ICT 5 – Review Worksheet

Read this first before answering the worksheet

Careers in ICT

1. **Software Developer/Engineer**
   - *What They Do*: Create and fix computer programs and apps.
   - *Skills Needed*: Coding, problem-solving, software development process.

2. **IT Project Manager**
   - *What They Do*: Plan and ensure computer projects are done on time and within budget.
   - *Skills Needed*: Project management, communication, leadership.

3. **Cybersecurity Specialist**
   - *What They Do*: Protect computers and networks from cyber threats.
   - *Skills Needed*: Cybersecurity knowledge, use of security tools, network safety.

4. **Data Scientist/Analyst**
   - *What They Do*: Analyze large sets of data to find useful information.
   - *Skills Needed*: Statistics, data handling, programming, making charts/graphs.

5. **Network & Systems Administrator**
   - *What They Do*: Manage company computers, servers, and networks.
   - *Skills Needed*: Networking, server management, system security, troubleshooting.

6. **Web Developer**
   - *What They Do*: Design and maintain websites (both front-end and back-end).
   - *Skills Needed*: HTML, CSS, JavaScript, web frameworks, web design.

7. **Mobile App Developer**
   - *What They Do*: Create apps for smartphones and tablets.
   - *Skills Needed*: Mobile programming, app design, user-friendly interface design.

8. **Cloud Solutions Architect**
   - *What They Do*: Design and manage cloud-based services.
   - *Skills Needed*: Cloud platforms, cloud system design, cloud security.

9. **Database Administrator**
   - *What They Do*: Manage and secure databases.
   - *Skills Needed*: SQL, database systems, database performance.

10. **DevOps Engineer**
    - *What They Do*: Improve software development and operations efficiency.
    - *Skills Needed*: Automation, scripting, container tools, infrastructure management.

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Email Etiquette

- **Importance**: Professionalism, Clarity, Efficiency.
- **Key Rules**:
    1. Use a clear subject line.
    2. Start with a polite greeting.
    3. Be concise but complete.
    4. Include a professional sign-off.
    5. Avoid slang, all caps, and excessive punctuation.
    6. Consider a respectful tone.
    7. Proofread emails.
    8. Reply promptly.
    9. Use "Reply All" sparingly.
    10. Double-check recipients.

Email Writing & Threads

- **Structure of a Professional/Academic Email**:
    1. Subject line
    2. Greeting
    3. Opening line (purpose)
    4. Body (details)
    5. Closing line (next steps)
    6. Sign-off (e.g., Best regards, Sincerely)
    7. Signature (contact details for professional emails)

- **Email Thread**: A sequence of related messages on the same topic.

- **Managing Threads**:
    1. Track the original email.
    2. Keep replies grouped in one thread.
    3. Use conversation view.
    4. Use search tools.
    5. Reply clearly and efficiently.

QR Codes

A QR code (Quick Response code) is a type of matrix barcode that consists of black squares arranged in a square grid on a white background. It can store various types of data, including URLs, text, and other information. QR codes are read using a QR code reader or a smartphone camera with the appropriate app. They are widely used for quick access to websites, product information, and other digital content.

Uses of QR Codes include Marketing, Payments, Event Management, Retail, Travel, Healthcare, Education, Personal Use, Emergency Services, and Product Authentication.

Steps in Generating QR Codes on QRCode Monkey:

1. Set QR Content – Choose type of content (URL, Text, Email) and enter details.

2. Customize Design – Change colors, shapes, and add logos.

3. Generate QR Code – Adjust resolution and preview.

4. Download Image – Save as .png, .svg, .pdf, or .eps.

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Grade 5 ICT Reviewer – Quiz 2

Study Notes 5, 6, 7, and 8

Study Note 5: Careers in ICT

Learning Competency: Identify the different careers in ICT.

Multiple Choice Questions (10 items)

1. Which ICT career is responsible for creating and fixing computer programs and apps?
A. Cybersecurity Specialist
B. Software Developer/Engineer
C. Database Administrator
D. IT Project Manager

2. An IT Project Manager mainly works on:
A. Fixing broken laptops
B. Designing mobile games
C. Making sure ICT projects are finished on time and within budget
D. Creating websites

3. Who protects computers and networks from hackers and viruses?
A. Cybersecurity Specialist
B. Cloud Solutions Architect
C. Web Developer
D. Data Analyst

4. A Data Scientist's job is to:
A. Write email messages
B. Look at big sets of data and help businesses make decisions
C. Install computer games
D. Build mobile phones

5. Which career takes care of computers, servers, and networks to keep them running smoothly?
A. DevOps Engineer
B. Database Administrator
C. Network and Systems Administrator
D. IT Project Manager

6. Which ICT professional designs and builds websites?
A. Web Developer
B. Data Analyst
C. Cloud Architect
D. Cybersecurity Specialist

7. Who creates applications for smartphones and tablets?
A. Mobile App Developer
B. Software Engineer
C. Network Administrator
D. Database Manager

8. Which ICT role designs and manages services that run on the internet (cloud)?
A. Cloud Solutions Architect
B. Cybersecurity Specialist
C. DevOps Engineer
D. Data Scientist

9. Which ICT professional manages databases and ensures they are secure and fast?
A. Database Administrator
B. Mobile App Developer
C. Web Developer
D. IT Project Manager

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10. Who automates processes and improves collaboration between developers and operations teams?

A. DevOps Engineer

B. Software Developer

C. Cloud Architect

D. Data Analyst

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Study Note 6: QR Codes

Learning Competency: Generate QR codes.

Multiple Choice Questions (5 items)

1. What does "QR" in QR code stand for?
A. Quick Record
B. Quick Response
C. Quick Register
D. Quick Report

2. Which of the following is NOT a use of QR codes?
A. Making payments
B. Product authentication
C. Reading a printed book
D. Event check-ins

3. Airlines often use QR codes for:
A. Shopping discounts
B. Boarding passes
C. Product authentication
D. Business cards

4. Which step comes LAST when generating a QR code using QRCode Monkey?
A. Set QR content
B. Customize design
C. Generate QR code
D. Download image

5. Why are QR codes popular in education?
A. They are used to store video games
B. They link to resources, videos, and information
C. They replace textbooks
D. They are only for teachers

Part 2: Applying Activity (5 items)

1. Imagine your school has a Science Fair. Create a QR code idea that links to the event schedule. Describe what information it will show.

2. You are making a poster for a charity event. How can you use a QR code to help people join or donate?

3. In a grocery store, QR codes are placed on food packaging. What information would you want to see when scanning it?

4. Your teacher asks you to create a QR code for an educational video. Which step comes last when making the QR code?

5. Think of a personal use for a QR code (example: sharing your favorite book list or a family photo album). Write your idea here.

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Study Note 7: Email Etiquette

Learning Competency: Adhere to email etiquette in an academic and professional setting.

Multiple Choice Questions (10 items)

1. What does email etiquette mean?
A. Writing emails with emojis
B. Using rules to write clear, respectful emails
C. Sending short messages without greetings
D. Replying only when you feel like it

2. Why is clarity important in emails?
A. To make emails long
B. To confuse the reader
C. To make the message easy to understand
D. To show off vocabulary

3. Which is the BEST subject line?
A. "Help"
B. "Important!!!"
C. "Question about Science Homework – Page 45"
D. "Hello"

4. Which greeting is appropriate in a formal email?
A. Hey dude
B. Wassup
C. Dear Ms. Reyes,
D. Yo, teacher

5. What should you avoid in a professional email?
A. A polite closing
B. Correct spelling
C. Excessive punctuation and slang
D. A clear subject line

6. Which of the following is a good sign-off?
A. From me
B. Bye-bye
C. Best regards, Juan Dela Cruz
D. Cya

7. Why should you proofread your email?
A. To correct grammar and spelling
B. To make it longer
C. To avoid replying
D. To add emojis

8. When should you use "Reply All"?
A. Always
B. When everyone in the thread needs the response
C. To annoy others
D. To send jokes

9. What shows professionalism in an email?
A. Polite tone
B. Using ALL CAPS
C. Adding random emojis
D. Slang expressions

10. If you receive an email but need more time to answer, what should you do?
A. Ignore it
B. Reply promptly to acknowledge receipt
C. Delete it
D. Wait one week

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Study Note 8: Email & Email Threads

Learning Competency: Compose clear and concise messages applying email etiquette in professional and academic settings; Manage email threads.

Multiple Choice Questions (10 items)

1. What is the main purpose of email?
A. Playing games
B. Sending digital messages
C. Watching movies
D. Posting pictures

2. Which is the best subject line?
A. "Need Help with Math Homework"
B. "Please!!!"
C. "Hi"
D. "Work"

3. Which is NOT part of an email structure?
A. Greeting
B. Body
C. Sign-off
D. Hashtags

4. Which greeting is appropriate?
A. Dear Sir/Ma'am
B. Yo bro
C. Wassup
D. Sup

5. What is an email thread?
A. A sewing material
B. A chain of related emails
C. A group chat in social media
D. A list of contacts

6. Why is managing email threads important?
A. To waste time
B. To keep conversations organized
C. To ignore emails
D. To avoid responsibilities

7. Which tool helps you find a lost email quickly?
A. Search bar
B. Calculator
C. Ruler
D. Music player

8. What should you do when replying to an email thread?
A. Change the topic randomly
B. Stay on topic
C. Send unrelated jokes
D. Delete the original email

9. Which is the BEST closing line?
A. Thanks, looking forward to your reply
B. Bye
C. Later
D. Ok

10. Why is it important to have a clear structure in emails?
A. To make the reader confused
B. To ensure the message is easily understood
C. To use fancy words
D. To make it very long

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