

ICT/ ENTREP- 6 Worksheet No. 4

Name: _____
Section: _____

Date: _____
Score: _____

Participating in Audio and Video Conferences

A. Direction:

Arrange the following steps on how to start a video meeting from Google Meet.
Number the steps from 1-5. Write the numbers on the lines before each step.

- _____ Click Join or Start a meeting.
- _____ Click Join now.
- _____ Add someone to a meeting by Copy joining info, Add People and Send invite.
- _____ In a web browser, enter <https://meet.google.com>.
- _____ Create a nickname for your meeting and enter the nickname. Click Continue.

B. Direction:

Arrange the following steps on how to connect through Skype.
Number the steps from 1-6. Write the numbers on the lines before each step.

- _____ Select and invite an online contact from your contact list.
- _____ Select and click "Video Call" to start a video call.
- _____ Open your data or internet connections.
- _____ Start Skype and Sign- in using your Skype account
- _____ Select "Status" to Online Mode.
- _____ Download the software. Click "Get Skype for Windows"

C. Direction:

What are the requirements for using audio and video conferencing?

Rearrange the letters and write it on the space provided in each number.

1. HONEPORMIC _____
 2. SETDAEH _____
 3. SERWORB _____
 4. PUCOMRET _____
 5. BWE MAECRA _____
 6. TAPPOL _____
 7. SPAEERK _____
 8. PHNEOTRAMS _____
 9. BATTLE _____
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