

## ICT/ ENTREP- 6 Worksheet No. 4

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Section: \_\_\_\_\_ 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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