the Grand Egyptian Museum — the Pyramids), using some pictures from the internet.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. A good presentation does not need organization. ()
2. Pictures and videos can be used to attract attention. ()
3. Long slides are better in a presentation. ()
4. PowerPoint is one of the presentation programs. ()
5. Colors help with understanding. ()

B Choose the correct answer from the following options:

1. Which tool helps present information in an interesting and attractive way?
 A) Email B) Paint only C) Browser D) PowerPoint
2. To make the presentation attractive, we use:
 A) a lot of text B) pictures and colors
 C) long pages/slides D) very small fonts
3. The slides should be:
 A) full of numbers B) crowded with words
 C) short and clear D) without organization
4. Video in a presentation helps to:
 A) distract the student
 B) attract attention
 C) cancel the idea
 D) only make the presentation longer
5. A good presentation makes the idea:
 A) easy to understand B) unclear
 C) difficult D) boring



Lesson 4

How do I Create a Special Presentation Using PowerPoint?

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

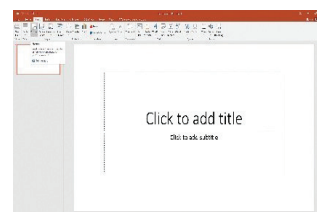
1. Prepare a simple presentation using PowerPoint.
2. Choose suitable colors and text for the presentation.
3. Evaluate the quality of the presentation.



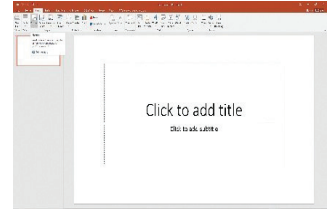
A presentation is an easy and enjoyable way to explain an idea or topic to others using the computer. It helps us organize our ideas and explain them with sound and pictures so that the audience can understand them easily and enjoy watching.

1 PowerPoint:

PowerPoint is one of the most famous programs used to create presentations. Through it, we can create slides in which we write information and add pictures, drawings, and sounds that make the presentation clearer and more attractive.



When designing a PowerPoint, we should choose matching colors that do not tire the eyes, and use a clear and large font so that everyone can read easily. We should also avoid filling the slide with too many words; instead, we write only the important points so that they are short and focused.



It is also nice to use pictures and multimedia to support our idea. A picture or a video can explain the idea faster than words and make the presentation more interesting.

2 Presentation order:

It is preferable to organize the presentation in a clear order:

- Introduction: we introduce our topic and explain the main idea.
- Main presentation: we present the important information or steps.
- **Conclusion:** we summarize what we have presented and give the final result or recommendation.

3 Presentation skills:

Before presenting in front of others, it is important to practice speaking with confidence. We can practice in front of our classmates or in front of a mirror to get used to the way we stand and our tone of voice. Self-confidence makes the presentation more effective and convincing.

Finally, we should not forget to review the PowerPoint before presenting it, to make sure it is free of language or technical mistakes, and that every slide is well organized. Reviewing the powerpoint shows our care and accuracy in our work.

With these steps, we can present a fun and clear presentation that expresses our ideas with confidence and professionalism.

Practical Activity:

Dear student...design a PowerPoint on one of the following topics (water conservation — population increase — confronting rumors), using the ideas you learned in this lesson.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. A presentation is only for playing. ()
2. The font in the slides should be clear. ()
3. There is no need to practice before the presentation. ()
4. Pictures help explain the idea. ()
5. It is important to review the presentation before presenting. ()

B Choose the correct answer from the following options:

1. Among presentation programs is:

- A) Notepad B) Paint C) PowerPoint D) Internet

2. An effective presentation depends on:

- A) randomness B) organization and confidence
C) excessive speed D) removing pictures

3. The best way to start a presentation is:

- A) showing pictures only B) jumping to the end
C) ignoring the title D) a simple introduction

4. We should review the presentation:

- A) before presenting B) only after the presentation
C) while speaking D) there is no need to do that

5. Multimedia helps in:

- A) confusing the student B) explaining the idea
C) deleting the text D) reducing concentration



Lesson 5

How Do I Design a Simple and Attractive Website?

Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Identify the components of a web page.
2. Explain the basics of HTML.
3. Create a simple web page to present a story or a project.



1 A web page:

A web page is what we see when we visit a website on the internet. It consists of text, pictures, and links that help the visitor read and move from one page to another easily. Every website on the internet contains many pages, and each page presents a specific idea or piece of content.



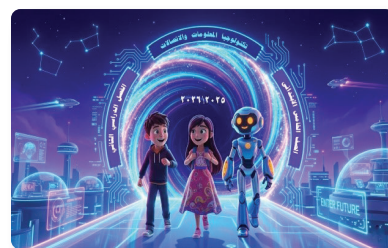
2 HTML language:

To design a web page, we use a special language called **HTML**. It is the basic language used to create websites. Through **HTML**, we can set titles, write text, add pictures, and insert links that take us to other pages.

When creating a web page, we should make it simple and easy to use so that the visitor does not feel confused. It is important to place a clear title at the top that shows the content of the page, and to use suitable images that support the idea we are presenting.



Colors play a major role in making the page beautiful and comfortable for the eyes, so it is better to use matching, non-disturbing colors. We should also make sure that all links work correctly, because a broken link annoys the visitor and makes them leave the site quickly.



We can create a simple page to present a story we wrote, a school project, or even an introduction about ourselves, using easy design tools that help us write and add pictures without difficulty.

Finally, after finishing the design of the page, it is important to review it and test it as if we were visitors, to see whether it is easy to use and attractive, and whether the content is organized and clear.

Good design does not only mean that the page looks beautiful. It also means that it is useful, easy to navigate, and makes the user want to return to it again.

Practical Activity:

Dear student... use the Internet to write some HTML markup code that you can use when creating a simple web page.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. A web page contains only text. ()
2. HTML is one of the languages for designing websites. ()
3. A good page is difficult to use. ()
4. Colors help with attractiveness. ()
5. Links must be checked before publishing. ()

B Choose the correct answer from the following options:

1. A web page consists of:

- | | |
|----------------------------|----------------|
| A) Text only | B) Images only |
| C) Text, images, and links | D) Video only |

2. One of the languages used for designing websites is:

- | | | | |
|---------|---------|----------|---------------|
| A) Word | B) HTML | C) Excel | D) PowerPoint |
|---------|---------|----------|---------------|

3. The page should be:

- | | |
|----------------------|---------------------------|
| A) Confusing | B) Full of advertisements |
| C) Crowded with text | D) Easy to use |

4. Matching colors make the page:

- | | | | |
|-----------------|--------------|---------|-----------------|
| A) Disorganized | B) Beautiful | C) Slow | D) Hard to read |
|-----------------|--------------|---------|-----------------|

5. Links should be:

- | | |
|-----------------------|------------------------|
| A) Active and correct | B) Numerous and random |
| C) Repeated | D) Unimportant |

Lesson 6

From an Idea to a Digital Project



Lesson Objectives:

By the end of the lesson, the student is expected to be able to:

1. Identify a simple digital project idea.
2. Develop a work plan for collecting digital resources.
3. Analyze the project's needs in terms of data and tools.



1 starting the idea:

When we want to implement a simple digital project, we always start with a clear idea. The idea is what we want to present — such as a small website about animals, a digital presentation about garden plants, or a short video explaining a school activity.

After we define the idea, we create a simple work plan that explains the steps for carrying out the project. In the plan, we write what needs to be done, who will do it, and when each step will be finished. This plan helps the team work in an organized way without confusion.

2 Collecting digital resources:

We also need to collect digital resources such as a computer or tablet, software (such as Word or PowerPoint), and images or audio files if needed, as well as an internet connection if we need to search or share. We must clearly determine the tools and materials we will use before we begin.



3 Project Needs' Analysis:

An important part of preparation is analyzing the project's needs: we decide what type of data we need (texts, images, numbers), and which tools will help us organize and present it. This analysis makes implementation easier and reduces surprises during work.

4 Assigning roles to the team:

Roles are distributed within the team — who will search for information, who will write the text, who will prepare the images, and who will present the project. Teamwork means that each person has a clear role and complements the others, which helps us complete the project faster and with a better quality.

5 Project Timeline:

It is also necessary to determine the time required for each task, such as one day for research, two days for design, and one day for review and testing. Organizing time helps us finish on schedule and teaches us commitment.

When we collect all the materials and begin implementation, we work step by step according to the plan, and we review the work along the way to make their feedback to improve it.

Organized teamwork makes the project not only successful, but also enjoyable, because everyone participates, benefits, and learns how to take responsibility for a part of the work.

Practical Activity:

Dear student... your computer teacher asked you to think of a digital project to protect your personal data (on the computer or on your social media account). What do you think of? Form a work team to carry out the required task. Then write, in steps, the idea of the project and the tasks assigned to each of your teammates.

Questions and Exercises

A Put a (✓) in front of the correct statement and an (X) in front of the incorrect statement.

1. A project can be carried out without defining an idea. ()
2. It is important to prepare a plan for the project. ()
3. There is no need to distribute tasks among the team. ()
4. The necessary tools must be identified before starting. ()
5. Cooperation helps the project succeed. ()

B Choose the correct answer from the following options:

1. The first step in the project is:

- | | |
|------------------------|----------------------------|
| A) Printing the report | B) Implementing the result |
| C) Defining the idea | D) Just saving the files |

2. one of the tools we may need to prepare a digital project is/ are:

- | | |
|----------------------------------|-----------------|
| A) The computer and the internet | B) A school bag |
| C) The Arabic language book | D) Football |

3. One of the characteristics of a successful team:

- | | |
|-----------------------------|---------------------------------|
| A) Selfishness and disorder | B) Cooperation and organization |
| C) Ignoring tasks | D) Lack of planning |

4. A good plan explains:

- | | |
|---------------------------|-----------------------------|
| A) The type of paper used | B) Only the number of pages |
| C) tasks and the time | D) Nothing specific |

5. After collecting the information, we start with:

- A) Restarting the idea from the beginning
- B) Deleting the data
- C) Finishing the work immediately
- D) Implementing the project

Translation Team
**General Administration for Curriculum
Planning and Development**

Dr. Amira Fawzy Ahmed

Head of the English Language Department

Ms. Sahar Saleh Abd El Hameed

English Language Curriculum Expert

Dr. Ghada El Sayed Mohammed

English Language Curriculum Expert

Ms. Mervat Isreal Mahmoud

English Language Senior Teacher

Translation Team