Worksheet 1A
Ethics Activity
Answers may vary from those given here, but students should back up their answers with explanations that clearly indicate their understanding of what is ethical and what is unethical behavior.
1. No, though some students may think it is okay in an emergency.
2. No, cheating could have severe consequences, such as school penalties, as well as the student not learning important concepts.
3. Sometimes, if students are working on a team assignment or a student misses a class.
4. Yes, if a user pays for the item, if they have permission to download it for free, or if it is a sample.
5. No, unless the person gives permission to read the message, or it is part of a forwarded message.

Worksheet 1B
Is It Input or Output?
1. Input 9. Both
2. Input 10. Output
3. Output 11. Output
4. Input 12. Input
5. Output 13. Output
7. Input 15. Both
8. Output

Worksheet 1C
Keyboard Keys
1. f 8. e
2. d 9. b
3. a 10. c
4. i 11. n
5. l 12. m
6. h 13. k
7. j 14. g

Worksheet 2A
Identify Hardware Basics
1. g 6. f
2. j 7. a
3. i 8. d
4. h 9. c
5. e 10. b

Worksheet 2B
Windows Explorer
1. b 6. b
2. c 7. a
3. d 8. d
4. b 9. a
5. d 10. b

Worksheet 2C
Understand Keywords
1. scanner, install
2. table, shading
3. connect, network
4. files, organize

Worksheet 3A
URLs: Name That Country
1. .cl Chile
2. .ca Canada
3. .au Australia
4. .eg Egypt
5. .de Germany
6. .mx Mexico
7. .is Iceland
8. .no Norway
9. .ru Russia
10. .il Israel
11. .se Sweden
12. .tw Taiwan
13. .uk United Kingdom
14. .iq Iraq
15. .zw Zimbabwe

Worksheet 3B
Evaluate a Web Site
Student answers will vary. Table should include five Web sites, each with a URL, description, and copyright date. Verify answers directly online. If you prefer, assign a topic for students to research. Make sure it is one that brings up useful results from a search engine.
Worksheet 3C
Internet Concepts
1. Uniform Resource Locator (URL)  8. spam  
2. internet protocol  9. search engines  
3. Internet Service Provider (ISP)  10. drill down  
4. modems  11. keyword  
5. Web browser  12. site map  
6. Boolean search  13. results  
7. Favorites  14. HTML-only  
15. link

Worksheet 4A
Public Domain vs. Copyright
Answers may vary slightly.
1. Public domain refers to material which people can freely use without asking permission.
2. Copyright is a type of legal protection for works that are created or owned by a person or a company.
3. A work that is copyrighted is owned by a person or company and cannot be used without permission. Permission is not needed to use works in the public domain.
4. Public Domain
5. Copyright
6. Copyright
7. Public Domain
8. Public Domain
9. Public Domain
10. Copyright
11. Copyright
12. Public Domain
13. Public Domain
14. Copyright

Worksheet 4B
Edit a Business Letter
Student answers will vary. Examples of mistakes include:
Address
◆ Company name should be capitalized in address line
Salutation
◆ Salutation should be capitalized
◆ Salutation should end with a colon
Body
◆ Typo “picture” in first paragraph should be “picture”
◆ Typo “two” in first paragraph should be “too”
◆ Period needed at end of first paragraph
◆ First paragraph does not properly introduce the writer
◆ “thanks” should be capitalized in third paragraph
◆ Third paragraph should be two separate sentences
◆ Typo “you’re” in third paragraph should be “your”
◆ Typo “guitars” should be “guitars”
◆ Typo/Syntax “real” should either be “really” or cut altogether
◆ Typo “really” in fourth paragraph should be “really”
◆ Repeated word “really” in fourth paragraph
◆ Typo “federalexpress” in fourth paragraph should be “Federal Express”
Closing
◆ No phrase like “Sincerely”
◆ School name should be capitalized
Overall
◆ Margins do not appear correct/proportional
◆ Overall language is informal and abrupt

Worksheet 4C
Microsoft Word Toolbars
1. New Document  7. Format Painter
2. Open  8. Zoom
4. Print  10. Font Size
5. Print Preview  11. Alignment

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Worksheet 4D
Ethics Concepts
1. f  6. o
2. i  7. p
3. k  8. e
4. j  9. g
5. l  10. c

Worksheet 4E
CrossWORD
1. C E L L  2. R
5. W O R D A R T
6. C T A
7. O R I E N T A T I O N
8. L X A
9. T O O L B A R
10. M L O
11. C I T E M
12. T H E S A U R U S

Worksheet 5A
Computer Comparison
Student answers will vary. Verify students have filled out information for two separate computer systems from online sources. On the reverse side of the paper, students should write a paragraph about which computer system they would choose and why. Content should include thoughts on cost, performance, and student's computer needs.

Worksheet 5B
Spreadsheet Elements
1. 8
2. 3
3. Caramels
4. C, D
5. 4
6. Treats, Calendar, Profits
7. Bake Sale Workbook
8. Arial 10
9. 1, 10
10. A3

Worksheet 5C
Formula Concepts
1. a
2. d
3. b
4. a
5. c
6. b
7. c
8. c
9. c
10. b

Worksheet 5D
Birthday Sort
Student results will vary. Students should interview five classmates or family members for the following information: birth month, birth day, number of brothers and sisters. Students should then create an Excel spreadsheet and enter the information, including five (5) columns for a Last Name, First Name, birthday month, birth day, number of brothers and sisters. Students should demonstrate their knowledge by sorting the information by birth month, birth day, number of brothers and sisters. Students should ask permission before printing the completed worksheet and any examples of sorts that you choose.
Worksheet 6A
Online Yellow Pages
1–9. Student answers will vary. Verify student responses by selecting one or two from each page and going online to check for accuracy.
10. “I Love COMPUTERS”

Worksheet 6B
What Is a Database?
Student answers will vary but should incorporate the following ideas:
1. A database is a software program that is used to organize data or information so that it can be quickly found and displayed.
2. Most cell phones include a type of database that stores names, phone numbers, addresses.
3. The building blocks of databases are tables. A table is composed of rows and columns.
4. The data type is the kind of information displayed in a field. The four most common data types are text, number, date, currency.
5. A record is all of the information about one person or event, stored in an individual row. A field is each category of information contained in a record.
6. A primary key is a unique number created when a new record is added to a database.
7. A relational database is used to compare data between different tables.
8. Many companies uses databases to collect employee and payroll information, track customer orders, or keep client records.
9. An automated report card database probably contains some of the following fields: name, grade, class, teacher, address, phone number.
10. A database and spreadsheet are similar, but it would be better to use a database when dealing with a large amount of data, like in a large corporation.

Worksheet 6C
Organize Data
1. Quantity Ordered
2. Ascending
3. Last name
4. 1
5. 5
6. Ascending by date would show whether sales are going up or down.
7. 3
8. Dustin Sites, Chris Fordham

Worksheet 6D
Personal Favorites Database Table
Student results will vary. Students should interview four classmates for the following information: last name, favorite color, favorite movie, favorite animal, and favorite food. They should then create an Access table and enter the information, including five columns for a Last Name, Favorite Color, Favorite Movie, Favorite Animal, and Favorite Food. Students should sort the information by various criteria and create a report. With your permission, students can print their reports and any examples of sorts that you choose.

Worksheet 7A
Job Requirements
1. f
2. b
3. h
4. d
5. a
6. i
7. g
8. e
9. c
10. j

Worksheet 7B
Internet Resources
Student answers will vary. Students should find five (5) sites to access free, downloadable clip art or sounds to use in a presentation. Go online to verify one or two entries for the Web site address, whether it is a personal or company site, and usage policy. Students can also print the Terms of Use page with your permission.
Worksheet 7C
Presentation Trivia
1. b 6. a
2. b 7. d
3. d 8. b
4. c 9. d
5. d 10. c

Worksheet 7D
Presentation Preparation
Student answers will vary, but should be similar to the following:
1. The material should not be over the heads of a younger or less-informed audience, or too simple for an older audience who might get bored.
2. If the audience is less-informed or more-informed than expected, the audience could lose interest because they do not understand the information or because it is too simple.
3. Presenters should practice the presentation and find any weaknesses so they do not get caught off guard in front of an audience. Mispronouncing words or being unable to explain a topic can make the presenter look foolish and unprepared.
4. Practicing the presentation will allow the presenter to be confident, which will make the presentation more effective. It allows the presenter to fix any mistakes, predict questions, or fix holes in the slides.
5. Is the presentation during or close to a usual meal time? Sometimes food, snacks, or beverages will keep an audience satisfied and less distracted.
6. Sometimes it takes practicing a presentation out loud to be sure it will fill up, but not go over, the time allotted for the presentation.
7. Appropriate, pressed clothing give off a professional appearance. A sloppy, uncombed, or unclean presenter will be distracting. Attitude, body language, and confidence can help the speaker look more informed and knowledgeable.

Worksheet 8A
Emerging Technologies
1. b 6. n
2. k 7. l
3. d 8. i
4. o 9. a
5. f 10. g

Worksheet 8B
Match the Application
1. word processing software
2. spreadsheet software
3. Web browser software
4. word processing software
5. database software
6. presentation software
7. spreadsheet software
8. word processing software
9. presentation software
10. Web browser software
11. database software
12. word processing software
13. presentation software
14. Web browser software
15. spreadsheet software
16. Web browser software
17. spreadsheet software
18. database software
19. presentation software
20. word processing software

Worksheet 8C
Identify Software
1. a 9. c
2. d 10. b
3. b 11. a
4. d 12. a
5. g 13. g
6. f 14. a
7. h 15. e
8. c

Worksheet 8D
Mail Merge
1. a
2. b
3. d
4. d
5. c