MODUL
ASAS PENGENALAN KEPADA
APLIKASI KOMPUTER

EDITOR

HAPINI AWANG
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Terbitan Koperasi Pakar Digital (CodeX) Kedah Berhad
Pusat Pengajian Pengkomputeran UUM 06010 UUM Sintok, Kedah Darulaman

Karya ini tertakluk kepada hak cipta. Semua hak adalah terpelihara. Sama ada keseluruhan atau sebahagian daripada bahan itu tidak berkaitan, khususnya hak menterjemah, mencetak semula, penggunaan semula ilustrasi, bacaan, penyiaran, pengeluaran semula pada kertas, elektronik atau apa-apa cara lain, dan penyimpanan dalam bank data tanpa kebenaran bertulis terlebih dahulu daripada Penerbit, atau kebenaran melalui pembayaran yuran yang sesuai seperti yang dikenakan oleh Penerbit. Penjagaan yang sewajarnya telah diambil untuk memastikan bahawa maklumat yang diberikan dalam prosiding ini adalah betul. Walau bagaimanapun, penerbit tidak bertanggungjawab ke atas sebarang kerosakan akibat daripada sebarang peninggalan yang tidak disengajakan atau ketidaktepatan kandungan dalam prosiding.

Pengkatalogan perpustakaan - data penerbitan
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MODUL ASAS PENGENALAN KEPADA APLIKASI KOMPUTER

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ISI KANDUNGAN

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PRAKATA

Mari jelajahi dunia ICT yang menarik bersama Institute for Advanced and Smart Digital Opportunities (IASDO) dan Pusat Pengajian Pengkomputeran UUM! Dapatkan modul yang menyeronokkan dan informatif yang akan membantu anda memahami teknologi masa depan dengan lebih mudah. Dengarkan konsep yang mudah difahami, lihat visual yang menarik, dan pelajari contoh-contoh dunia nyata yang memperlihatkan kemungkinan tanpa had dalam ICT. Jangan lepaskan peluang untuk mengenali teknologi masa depan!

Introduction to ICT

Information Communication Technology

PRESENTER: IDAH PINDAI ZENGENI

What is ICT ?

ICT stands for Information and Communication Technology

By definition, it stands for a diverse set of technological tools and resources used to transmit, store, create, share or exchange information.

Technological tools and resources include:

Computers

Internet

Television

Cellphone

Others items such as Satellites , websites, applications and etc

Information - Data that is organized, meaningful and useful.

Communication - Process of sharing data, programs and information .

Computers

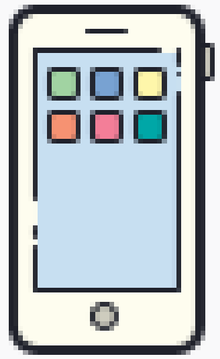
Computers are an important component in ICT.

Definition: electronic device that can input, output, store and process information, otherwise known as 'data'

Types of computers

Desktop

laptop



Smartphones

Tablet computers

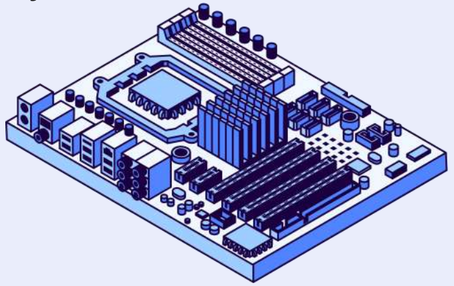
Wearable

Smart Tvs

Components of ICT

Hardware

Physical components that make a computer system.



Software

Programs that control computer system.

User

The people who use Ict tools.

Data

Raw facts and figures

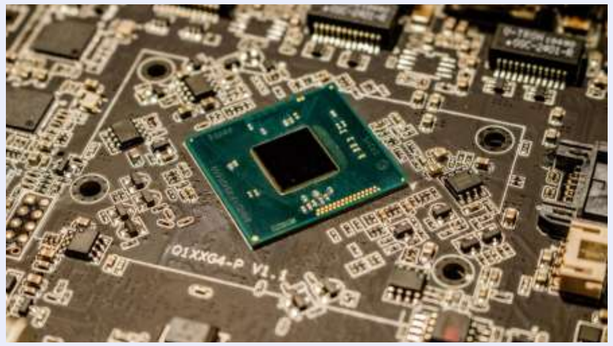
Network

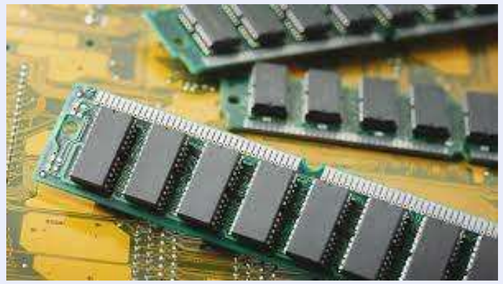
Enables devices to communicate and share information

Hardware

Categories of hardware

- Internal





2. External

Software

Categories of Software

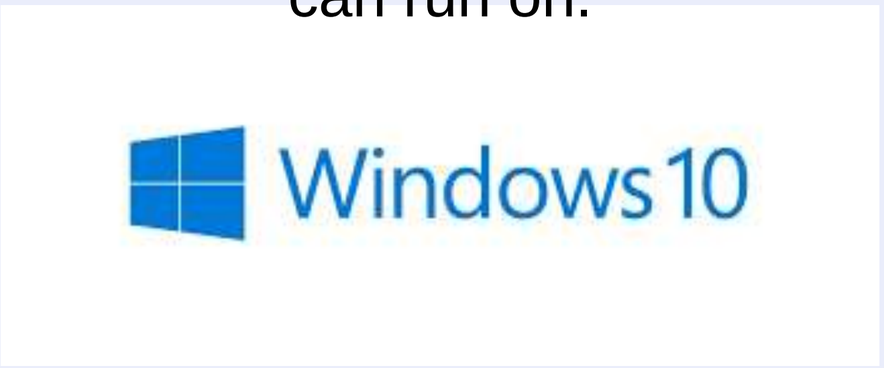
- Applications software - Provide services that users can use to do a task

word

powerpoint

Games

2. System Software - Provides a platform on which all other software can run on.



Windows Operating system software

Applications of ICT

- Communication - Email, whatsapp
- Education - Virtual classroom
- Healthcare - Computer to monitor patients
- Entertainment - Streaming video like Youtube

Emerging technologies in ICT

Artificial Intelligence(AI)

AI: is usually a machine or application that carries tasks that require intelligence.

ChatGPT

Extended Reality

Refers to combination of real and virtual environment.e.g Virtual Reality

2023 March 2

Word and Excel

What is Microsoft Word and its uses?

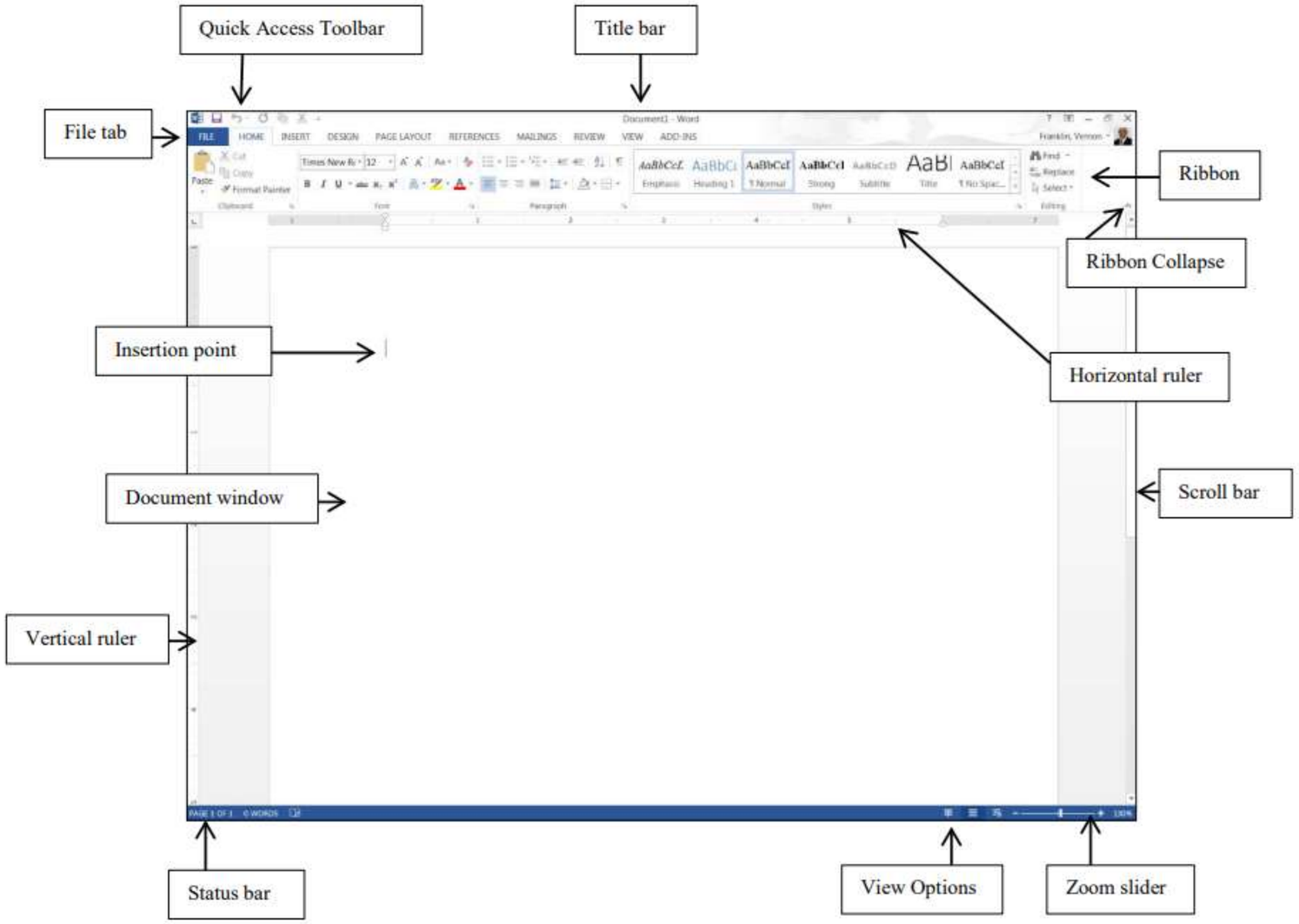
Microsoft word is a word processor software. I t is used to create professional quality documents,letters, reports and etc.

What is Excel and its uses?

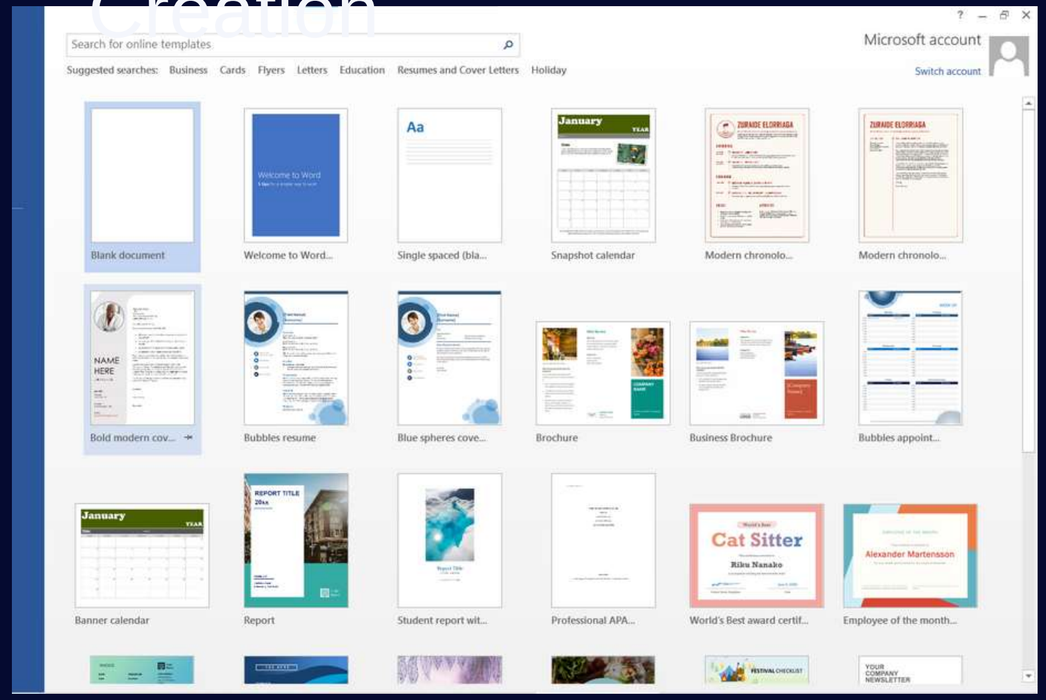
Excel is a spreadsheet program which enables:

- users to format
- organize
- calculate date

Word Interface

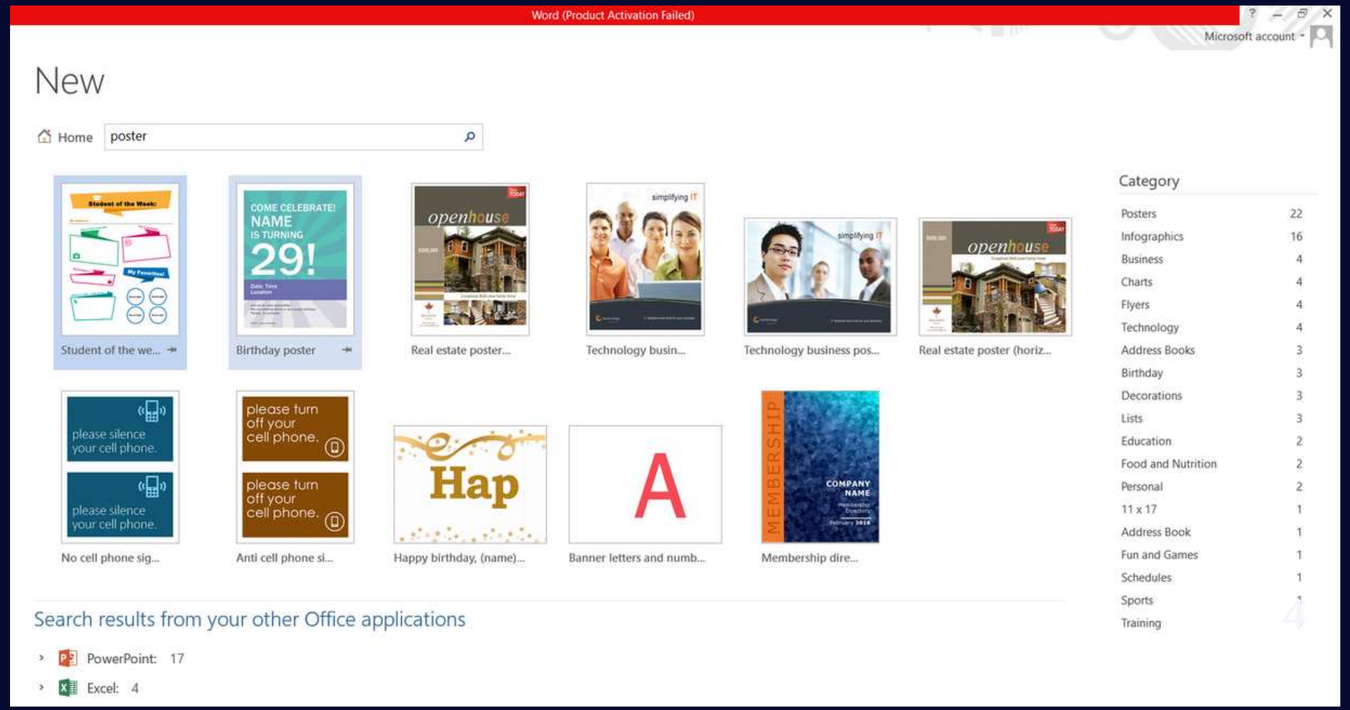


Document Creation

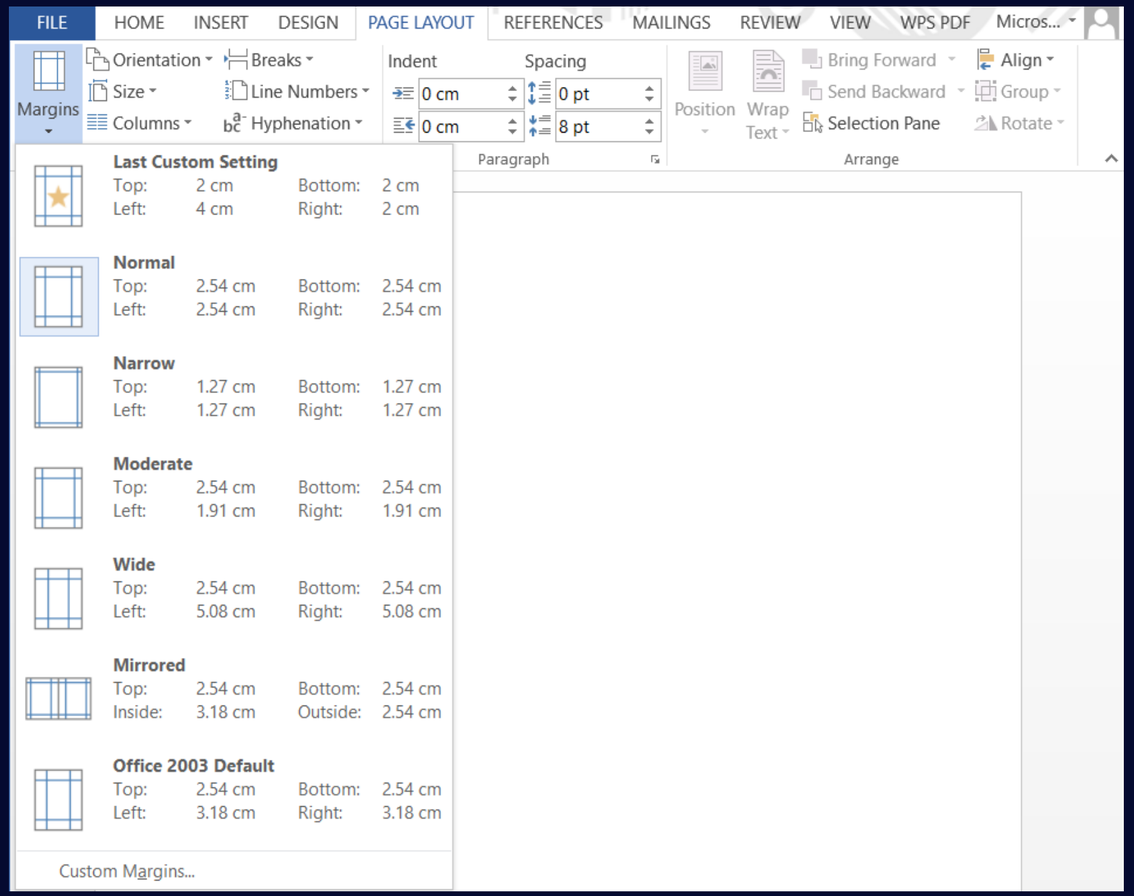


We can create a blank document that we can customize to our liking

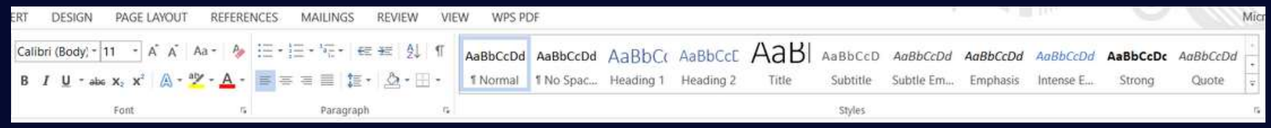
Or to save time we can search and choose a template to our liking



Document Formatting



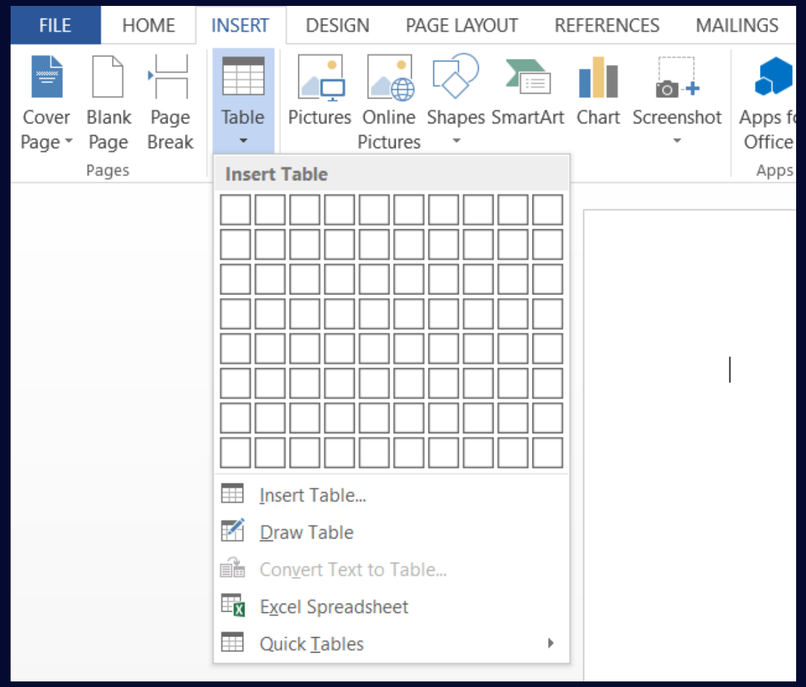
Page layout - make adjustments to the pages.



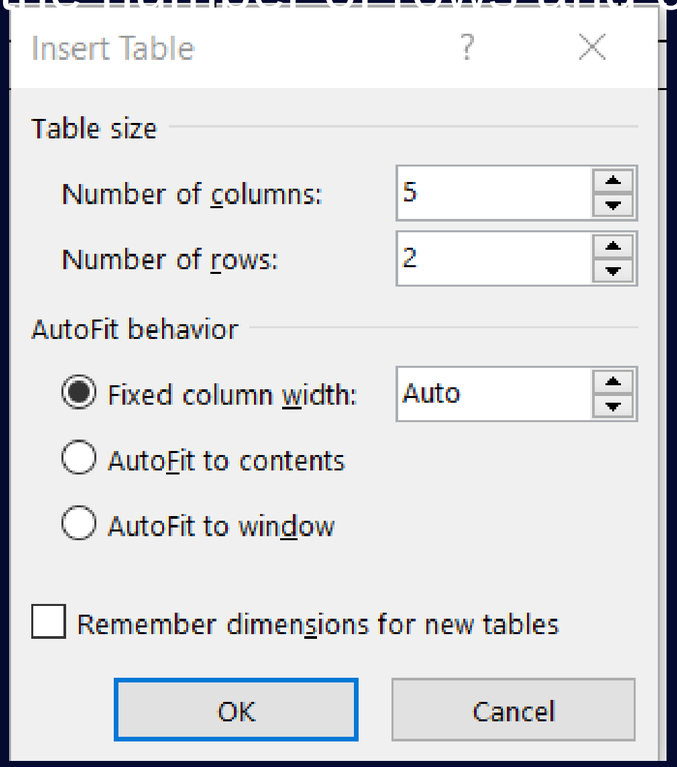
Text Formatting

- Change font.
- Change the font size.
- Change Font colour.
- Bold, Italics and Underline.
- Alignment.
- Line spacing.

Adding Tables



1. Go to the Insert tab
2. Select Insert table
3. Decide the number of rows and columns.

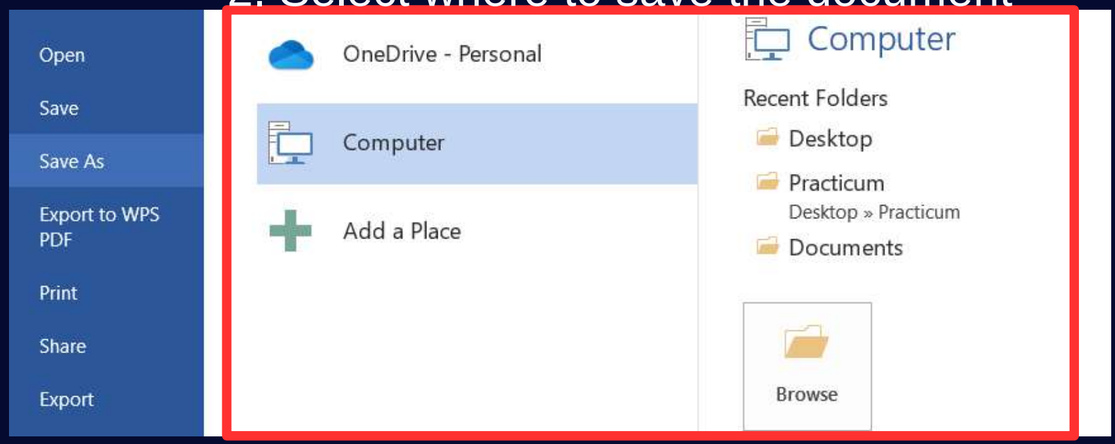


4. Decide on the rows and columns, table behaviour and select

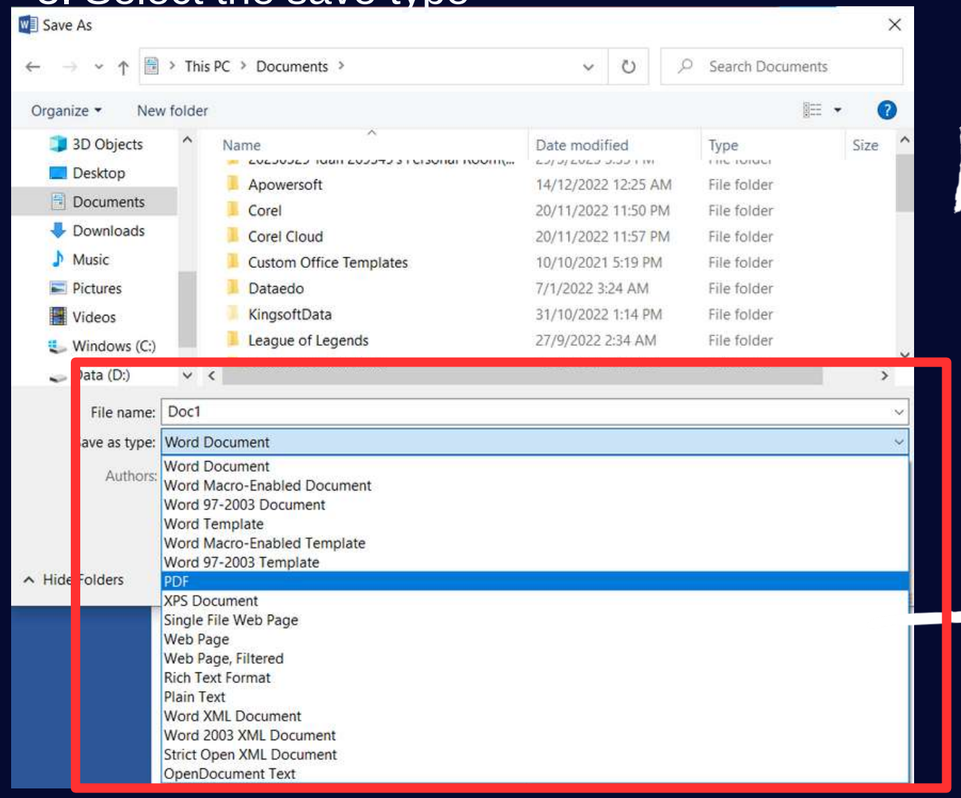
Save a new document

- Click the Save button

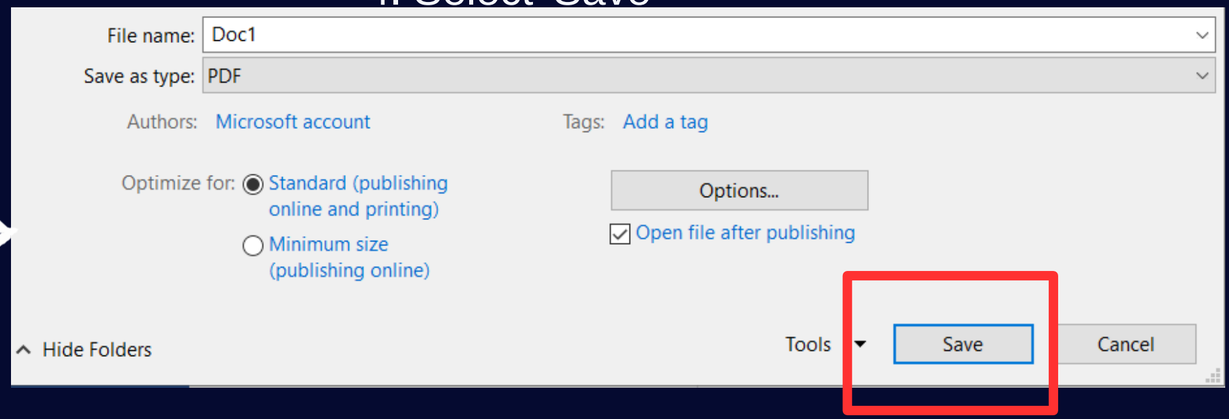
2. Select where to save the document



3. Select the save type

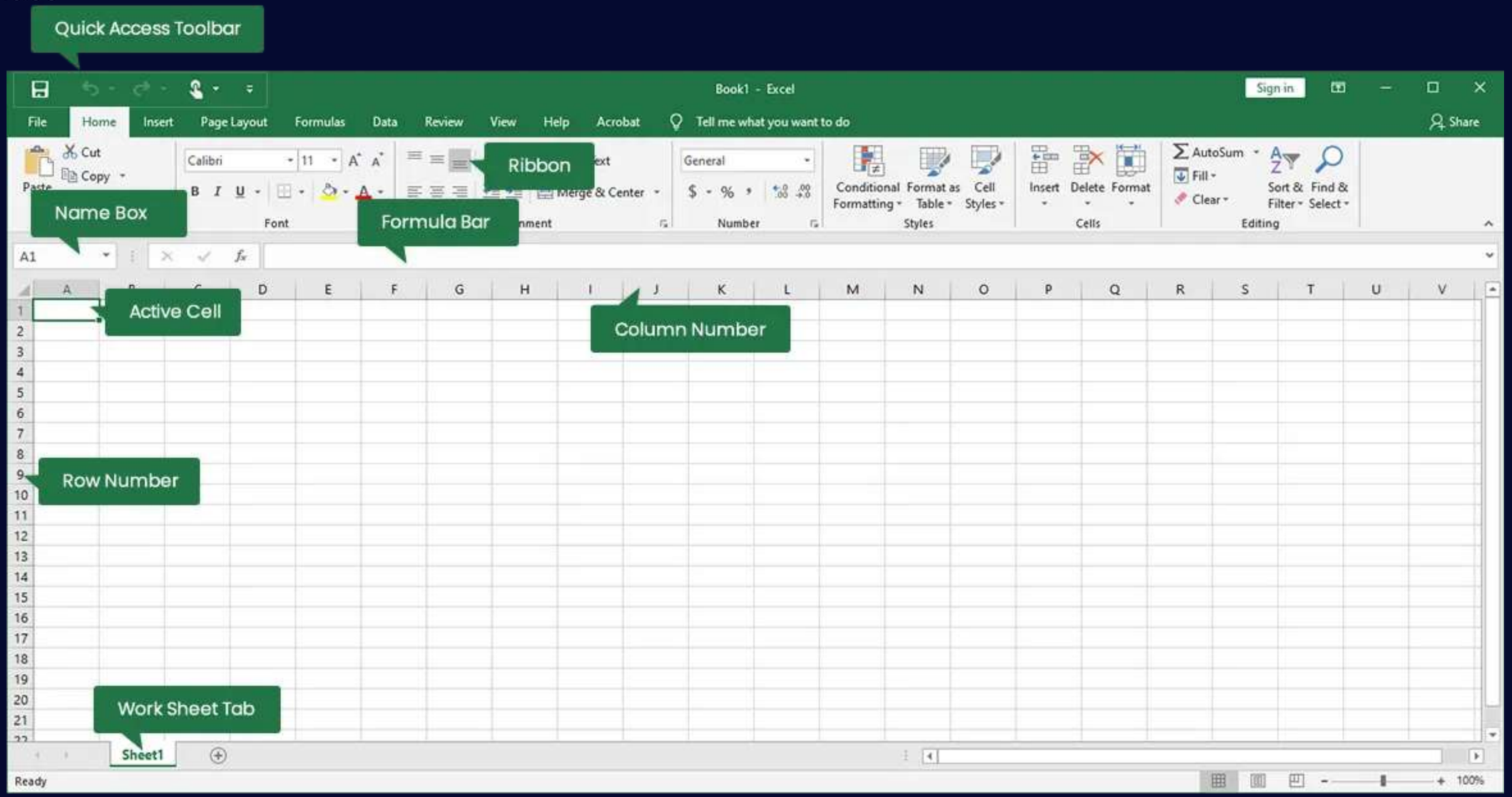


4. Select 'Save'



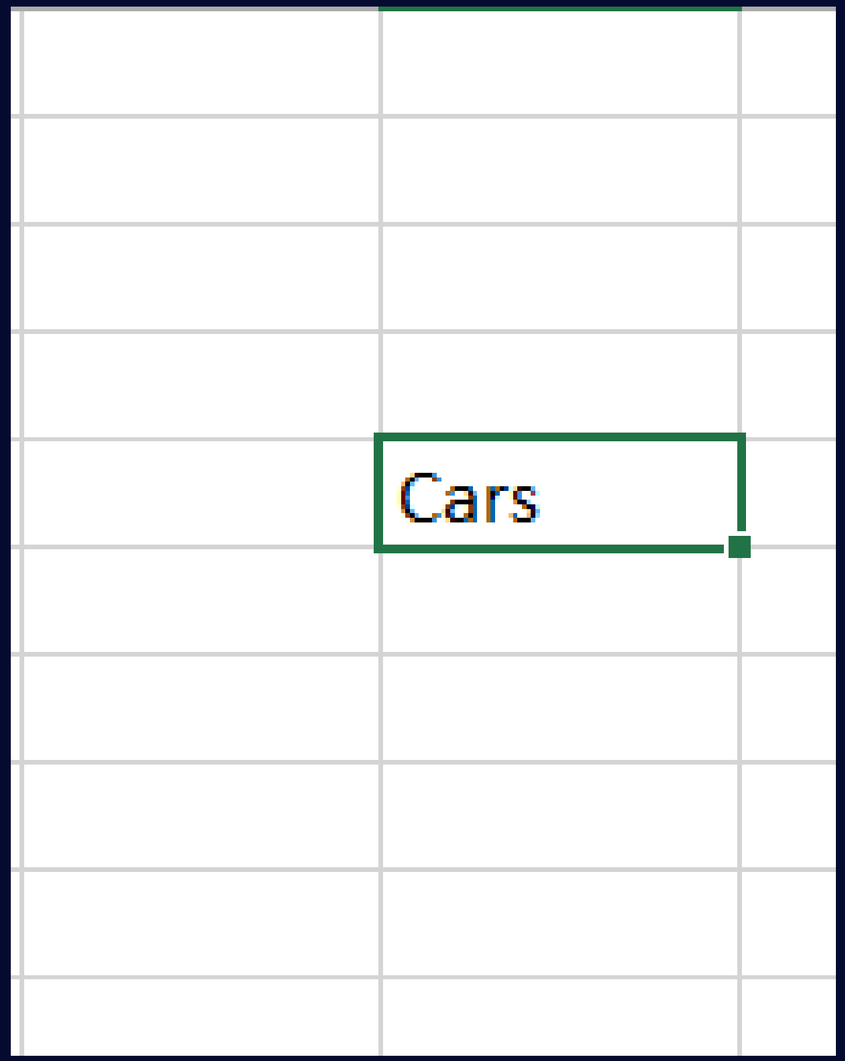
Microsoft Excel

Interface



Entry

Select a cell in the worksheet and enter the information



Calculations using AutoSum - Quick calculations

1. Select the range you want to calculate with.

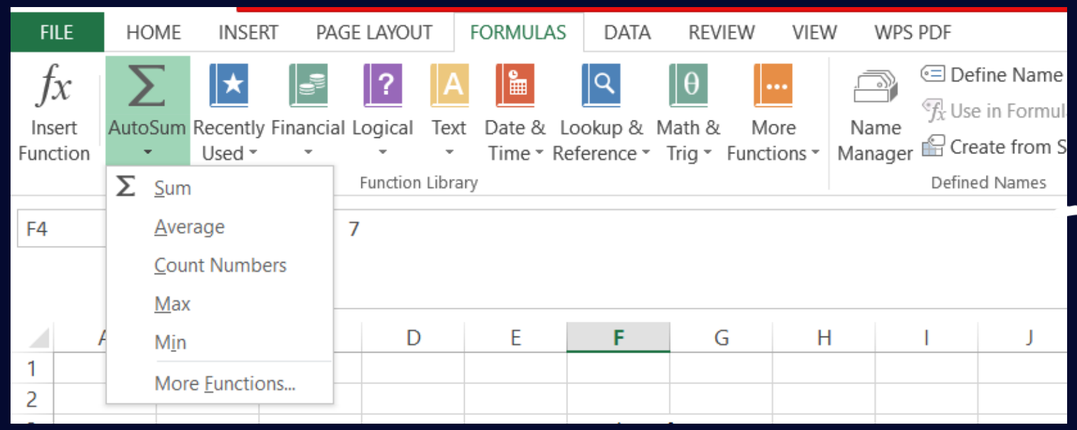
	Name	Number of sweets
	Alex	7
	John	8
	Total	

The AutoSum allows for quick calculations such as:

- Sum
- Average
- Count numbers
- Find the Max and Min number

2. Select AutoSum from the FORMULAS tab.

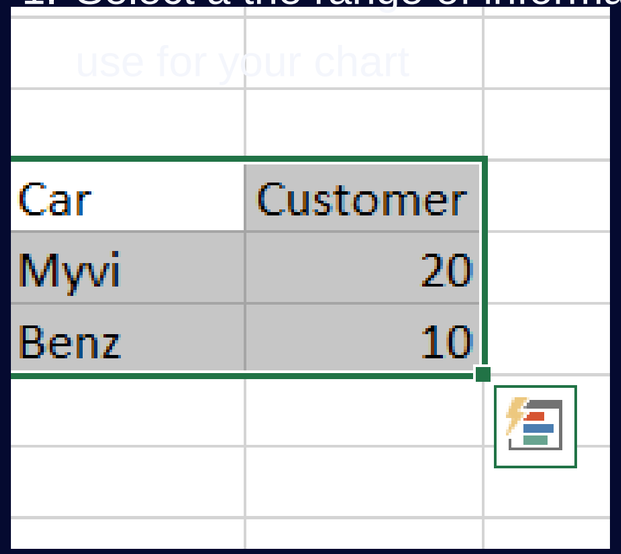
3. Select the Calculations to do.



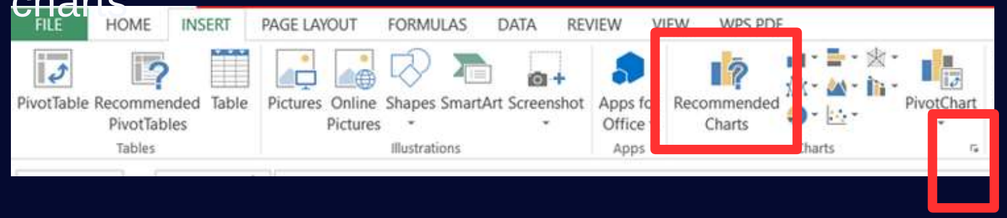
	Name	Number of sweets
	Alex	7
	John	8
	Total	15

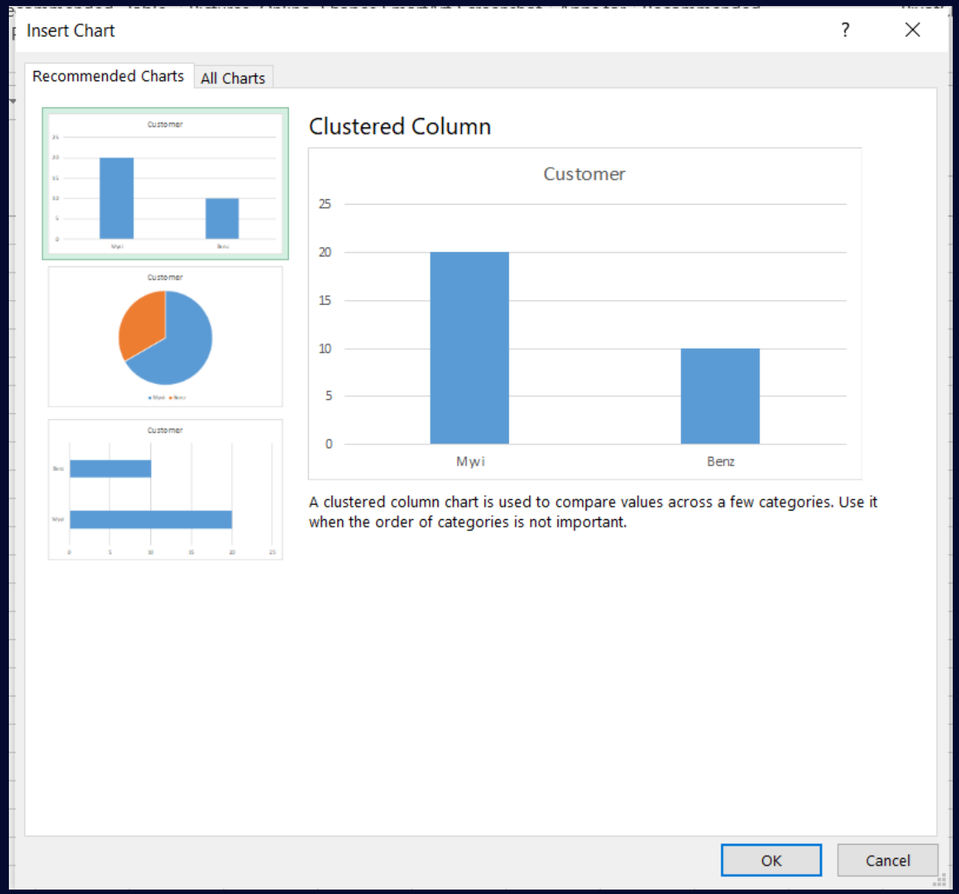
Charts and graph

1. Select a the range of information you want to use for your chart



2. Go to Insert tab and Click the dialog launcher or recommended charts





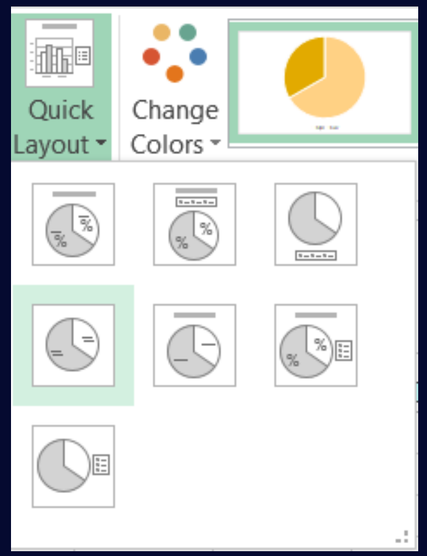
3. Select the chart you want and press ok.

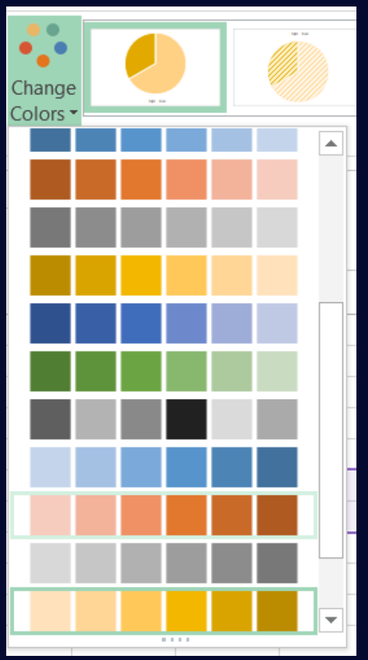
Design Charts

Select your chart.

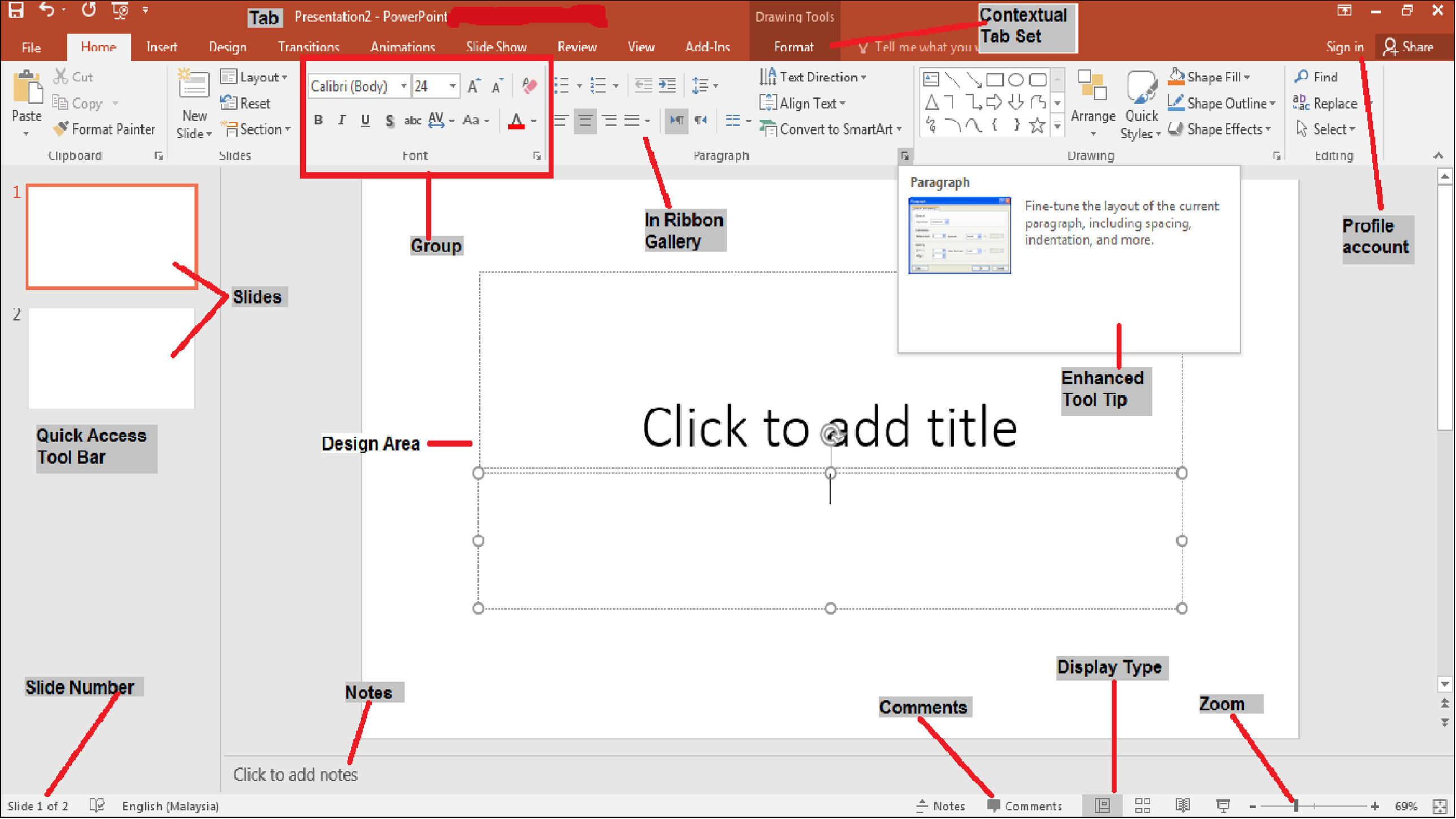
on the Design tab you can :

- Change layout
- Change color



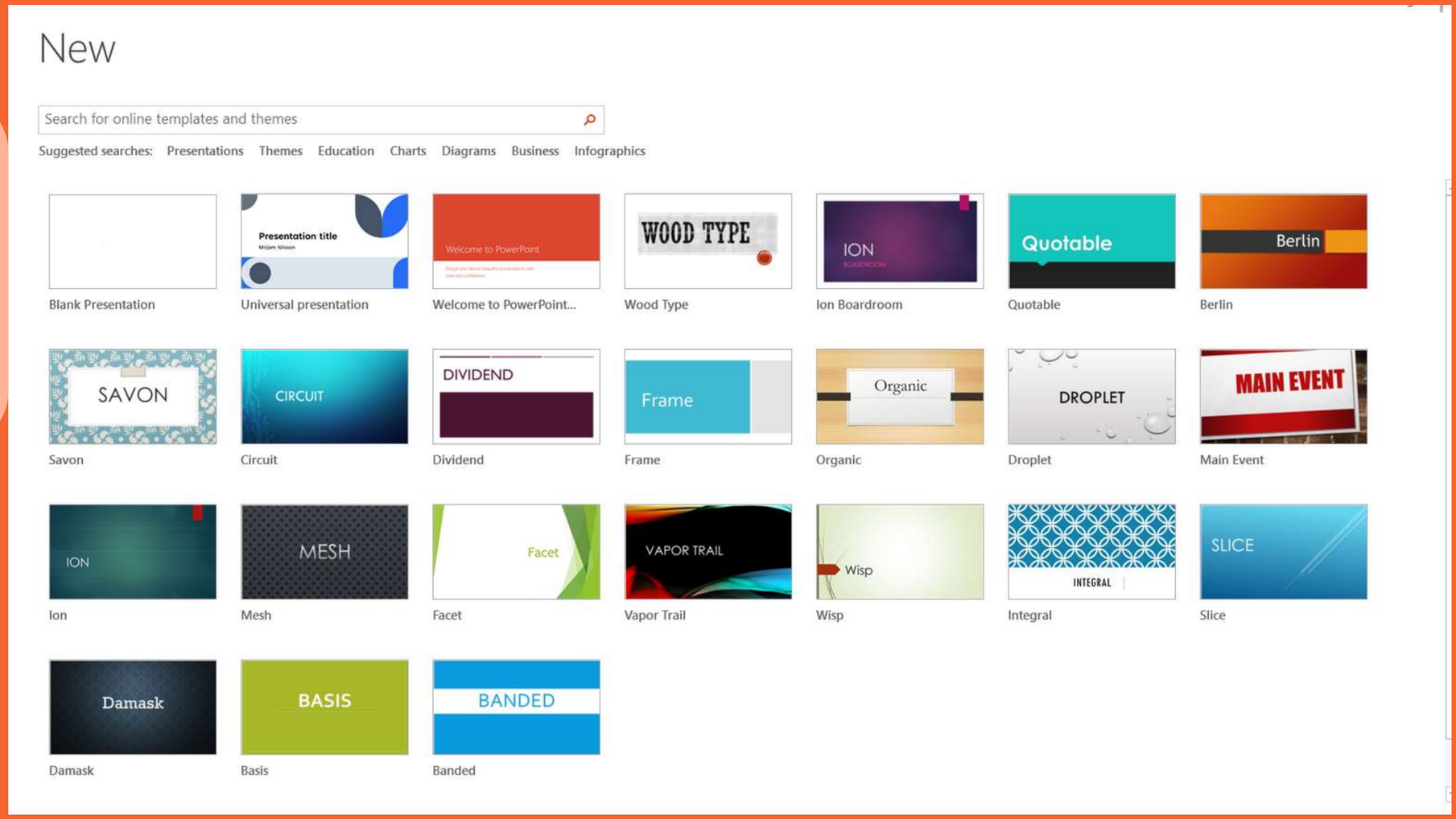


Powerpoint


Tab
Presentation2 - PowerPoint
Drawing Tools
Contextual Tab Set
File
Home
Insert
Design
Transitions
Animations
Slide Show
Review
View
Add-Ins
Format
Tell me what you
Sign in
Share
Cut
Copy
Format Painter
Paste
Clipboard
New Slide
Layout
Reset
Section
Slides
Calibri (Body)
24
Font
Group
Text Direction
Align Text
Convert to SmartArt
Paragraph
In Ribbon Gallery
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Profile account
Paragraph
Fine-tune the layout of the current paragraph, including spacing, indentation, and more.
Enhanced Tool Tip
1
2
Slides
Quick Access Tool Bar
Design Area
Click to add title
Click to add notes
Slide Number
Notes
Comments
Display Type
Zoom
Slide 1 of 2
English (Malaysia)
Notes
Comments
69%

Creating a new presentation

When creating a new presentation we are usually greeted by this interface



You have three options:

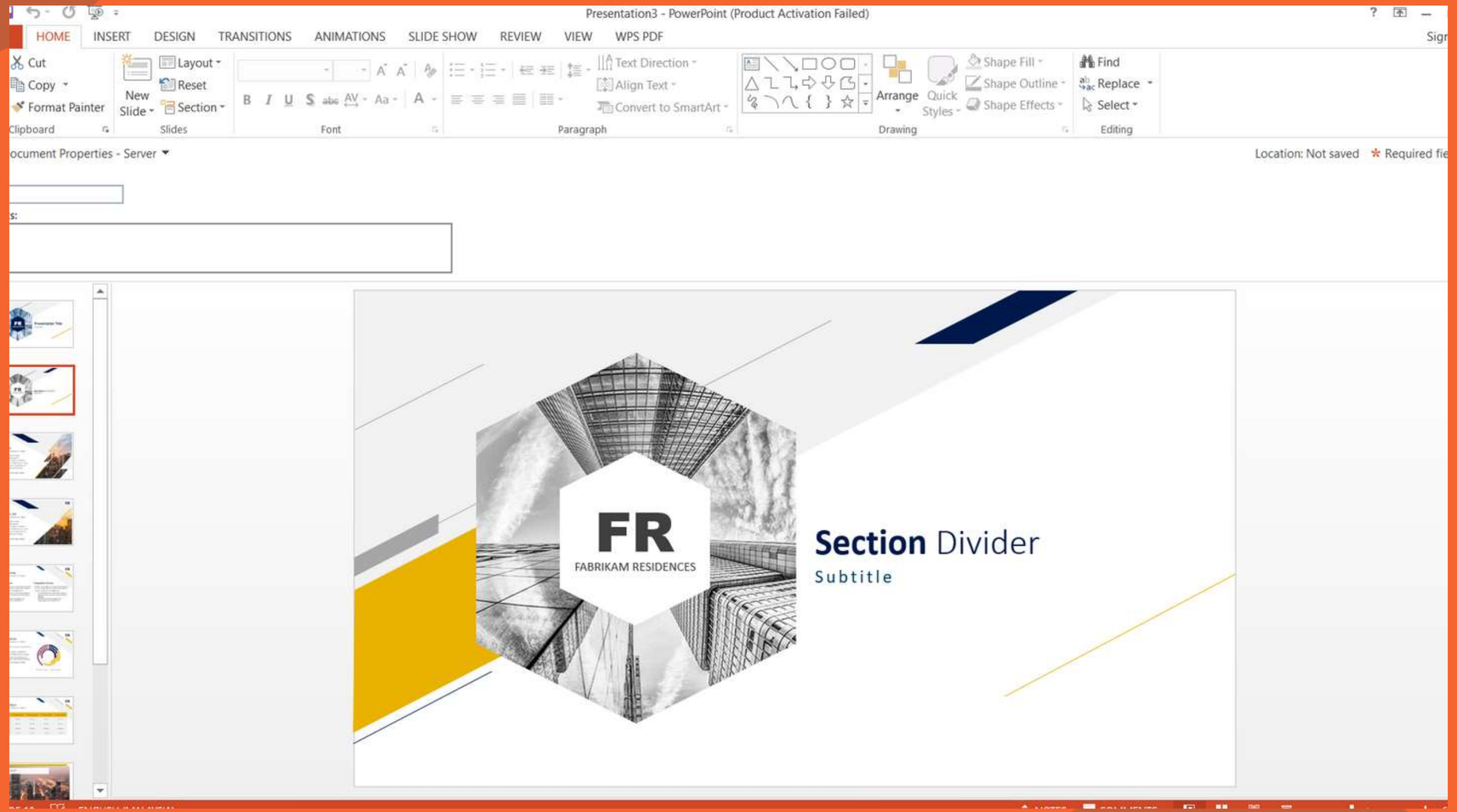
- Blank
- Template
- Theme

Themes

Themes are predefined combination of :

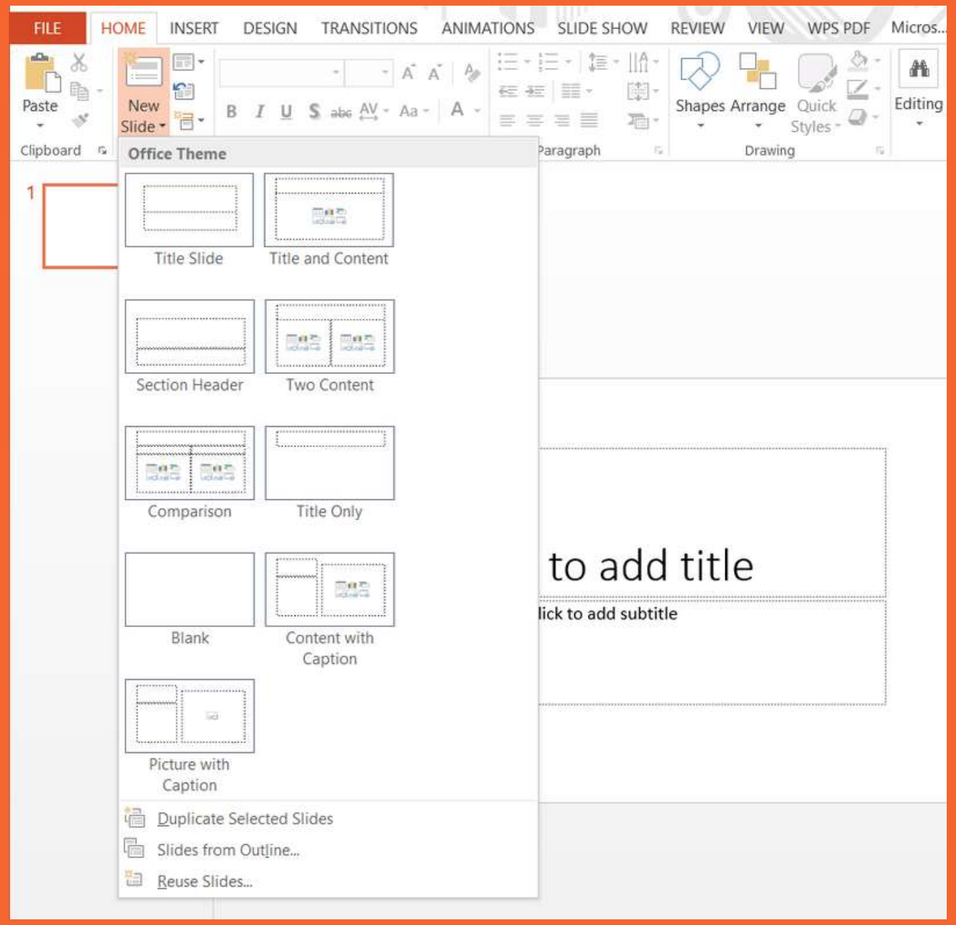
- Colors
- Fonts
- Backgrounds
- Margins
- Etc

Templates

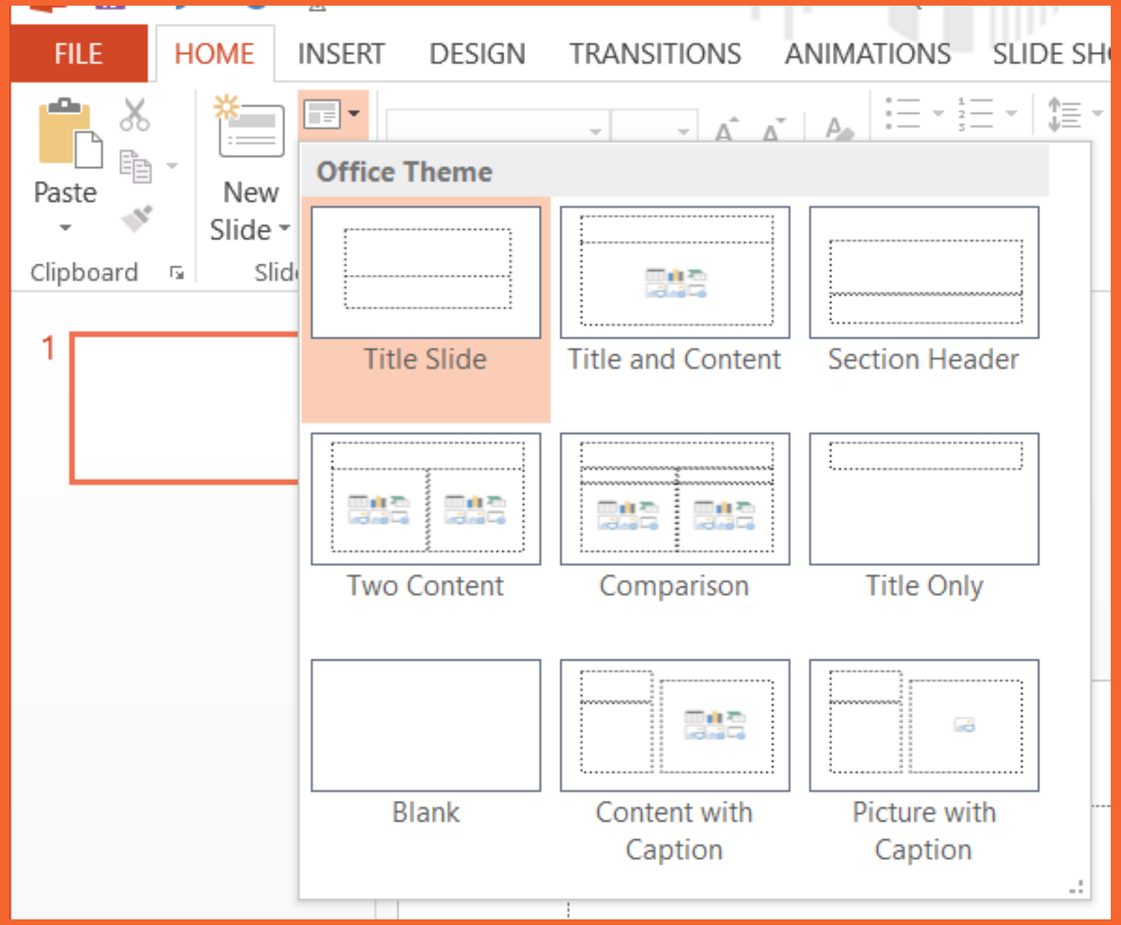


- Templates are similar to Themes but they are more!
- Templates will contain their own Content Placeholders to fit the purpose of the presentation.
- Meaning they will have more graphs and defines the type of visual each slide has.

Slides



Inserting a new slide

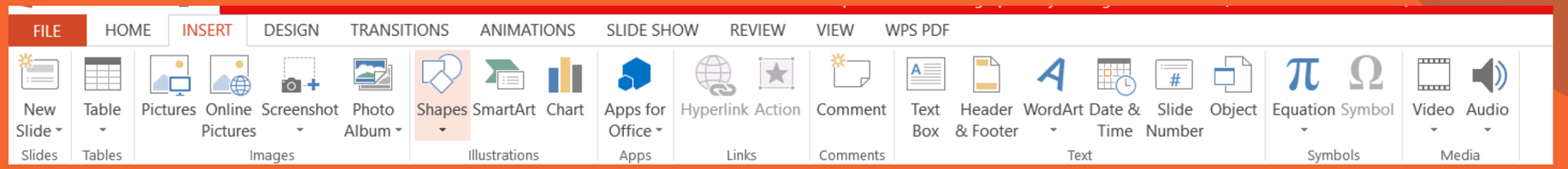


Change slide type

Add content

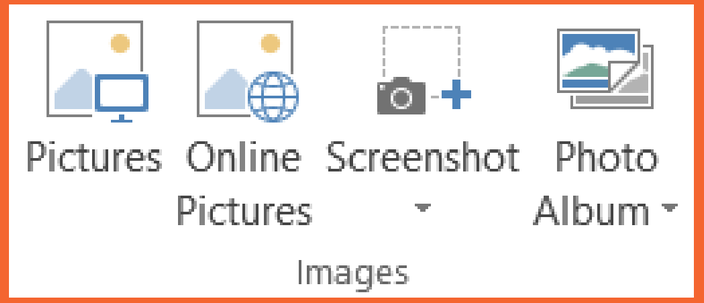
Images

Video

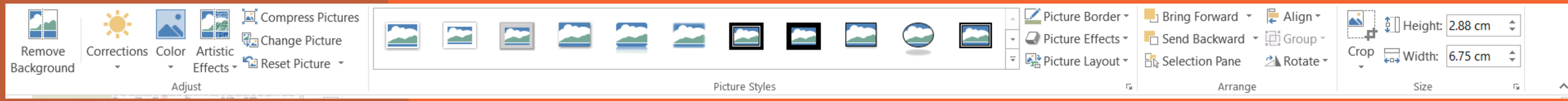


Images

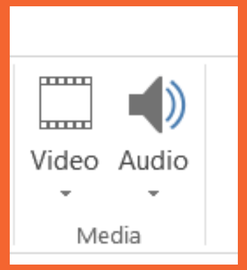
- Online and Offline



- Set image as background

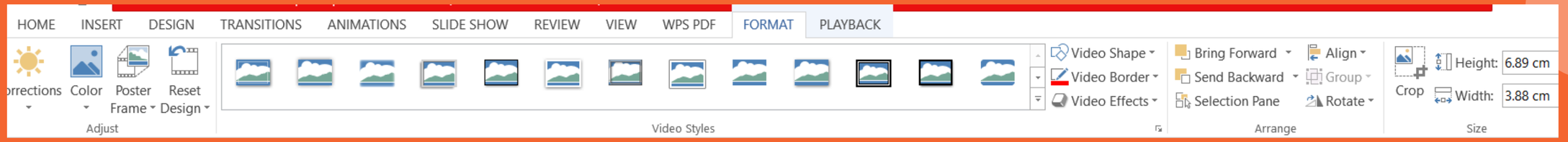


Video

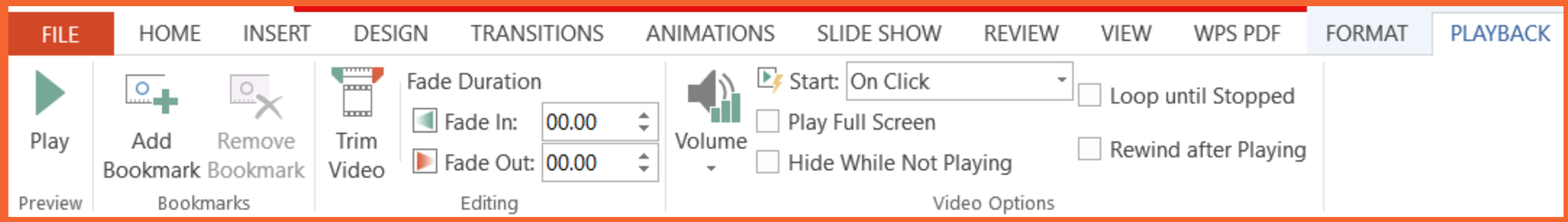


You can Add a video to your you presentation
You can further customize the video on the video tools tab:

- Format



- playback



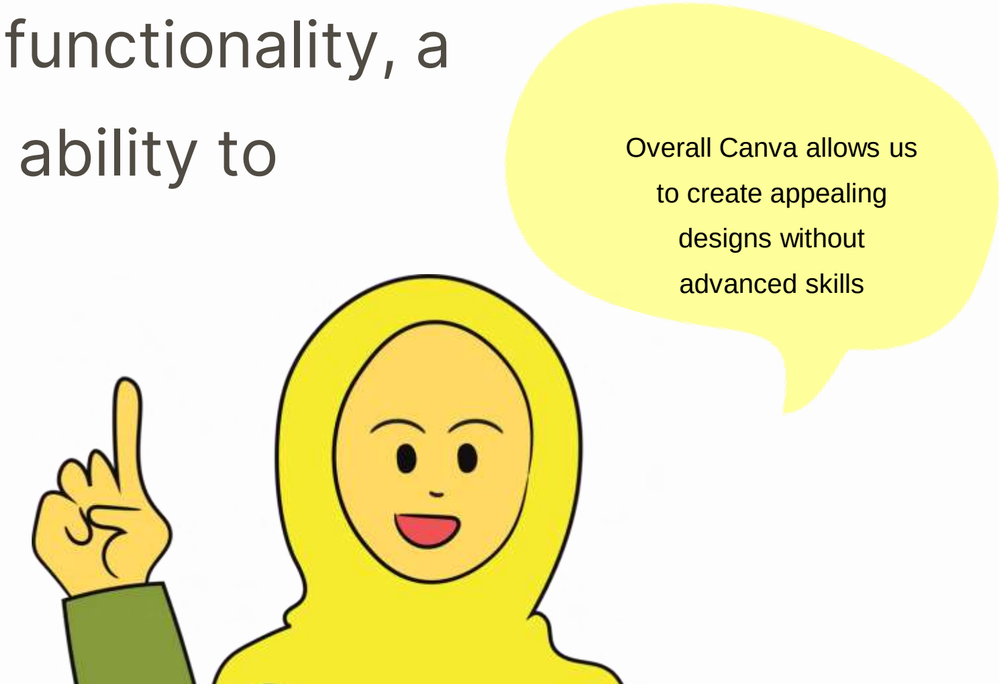
Tips

- List the core points only.
- Consistent with the style
- Do not to many words.
- Use Templates

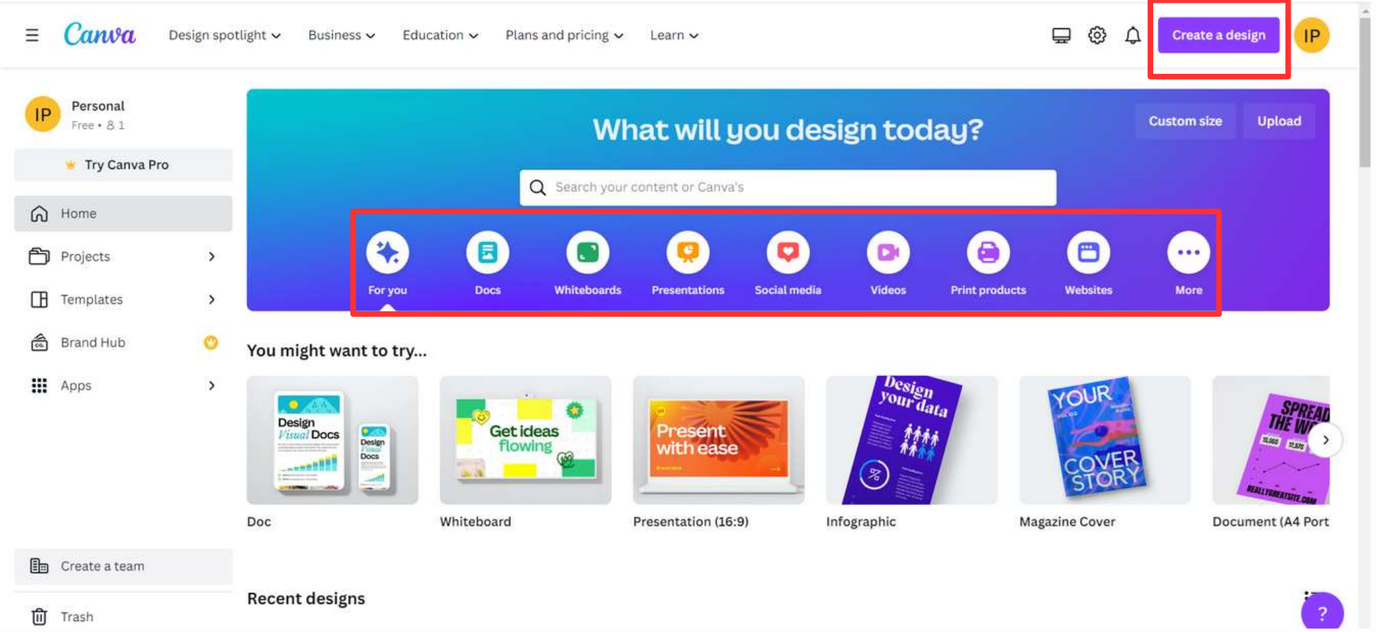
INTRODUCTION TO CANVA

WHAT IS CANAVA

- User-friendly online graphic design platform.
- Used to create posters, presentations, magazines and more.
- Canva offers a variety of elements, design tools and templates.
- Range of features including drag-and-drop functionality, a diverse library of images and fonts, and the ability to collaborate and share designs with others.

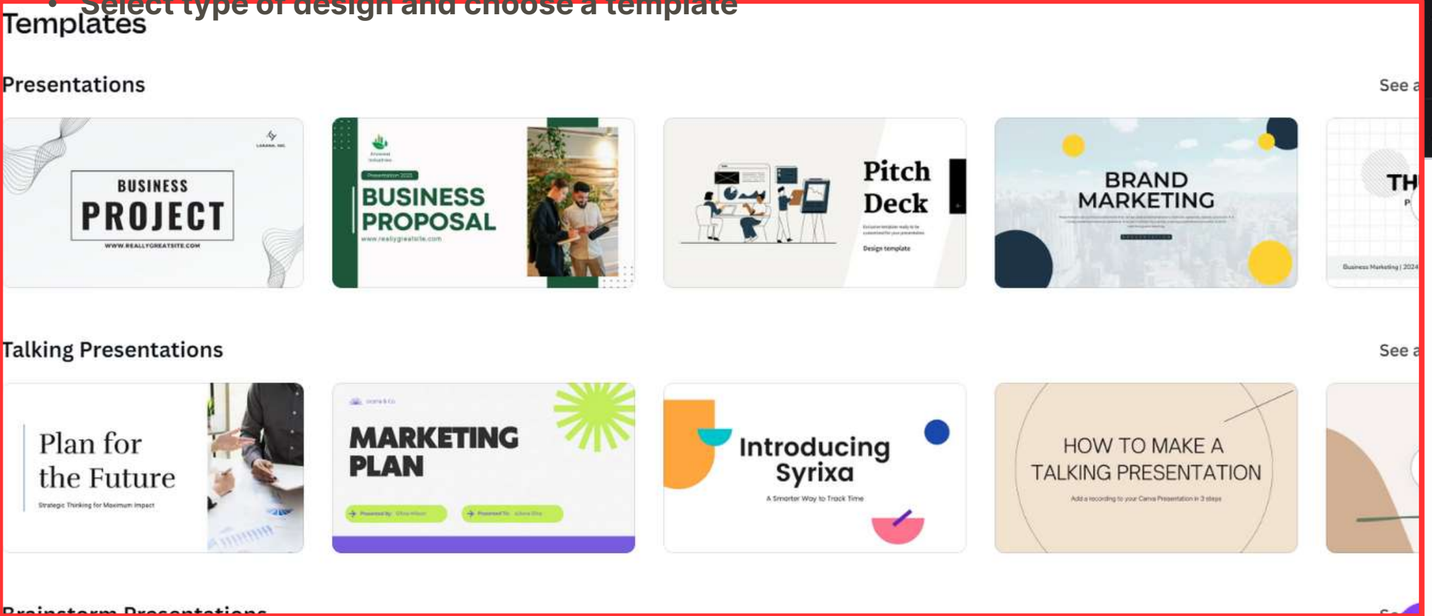


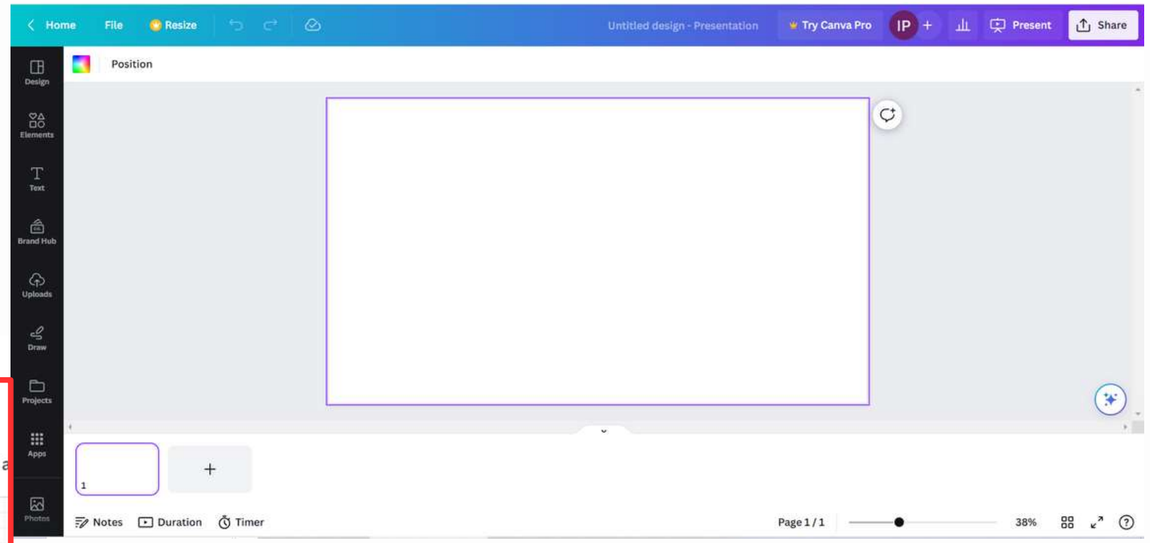
THE INTERFACE



The first webpage when you login into your account. Here is where you can create your designs in multiple ways:

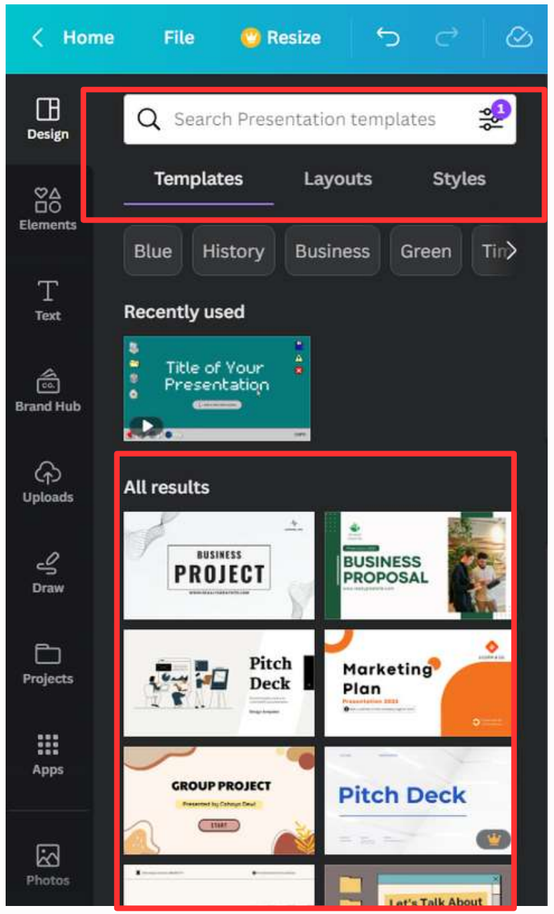
- Create blank design
- Select type of design and choose a template

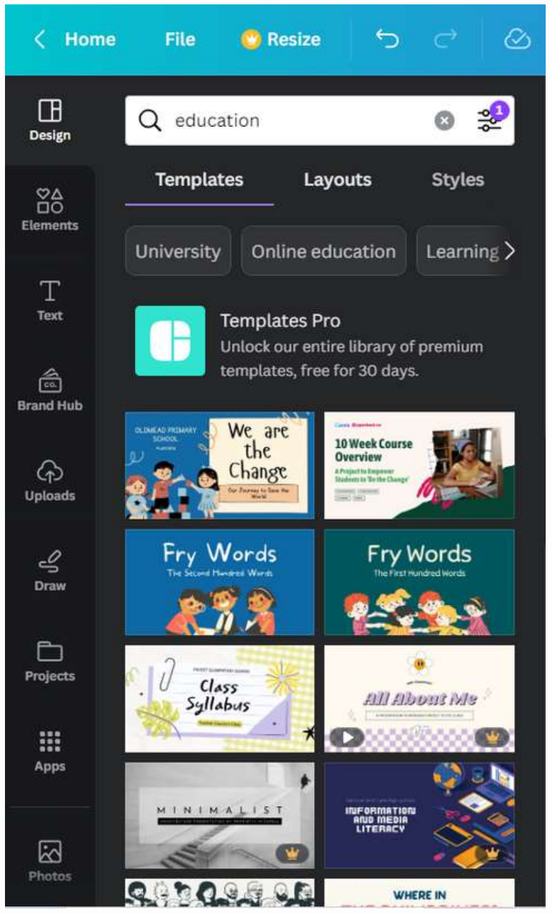


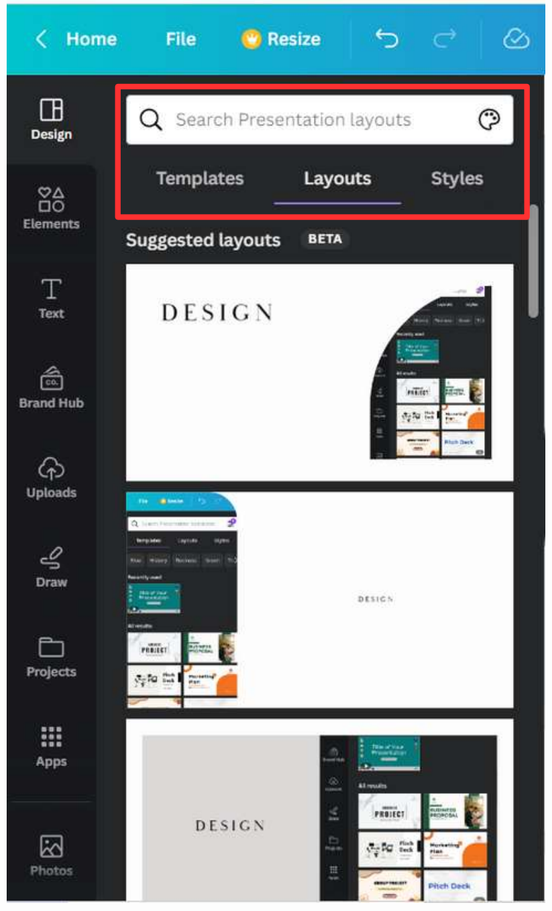


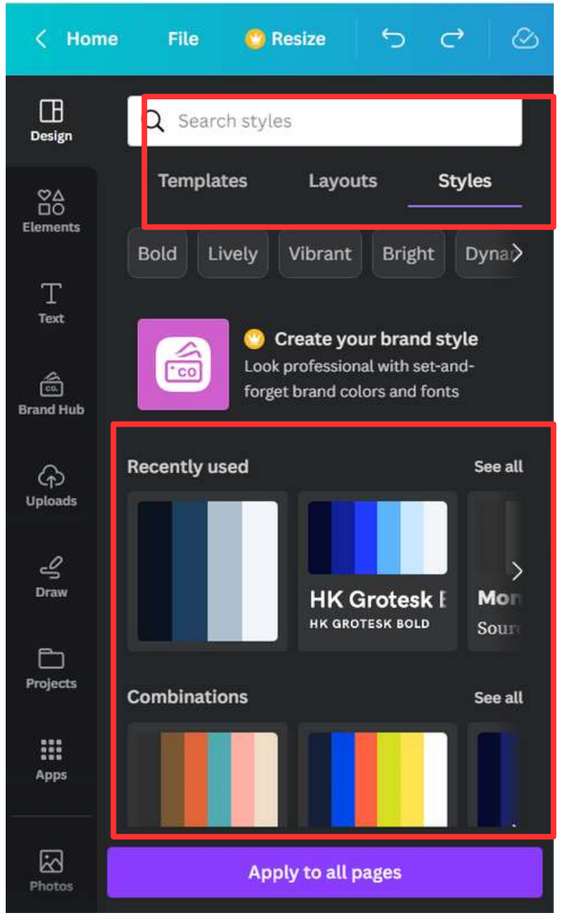
DESIGN TAB

Here is were we can choose readily made templates, layouts and styles that can be applied to one page or the whole project.







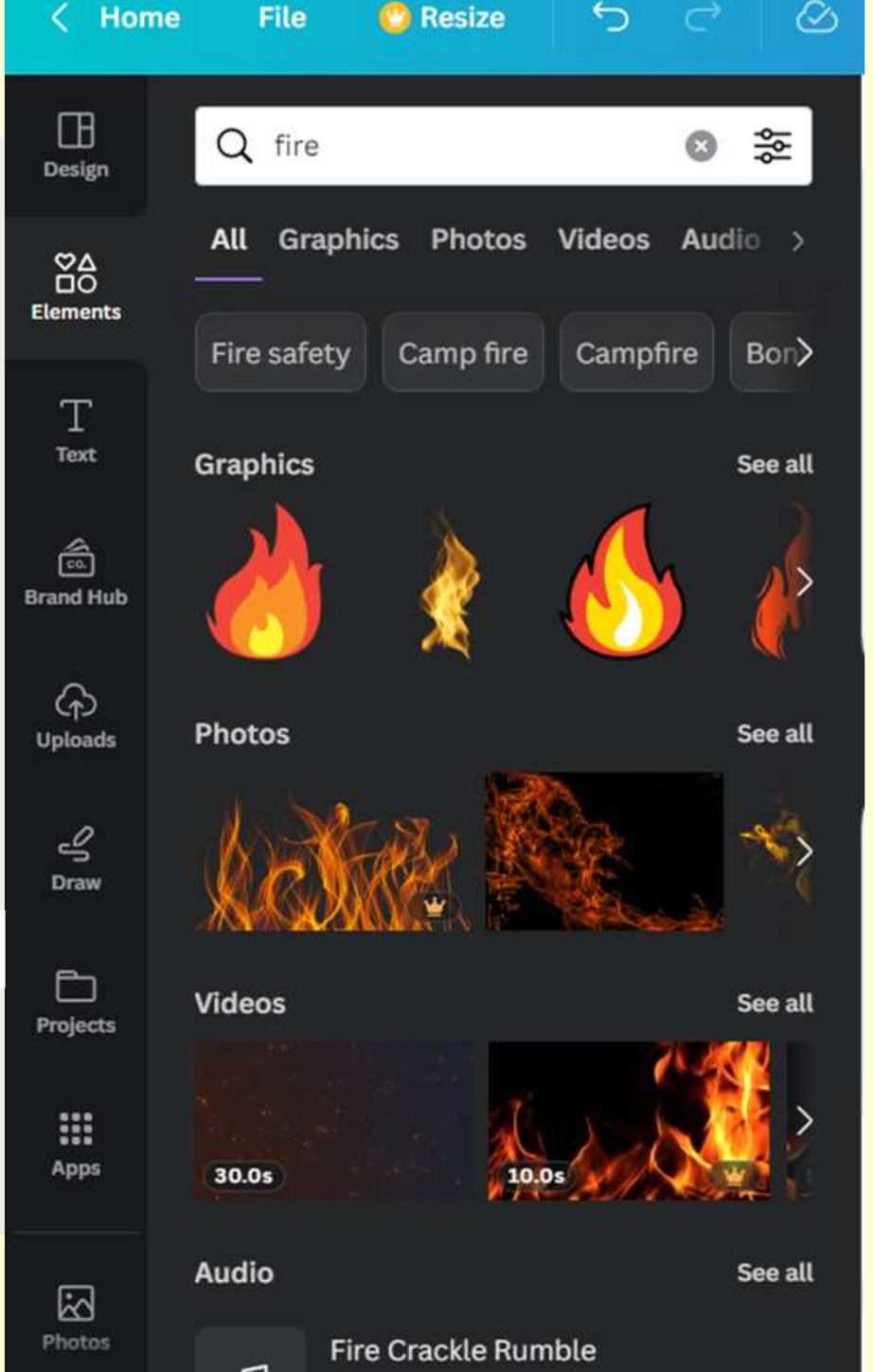


ELEMENTS

Elements are items that can are used to decorate. There are categorized mainly by Lines, Shapes, Frames, Stickers, Charts, Grids, and Gradients They can be static or animated.

- Simply search for an element
- Choose the category
- Click on the element.
- Adjust as needed.

Menu above will allow for the elements to be edited. The menu changes according to the element selected.



ANIMATE

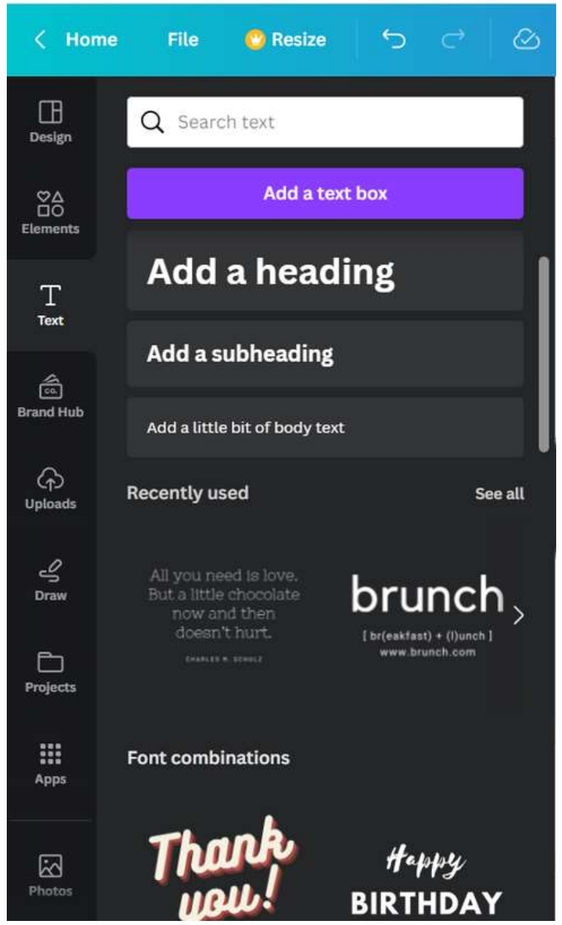
Animate is a feature that allows you to control how your content will appear when you visit the page or exit it.

This works for :

- Page
- Text
- Elements
- Images
- Background

TEXT

To insert Text into your page you simply head to the Text page.

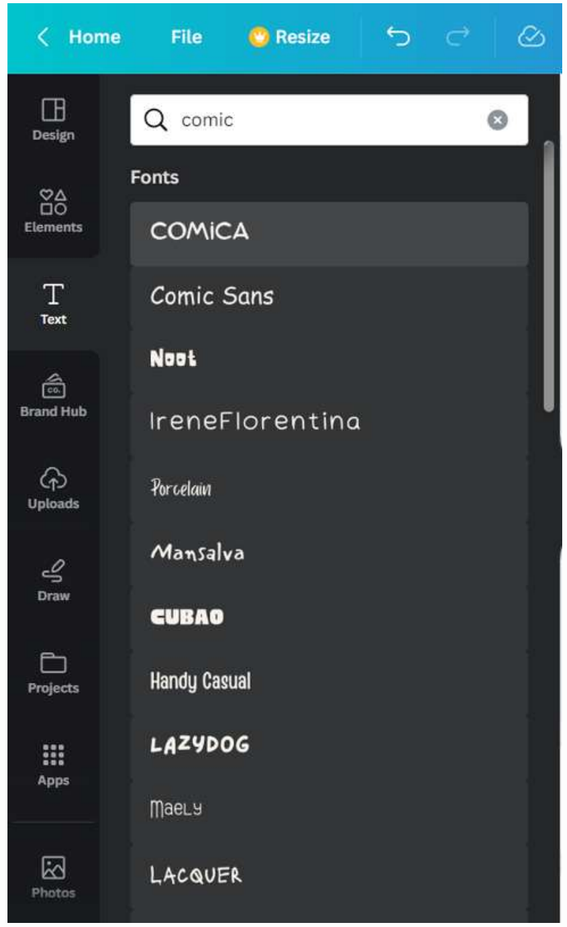


Here you have the following options to choose :

1.Add empty textbox

2.Default text styles

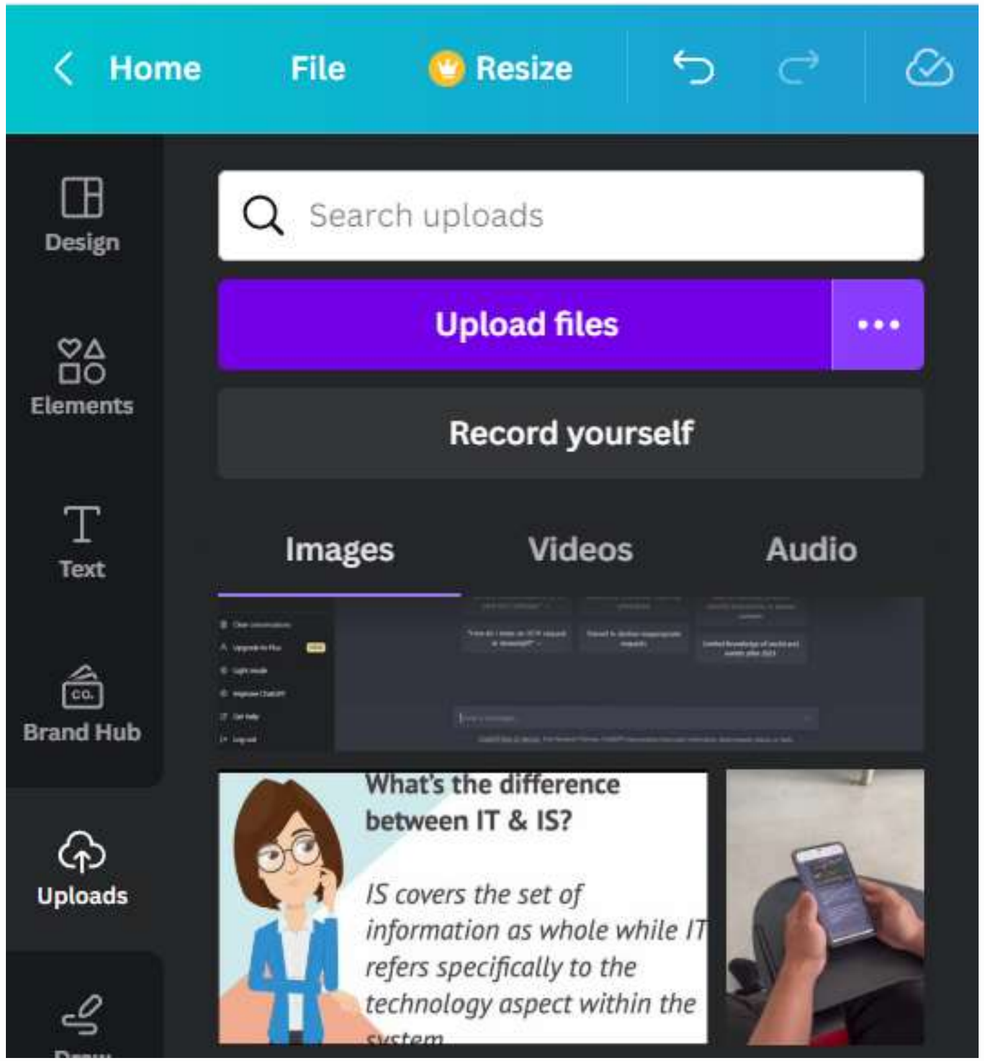
3.Font Combinations - readily made text with styles and colors already set .



You can use the search bar to look for Fonts.

Menu above is used to customize the Font.

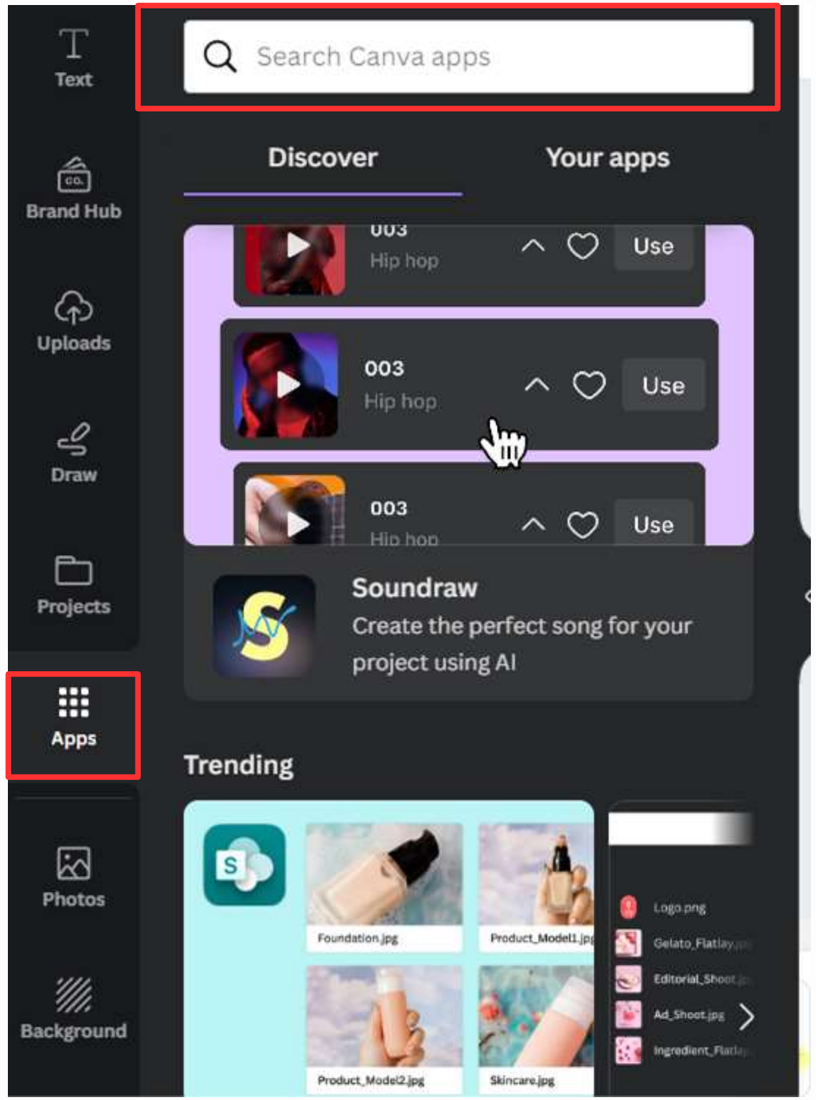
UPLOAD MEDIA



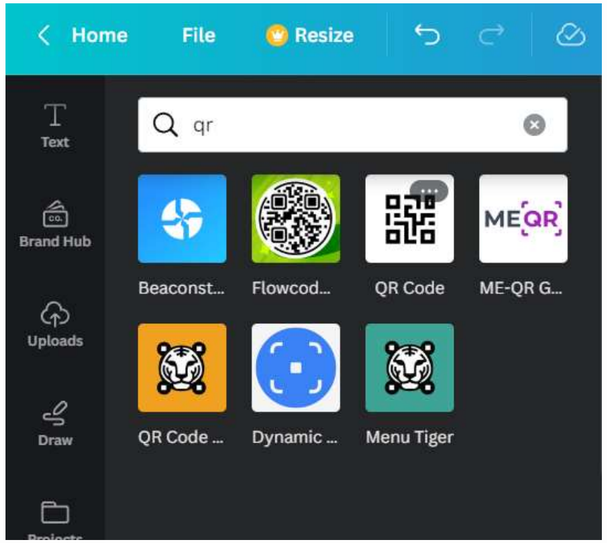
To upload media you can simply click "Upload files".

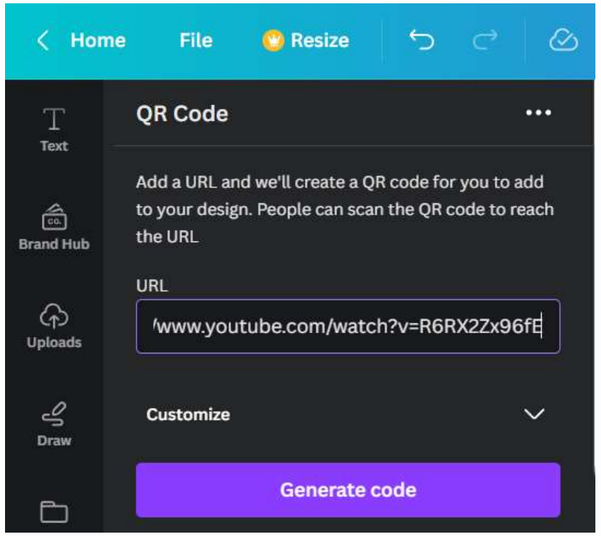
or just drag and drop any media file (Images, Videos and audio only).

APPS



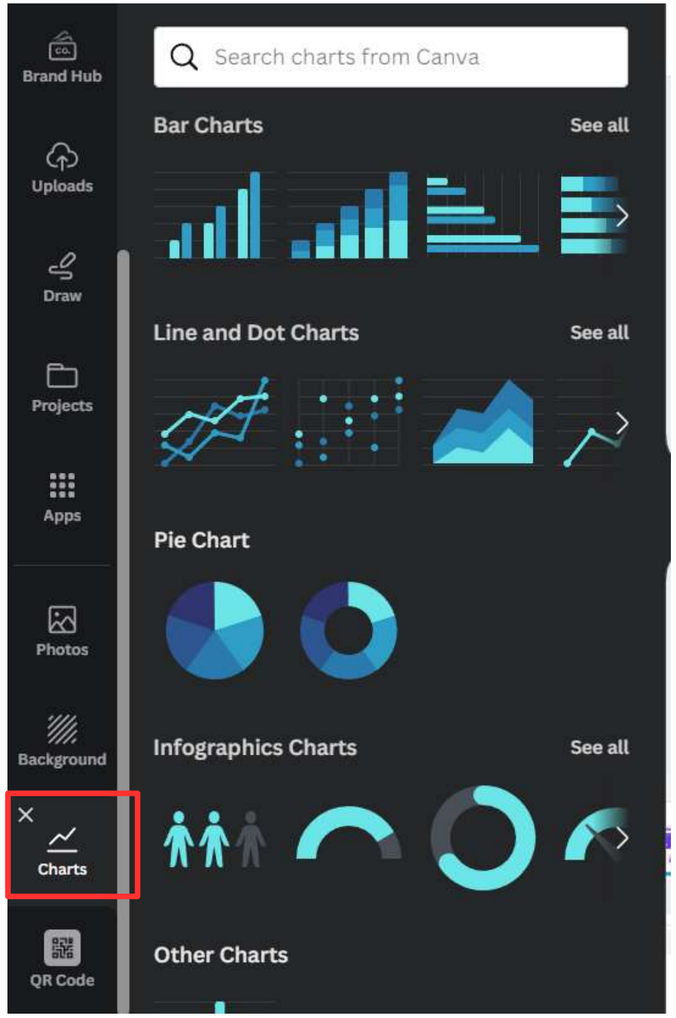
Apps are an option for you to add other features. Example inserting a customizable QR code!



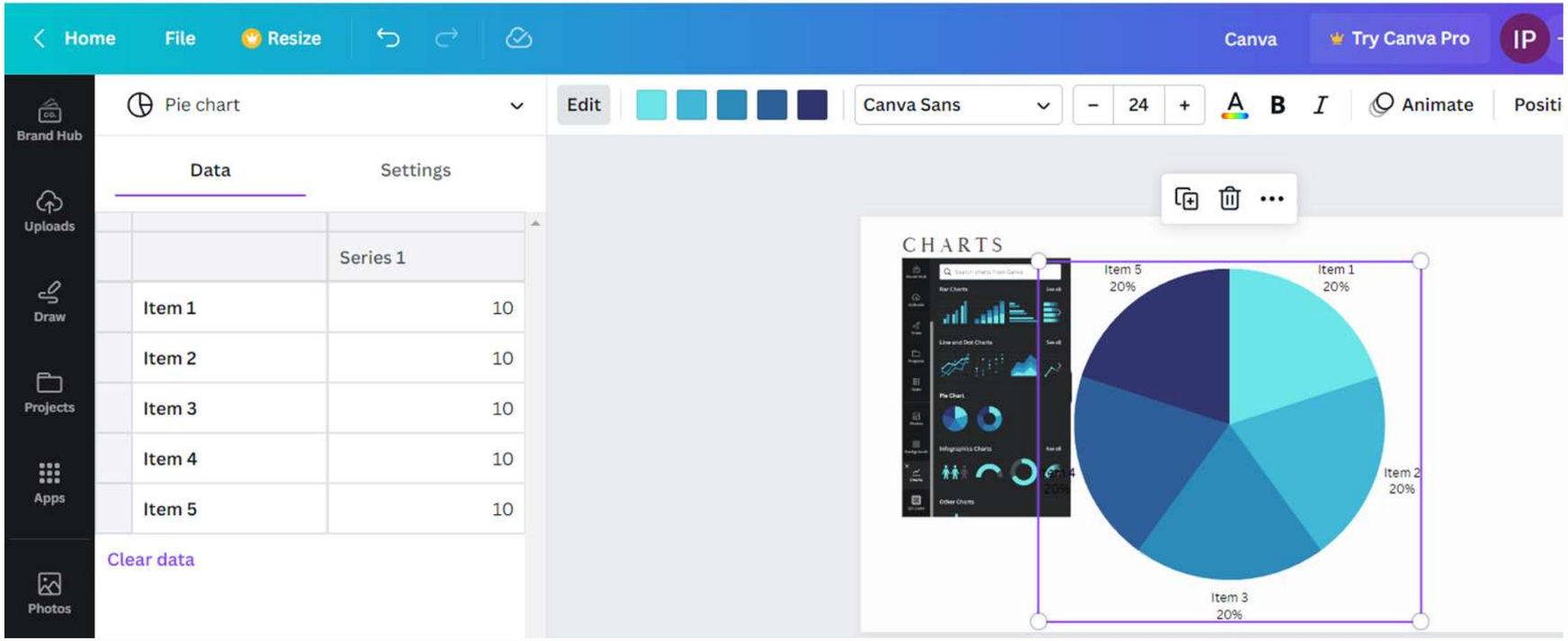


CHARTS

Charts are great for showcasing data in a appealing form!



First you choose the desired chart.



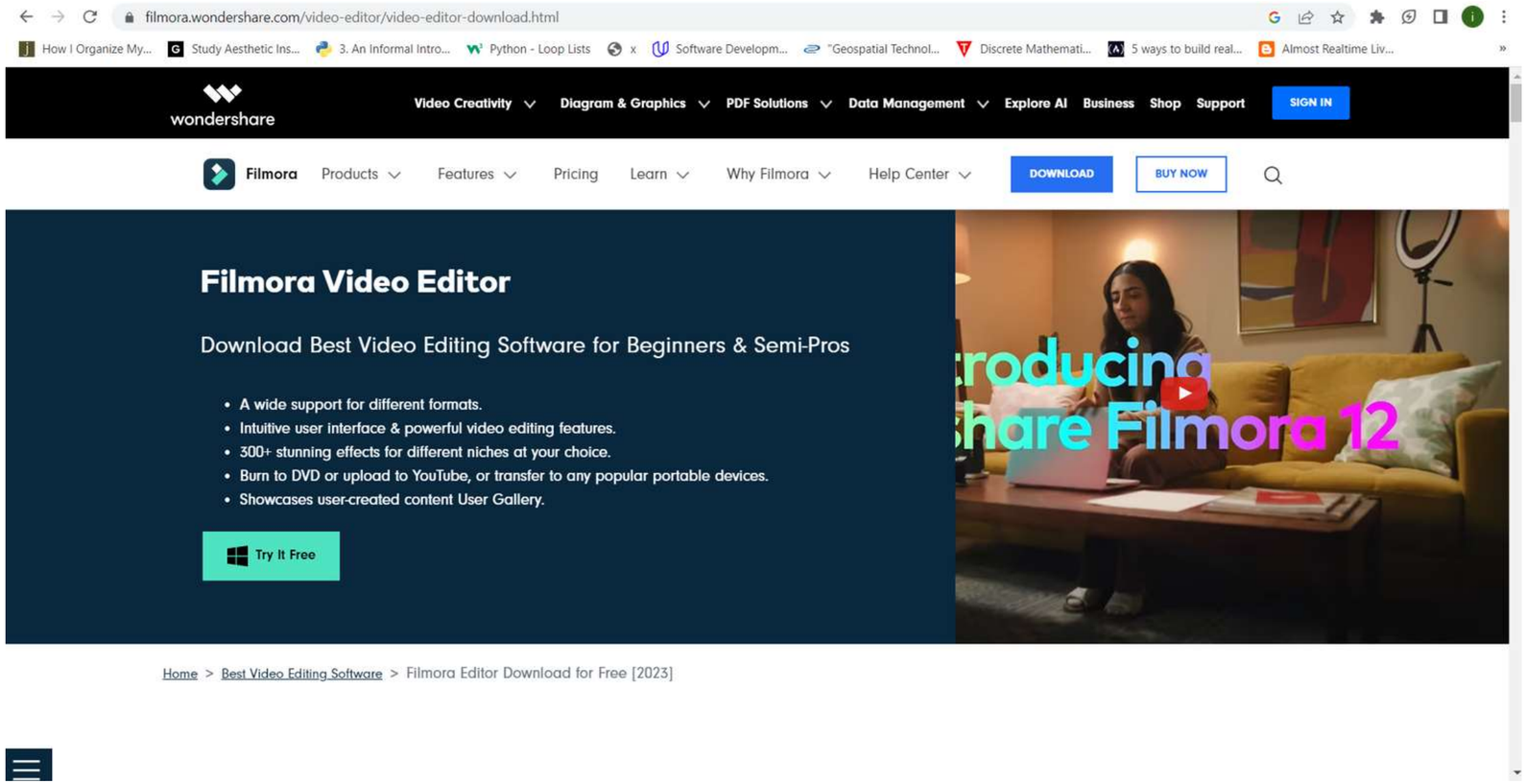
Then insert the data. The chart will adjust itself based on the data entered

FILMORA

WHAT IS FILMORA AND WHY

- **Its lightweight.**
- **User Intuitive**
- **Free!**

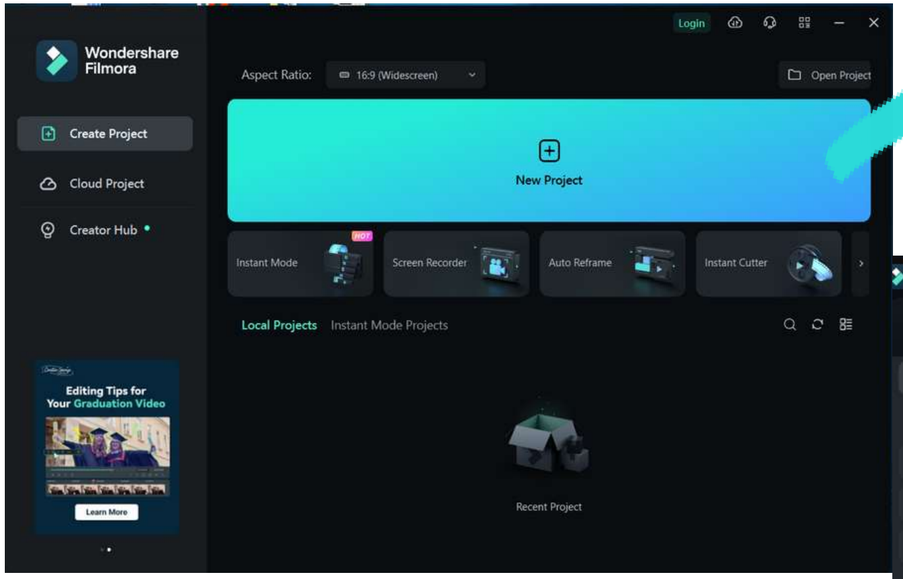
GETTING STARTED

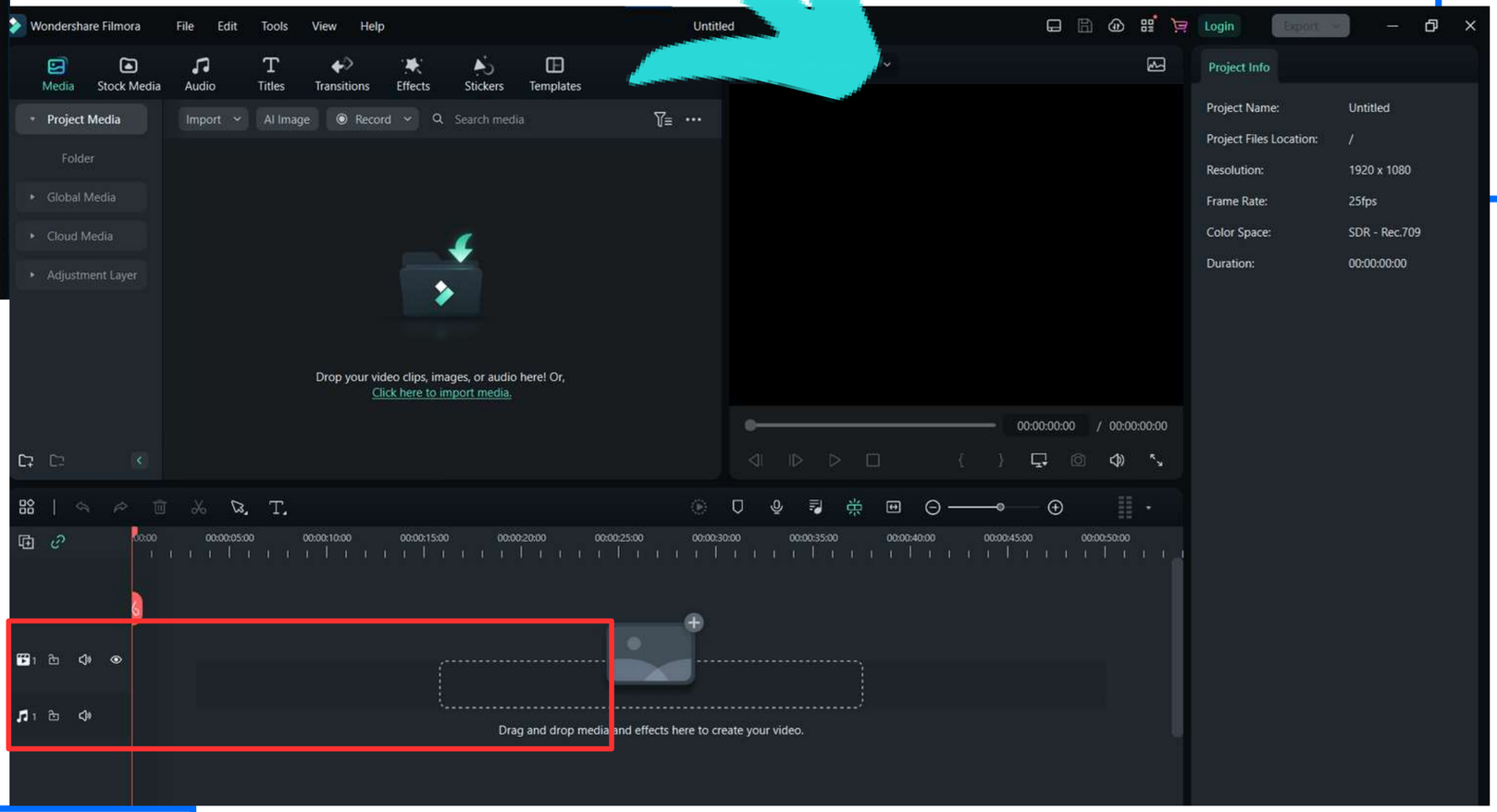


Install Filmora and its ready for use.
Download filmora.

https://filmora.wondershare.com/video-editor/video-editor-download.html

FILMORA INTERFACE

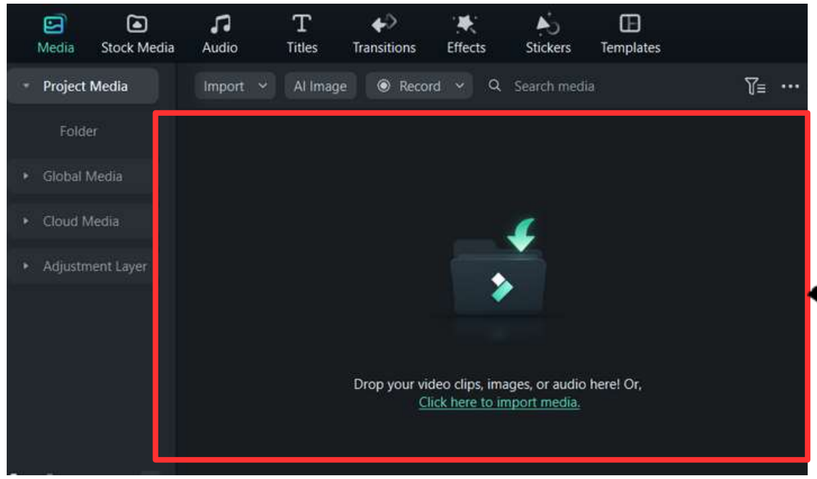


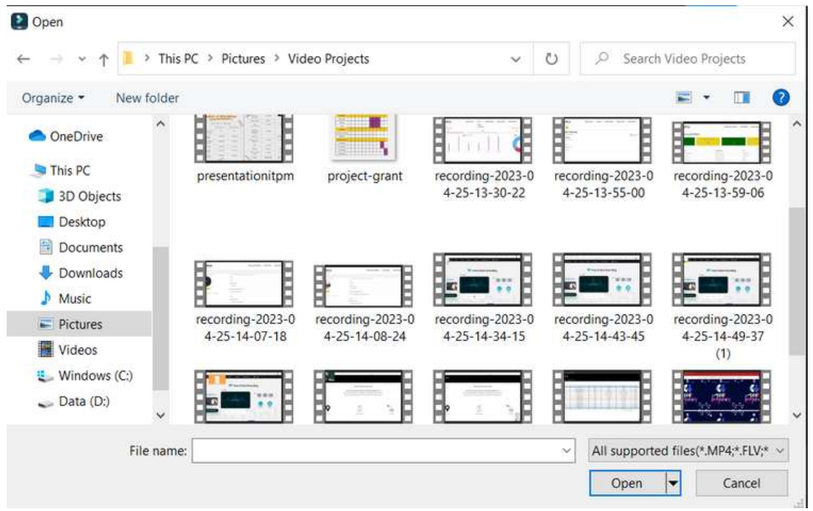


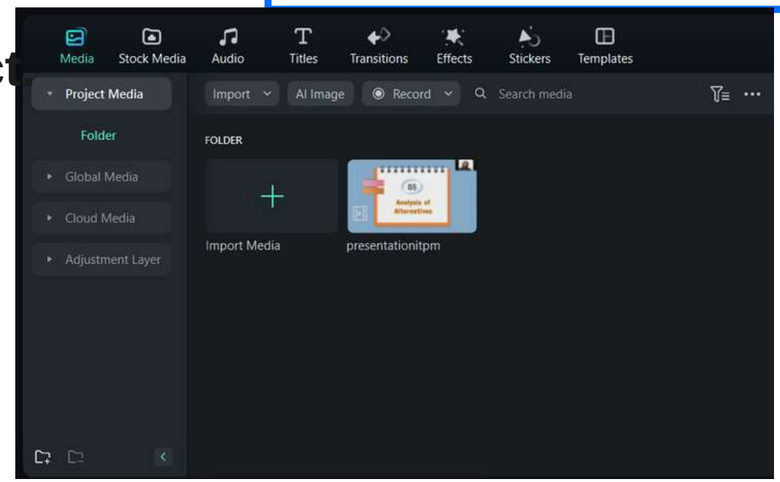
These are tracks, in the beginning, you have two.

MEDIA

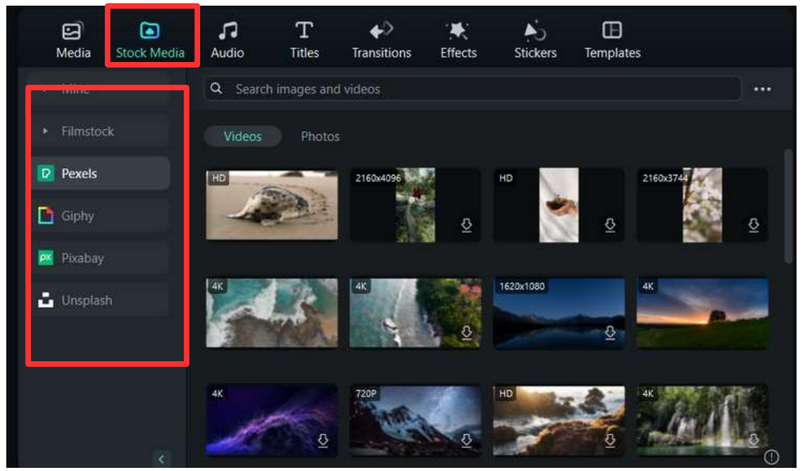
To add the media you will be using for your video project





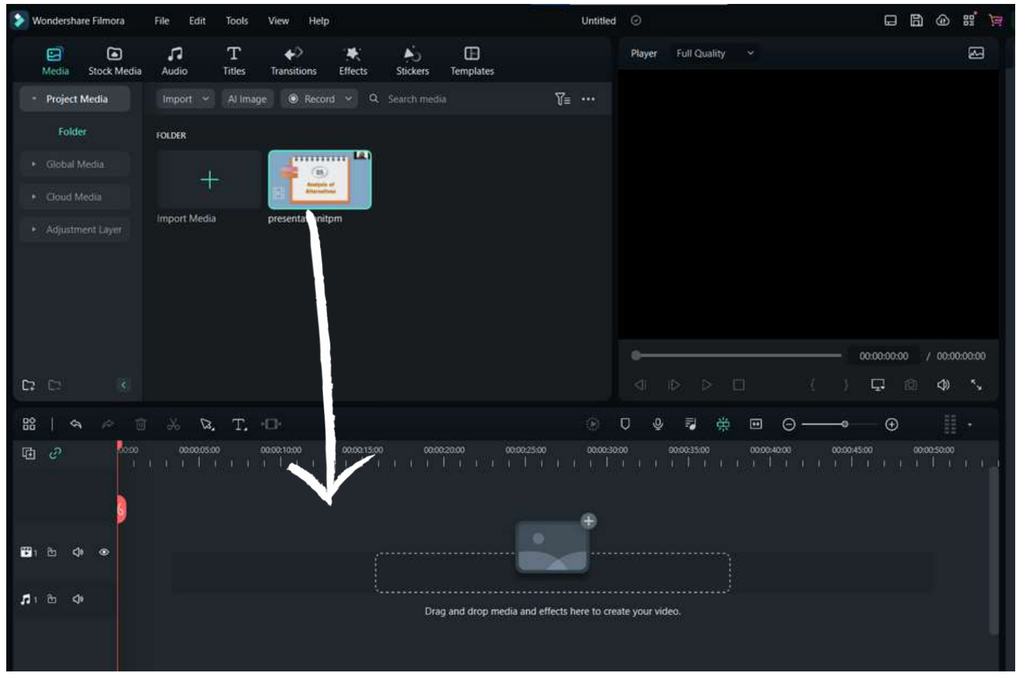


You can add many media files such as videos, audio and pictures from your computer.

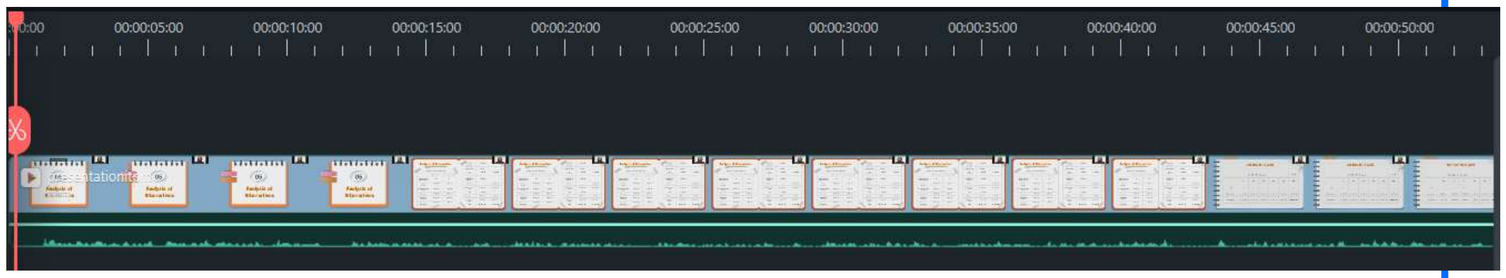


You can also add new media and download from filmora.

EDITING



Add content

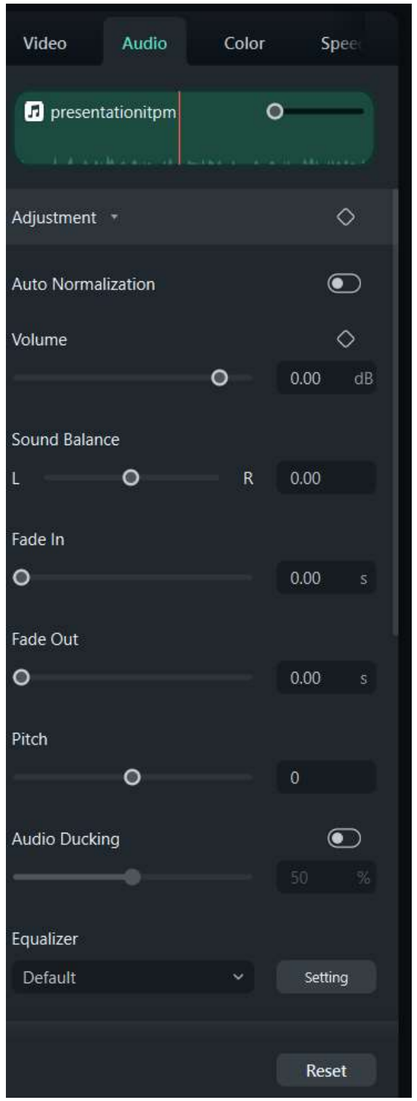


Drag the red line.

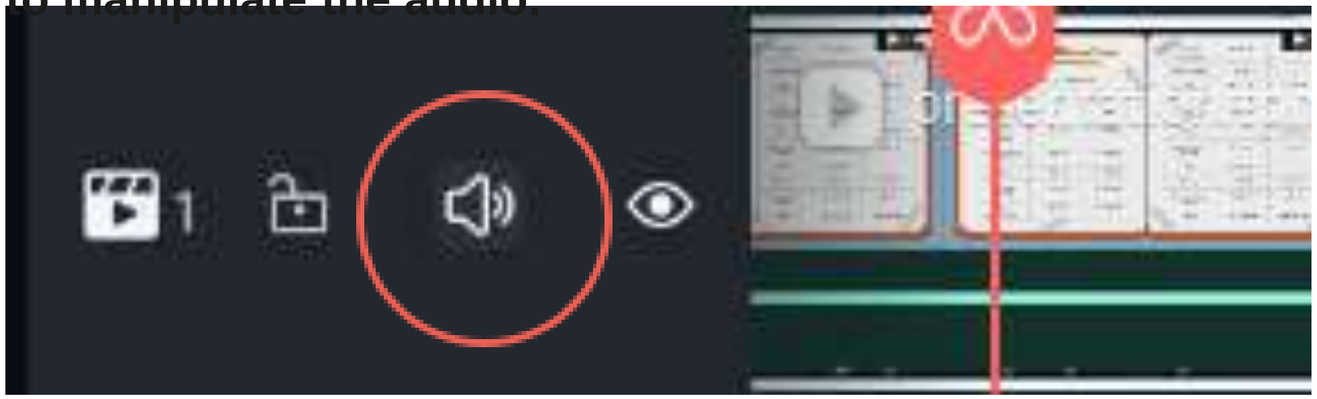
Click the scissors and the video will split.

Split and Trim

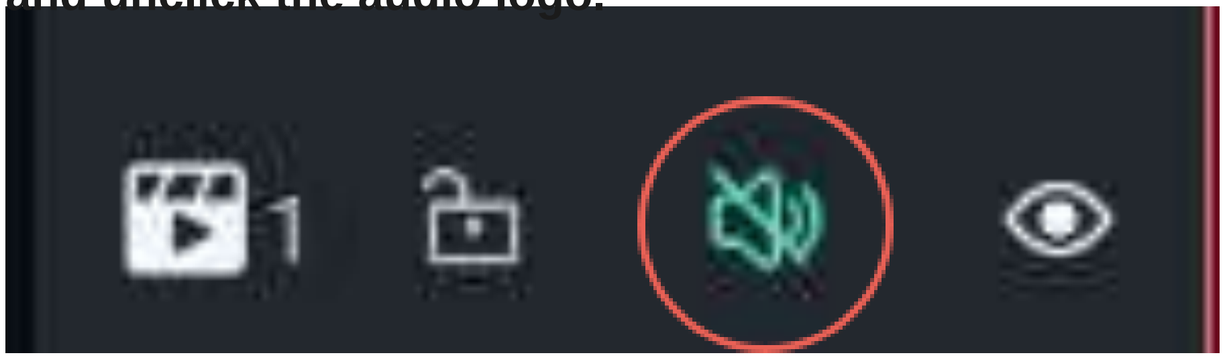
AUDIO EDITING



To edit the audio, you simply need to click Audio on the side menu. In this section, you have a variety of options to manipulate the audio.

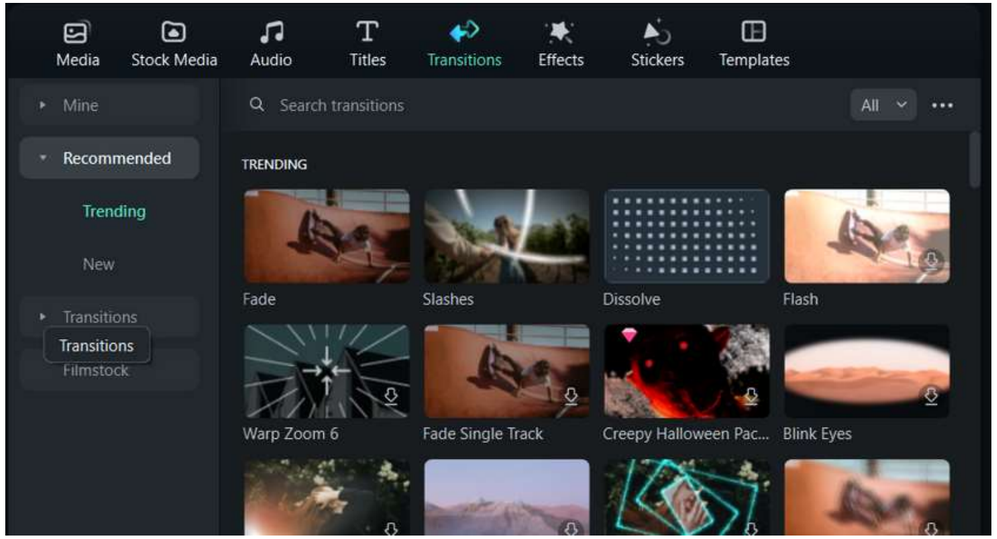


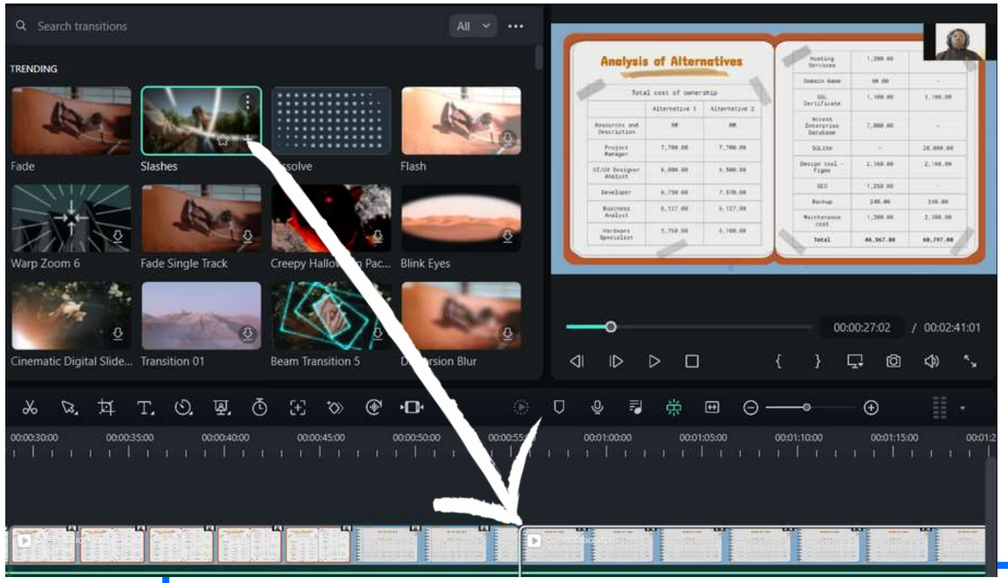
To mute or unmute the video audio. Simply need to click and unclick the audio logo.

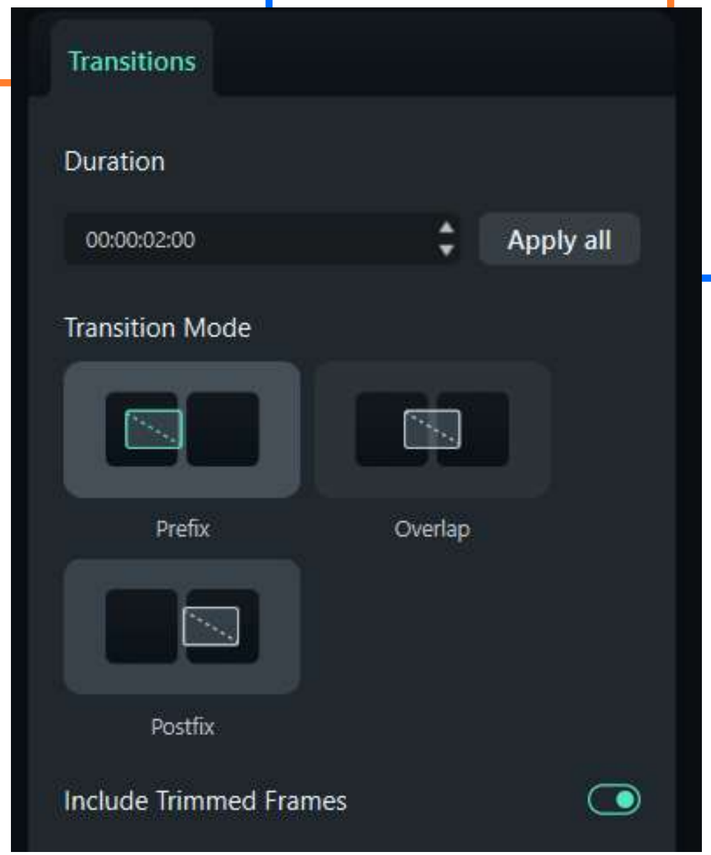


TRANSITIONS

The shift from one clip to another clip

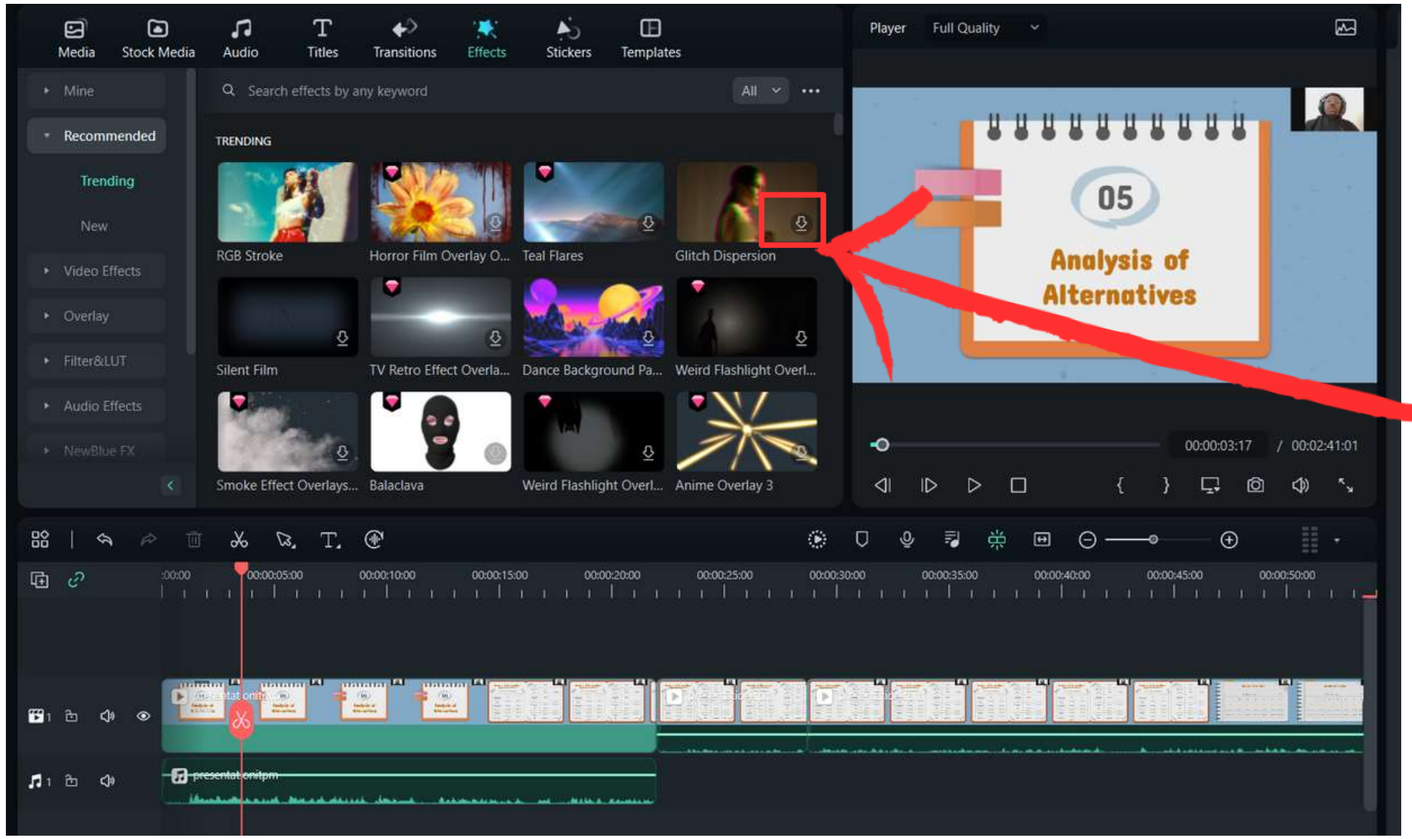






- **Prefix - The transition will happen before it moves to the next clip.**
- **Overlap - The transition will happen between the current and next clip.**
- **Postfix - The transition will happen after the next clip.**

Effects



Adding special effects to your video is simple !

You simply need to go to Effects.

- **Video Effects**
- **Audio Effects**

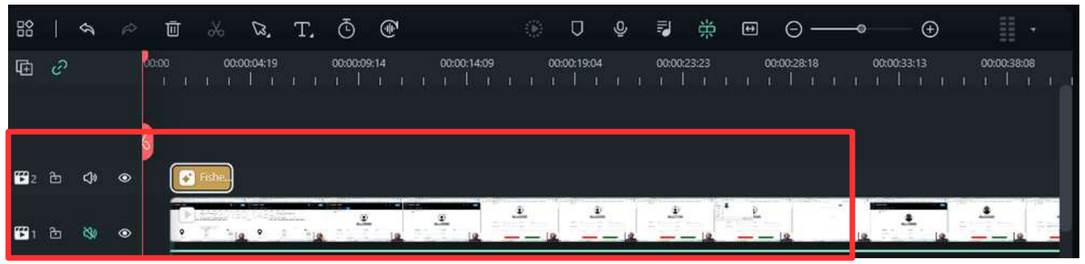
Some of the effects will need to be downloaded first.

Once you are done downloading the effects you can now add the effect in two methods !

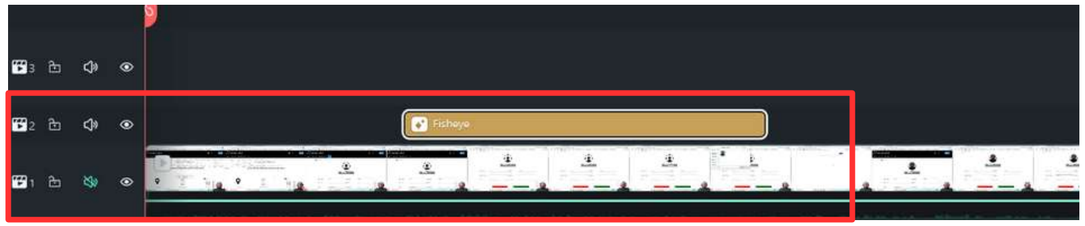
Effects

The first method is by overlaying on another track.

With this method, you can control where the effect starts and where it ends.



The effect is on a new track and will only affect the length that it is set at with the other track.

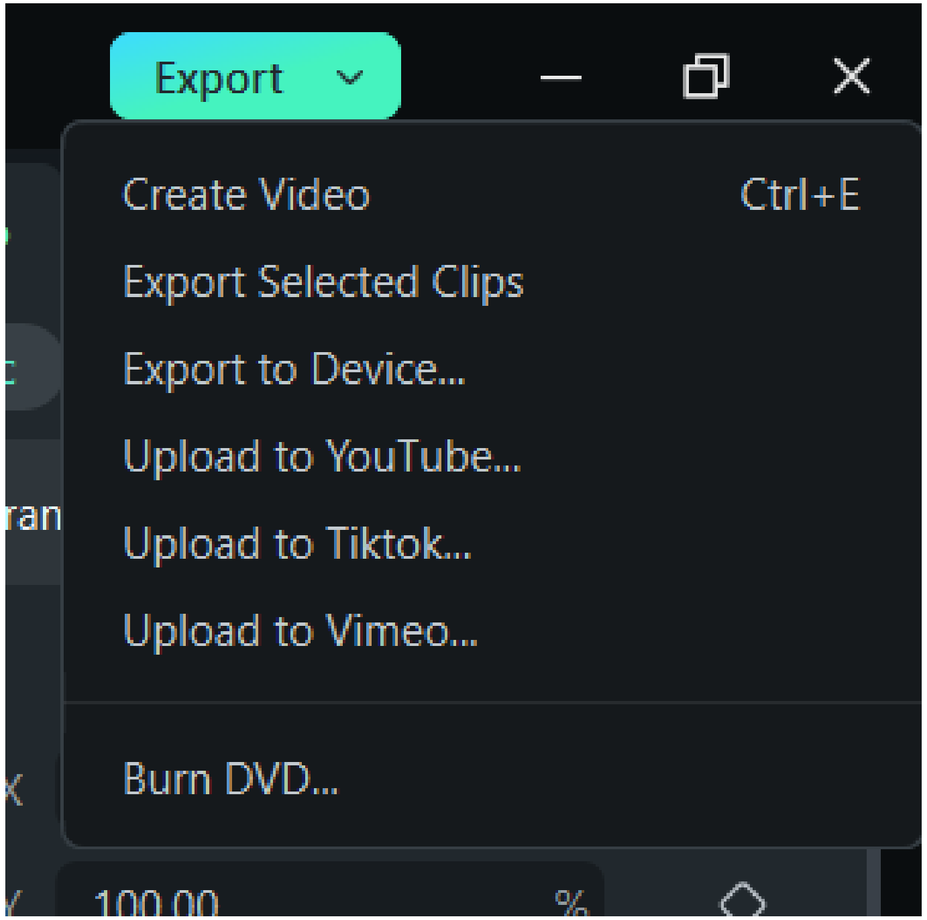


The length of how long the effect will take place and where can be adjusted like this

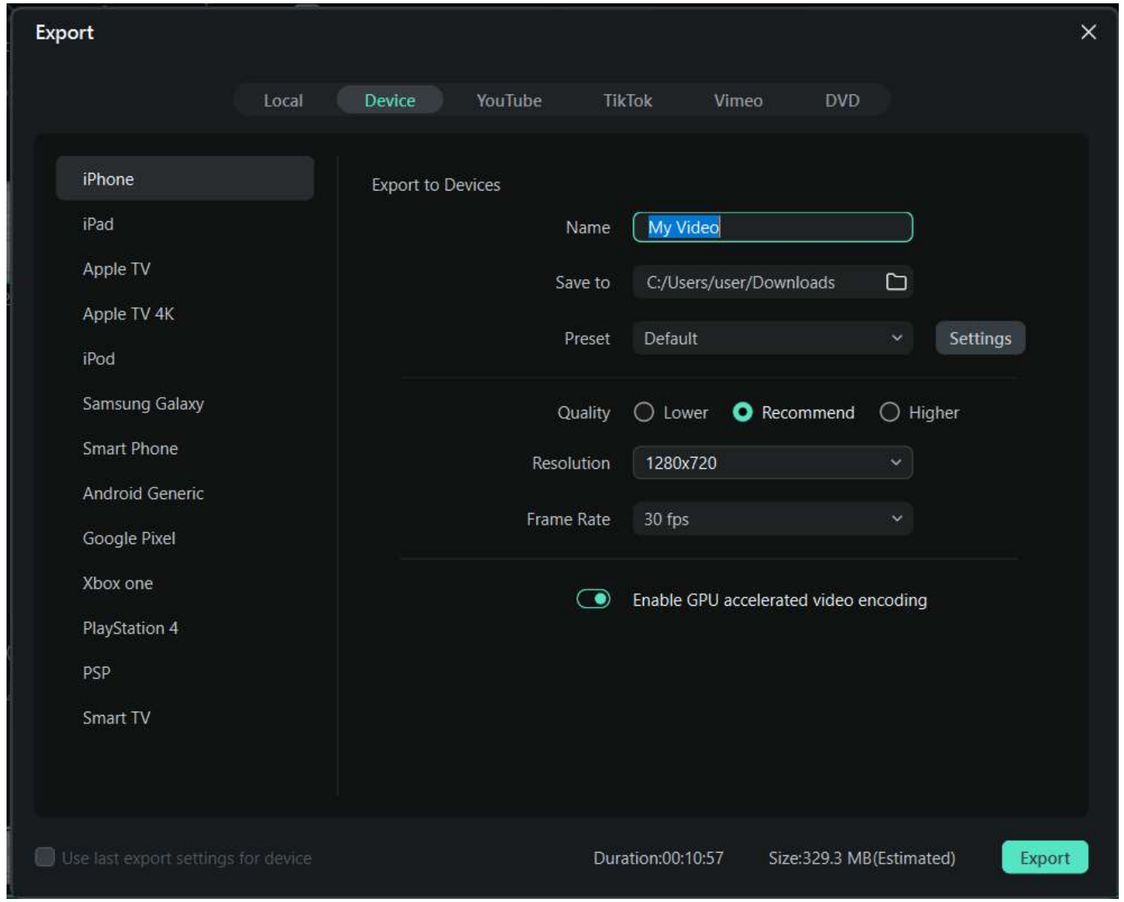
The second method is by dragging the effect over the video. this method will affect the whole video.

Exporting the video

Click Export and select where you want to export the video. To save to your computer select Device.



Configure the video's details such as name, quality and which folder to keep the video. Simply click export after that.



Introduction to ICT

1. **What does ICT stand for?**
   a) International Communication Technology
   b) Information and Computer Technology
   c) Integrated Circuit Technology
   d) Information and Communication Technology

2. **What is the difference between Hardware and Software?**
   a) Hardware refers to physical components, while software refers to virtual components.
   b) Hardware is the brain, while software is the body.
   c) Hardware is tangible, while software is intangible.
   d) Hardware represents the physical devices, while software represents the programs that control computer system.

3. **Which of the following is a type of computer that you can carry around like a small book?**
   a) Desktop
   b) Television
   c) Laptop
   d) Refrigerator

4. **What are the types of Computers?**
   a) Desktop, Laptop, Mainframe, Calculator
   b) Tablet, Server, Digital Camera, Smart TV
   c) Smartphone, Game Console, Microwave Oven, E-reader
   d) Desktop, Laptop, Smartphone, Tablet, Wearable, Smart TVs

5. **Which of the following is not a Component in ICT**
   a) Hardware
   b) Software
   c) Data
   d) Telepathy

Introduction to Word and Excel

1. What is Microsoft Word primarily used for?
a) Creating and editing spreadsheets
b) Designing and editing presentations
c) Writing and formatting documents
d) Managing and analyzing data

2. What is the purpose of a chart in Excel?
a) To organize and sort data
b) To create visually appealing and informative representations of data
c) To apply formatting and styling to a worksheet
d) To perform calculations and analyze data

3. Which of the following is a common use of Microsoft Word?
a) Sending emails
b) Playing video games
c) Writing letters and documents
d) Drawing pictures

4. Line spacing is ?
a) The space between each letter of a word
b) The space between each line of a paragraph
c) Both of the above
d) None of the above

5.MS Excel is a _____.
A. Database Management software
B. Presentation software
C. Workbook software
D. Spreadsheet software

Introduction to PowerPoint

1. **What is the purpose of PowerPoint?**
   a) To create and edit spreadsheets.
   b) To design and print documents.
   c) To create and deliver multimedia presentations.
   d) To browse the internet and send emails.

2. **How can you insert a video into a PowerPoint presentation?**
   a) By copying and pasting the video file directly onto a slide
   b) By recording a video using the built-in camera feature in PowerPoint
   c) By using the "Insert" tab and selecting the "Video" option
   d) By converting the video into a series of images and inserting them one by one

3. **Which of the following is advisable when making your slides for presentation?**
   a) Use a small font size to fit more content on each slide.
   b) Use a variety of bright and contrasting colors for text and backgrounds.
   c) Limit the amount of text on each slide and use visuals to enhance understanding.
   d) Include long paragraphs of information for thoroughness

4. **What is a slide in PowerPoint?**
   a) A digital drawing tool
   b) A unit of measurement
   c) A single page or screen in a presentation
   d) A type of animation effect

5. **Which of the following is a feature of PowerPoint?**
   a) Creating and editing videos
   b) Creating and editing websites
   c) Creating and editing slide-based presentations
   d) Creating and editing music playlists

Introduction to Canva

1. What is Canva ?

a) A popular social media platform
b) A graphic design platform
c) A video streaming service
d) A mobile game development company

2. What type of content can be created on Canva ?

a) Presentations, social media graphics, posters, and more
b) Spreadsheets, documents, and databases
c) Video editing and animation
d) Gaming applications and virtual reality simulations

3. How can Canva be helpful for school projects?

a) By making paper airplanes
b) By providing book recommendations
c) By creating visually appealing presentations and posters
d) By organizing a school dance

4. These are the advantages of Canva except... ?

a) It has multiple templates for everyone to design
b) It can be shared to various social media
c) It is free
d) Users need to have basic knowledge of Graphic Design.

5. What is the purpose of templates in Canva?

a) To provide pre-designed layouts that users can customize for their own projects.
b) To add sound effects to designs
c) To generate automatic color schemes
d) To create animated graphics and videos

Introduction to Filmora

1. **What is Filmora ?**
   a) A video editing software
   b) A music streaming platform
   c) A photography editing tool
   d) A social media network

2. **What is the purpose of adding transitions between video clips in Filmora?**
   a) a) To make the video file larger
   b) b) To create smooth and visually appealing scene changes
   c) c) To add text to the video
   d) d) To remove all audio from the video

3. **True or False: Filmora is a software used for editing photos only.**
   a) True
   b) False

4. **The scissors feature allows you to trim footage to the desired length.**
   a) True
   b) False

5. **All Which of the following elements can you include in a Filmora project to make your video more engaging?**
   a) Stamps and coins
   b) Video clips, music, and text
   c) video game
   d) Slides

ANSWERS

MODULE 1 :

1. D
2. D
3. C
4. D
5. D

MODULE 2 :

1. C
2. B
3. C
4. B
5. D

MODULE 3 :

1. C
2. C
3. C
4. C
5. C

MODULE 4 :

1. B
2. B
3. C
4. D
5. A

MODULE 5 :

1. A
2. B
3. B
4. A
5. B