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Spelling

Series

H

# Information Technology

Student Book



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Team Series  
Authors

Student name:

# Information Technology - Unit 1

## Dictation

1. I entered the data as one of my tasks.
2. Can you identify which applications receive the most usage?
3. A necessity of using technology is the ethical use of information.

## Find a list word that is a synonym for these.

1. beginning, start, outset, inception \_\_\_\_\_
2. jobs, work, chores, undertaking \_\_\_\_\_
3. analyse, scrutinise, appraise, inspect \_\_\_\_\_
4. created, made, reproduced, concocted \_\_\_\_\_
5. inserted, participated, accounted \_\_\_\_\_
6. label, recognize, know, ratify \_\_\_\_\_
7. requisite, requirement, important \_\_\_\_\_
8. apt, befitting, pertinent, relevant \_\_\_\_\_

## -ation is a suffix forming nouns. Match these -ation words with their meanings.

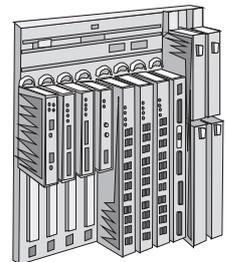
- |                |   |   |   |
|----------------|---|---|---|
| information    | • | • | shortened form of words                         |
| appropriation  | • | • | studying to discover facts                      |
| application    | • | • | the process of producing something              |
| identification | • | • | something that makes a thing attractive         |
| examination    | • | • | piece of surgery                                |
| generation     | • | • | knowledge acquired on a subject or circumstance |
| operation      | • | • | putting to a special use or purpose             |
| decoration     | • | • | inspection, investigation                       |
| investigation  | • | • | something that identifies you                   |
| abbreviation   | • | • | anything taken/used for a special purpose       |

## Add the missing vowels to the list words.

- |         |       |             |       |        |       |
|---------|-------|-------------|-------|--------|-------|
| nfrmtn  | _____ | information | _____ | dntfy  | _____ |
| pplctns | _____ |             |       | sg     | _____ |
| thcl    | _____ |             |       | pprprt | _____ |
| rgn     | _____ |             |       | ntrd   | _____ |
| xmn     | _____ |             |       | ncssty | _____ |
| tchnlgy | _____ |             |       | lctrnc | _____ |
| gnrtd   | _____ |             |       | dt     | _____ |

## Copy the list words.

1.	tasks	
2.	data	
3.	media	
4.	origin	
5.	entered	
6.	network	
7.	usage	
8.	programs	
9.	examine	
10.	multimedia	
11.	generated	
12.	electronic	
13.	identify	
14.	applications	
15.	information	
16.	technical	
17.	technology	
18.	necessity	
19.	ethical	
20.	appropriate	



## There is an a missing from each of these words. Unjumble the letters to find the words.

k t	g s	e m	n i x	h i e	e r n e	l h n e	f i m n n
s s	u e	i d	e e m	t c l	t g d e	t i c c	r o i t o

\_\_\_\_\_

How many words of three letters or more can you make? All words must contain the middle letter. One word uses all the letters.

45 words - good, 55 words - very good, 65 words - excellent

e	r	n	_____
a	e	t	_____
g	e	d	_____
			_____
			_____
			_____

Edit this passage. Rewrite it correctly with the 30 corrections.

pennys family needed a knew computa her dad needed a farster processer mrs brown needed a color scaner and penny needed moor hard disc space four her artwork they owned a intel pentium 450 mhz computer with 64 mb ram and a 10 gb hard disk they brought one that was advertisd in the paper

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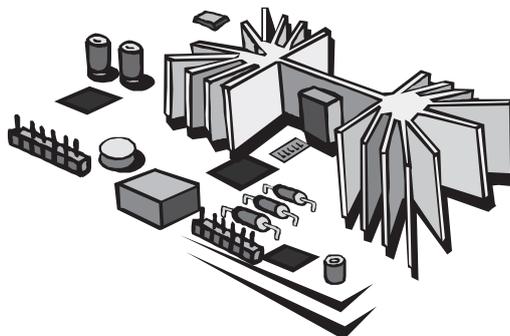
Technology is the knowledge that deals with science and engineering. Choose the correct meaning for each of these tech words.

<b>technical</b>		<ul style="list-style-type: none"> <li>a. polygon with nine angles</li> <li>b. belonging to, or relating to a science</li> <li>c. someone skilled in music</li> </ul>
<b>technique</b>		<ul style="list-style-type: none"> <li>a. method of performance</li> <li>b. dating from an early period</li> <li>c. light, frozen dish made with fruit</li> </ul>
<b>technicolour</b>		<ul style="list-style-type: none"> <li>a. a process of making cinema films in colour</li> <li>b. a one-piece loose outer garment for a baby</li> <li>c. having to do with building or construction</li> </ul>
<b>technician</b>		<ul style="list-style-type: none"> <li>a. someone who studies and treats diseases of children</li> <li>b. someone legally qualified to practise medicine</li> <li>c. someone skilled and knowledgeable in a particular technical area</li> </ul>
<b>technicality</b>		<ul style="list-style-type: none"> <li>a. a special point or item</li> <li>b. a place, spot or district</li> <li>c. a technical point, detail or expression</li> </ul>
<b>technically</b>		<ul style="list-style-type: none"> <li>a. exactly</li> <li>b. approximately</li> <li>c. spectacularly</li> </ul>



**-al at the end of a word is a suffix meaning *having to do with*.** What are the meanings of these, in your own words.

- ethical \_\_\_\_\_
- magical \_\_\_\_\_
- medical \_\_\_\_\_
- mythical \_\_\_\_\_
- logical \_\_\_\_\_
- mystical \_\_\_\_\_
- tragic \_\_\_\_\_
- digital \_\_\_\_\_



**Writing Ideas**  
Identify the responsibilities of software users.

# Information Technology - Unit 2

## Dictation

1. If you plug your copier into the laptop, you can scan your document.
2. Can you examine the function of cordless and wireless hardware?
3. Troubleshoot the components of your microprocessor to find where the problem is.

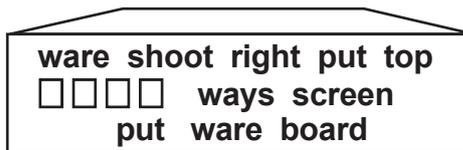
## Find smaller words in these list words that match the meanings.

display - recreation	_____	play	_____
copier - a jetty	_____		_____
identify - a hollow or depression	_____		_____
modem - manner of acting or doing	_____		_____
wireless - to a smaller extent	_____		_____
troubleshoot - an owl's cry	_____		_____
examine - excavation	_____		_____
storage - violent anger	_____		_____
cache - to suffer pain	_____		_____

## Some words can be a verb or a noun. Identify if the underlined word is a verb or a noun in these sentences.

1. Can you scan this picture into the computer?      verb / noun
2. My aunty had a scan when she was pregnant.      verb / noun
3. The display in the shop was very eye-catching.      verb / noun
4. We had to display our artworks for the show.      verb / noun
5. A special function was held at the town hall for the Olympic athletes.      verb / noun
6. The function of the modem is to link one computer to another through the telephone line.      verb / noun

## Match one word from the computer to a word from the modem to make a compound word. Note: not all the words are list words.




## Copy the list words.

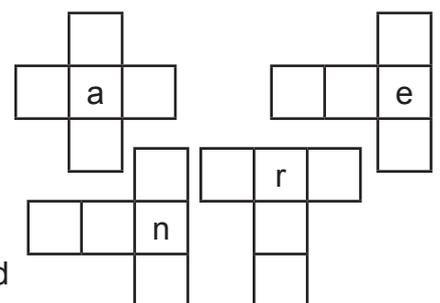
1.	scan	
2.	port	
3.	laptop	
4.	display	
5.	modem	
6.	copier	
7.	memory	
8.	input	
9.	wireless	
10.	cordless	
11.	storage	
12.	examine	
13.	function	
14.	identity	
15.	motherboard	
16.	connectivity	
17.	troubleshoot	
18.	cache	
19.	components	
20.	microprocessor	

## The suffix less means without. What do these words mean?

cordless	_____
wireless	_____
hopeless	_____
clueless	_____
fearless	_____
useless	_____
pointless	_____
emotionless	_____
lifeless	_____
soundless	_____

## A three letter word is missing from each of these list words. Fill in the missing word, then place them in the grids in the correct positions. One letter is given for you in each grid.

- w \_ \_ \_ less  
s \_ \_ \_  
comp \_ \_ \_ nts  
m \_ \_ \_ m  
disp \_ \_ \_  
i \_ \_ \_ tity  
mot \_ \_ \_ board  
sto \_ \_ \_ e

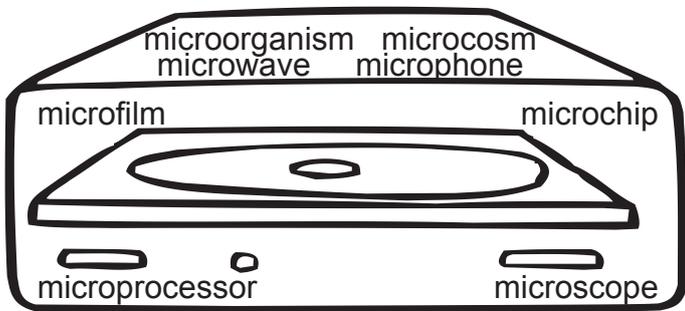


Fit the jigsaw together to make 7 eight letter words based on your list words.

c	o	n	n									r	d	n	c	t	
f	u											r	e	e	n	t	
		w										s	p	e	c	t	s
	i	d	i										m				
	i	e	x	a	i	d								s		o	n
l	e	s	s	c	o							y	s		t	y	
		s		i								e	s				

Micro is a prefix meaning extremely small. Match these *micro* words in the CD drive with their meanings, and write them in the boxes.

1.	m	i	c	r	o					1. Small piece of silicon holding a complex electronic circuit.
2.	m	i	c	r	o					2. Electromagnetic wave of small length.
3.	m	i	c	r	o					3. Miniature community or complex.
4.	m	i	c	r	o					4. Length of film in greatly reduced size.
5.	m	i	c	r	o					5. Instrument that magnifies very small things to make them visible.
6.	m	i	c	r	o					6. Instrument for picking up sound waves.
7.	m	i	c	r	o					7. Organism invisible to the naked eye.
8.	m	i	c	r	o					8. Miniature computer consisting of one or more microchips.



Fill in the missing letters from the words, then rearrange them to make a list word that means any basic computer operation.

			i	l	e	
			a	r	d	
			n	i	t	
			s	k		
d			p	u	t	
i						
s	c	a				
p	o	r				
s	l				t	

**Writing Ideas**  
Examine a hardware system and identify the components and their functions.

# Information Technology - Unit 3

## Dictation

1. You can save music by ripping an audio file.
2. Use a security program to protect your data.
3. For the transmission of digital animation, file compression is recommended.

## Fill in the correct list word.

- Can you \_\_\_\_\_ data between digital and analogue forms?
- Serial and parallel are two types of data \_\_\_\_\_ & \_\_\_\_\_.
- \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ are examples of data types.
- An MP3 player is a type of \_\_\_\_\_ technology that will \_\_\_\_\_ the size of \_\_\_\_\_ files.
- The GB in 256GB hard drive means how many \_\_\_\_\_ you have for storing data.

## Add ed, ing to these words.

base	ed	ing
		ripping
text		
file		
load		
explain		
minimise		
contrast		
video		

Starting with the letter in the top left corner, and only moving horizontally or vertically, can you find 9 list words in this box. Each word starts with a letter next to the end of the previous word. When you find a word, write it in the box.

▶	m	i	s	n	a	s	m	i	
	i	m	e	a	l	n	s	s	
	n	i	h	l	o	a	i	o	
	e	p	y	a	g	r	g	n	
	r	t	i	t	u	t	r	o	▶
	x	e	g	g	e	g	a	e	
	t	d	i	i	i	n	p	d	
	y	b	a	g	p	i	h	i	
	t	e	r	i	p	c	s	v	

## Copy the list words.

1.	text	
2.	file	
3.	load	
4.	convert	
5.	audio	
6.	video	
7.	ripping	
8.	graphics	
9.	protect	
10.	contrast	
11.	security	
12.	explain	
13.	hypertext	
14.	minimise	
15.	systems	
16.	animation	
17.	transmission	
18.	supersede	
19.	compression	
20.	gigabyte	

Find the antonyms for these from your word list.

- destroy \_\_\_\_\_
- unload \_\_\_\_\_
- insecurity \_\_\_\_\_
- maximise \_\_\_\_\_
- confuse \_\_\_\_\_
- expansion \_\_\_\_\_

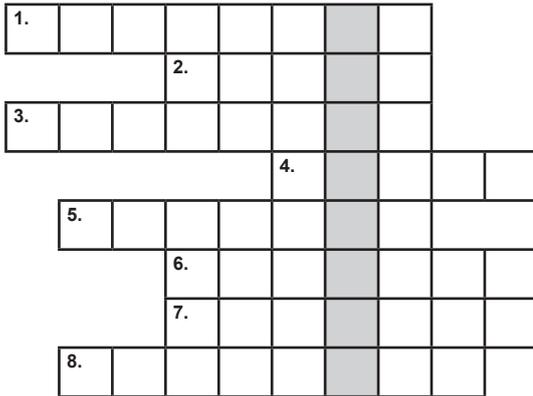
Circle the word in each line that is a synonym for the first word.

file	complete, build, record, metal, finish
convert	school, change, injure, agent, singer
minimise	decrease, friend, smallest, associate, few
protect	prolong, challenge, secure, leader, contract
contrast	machine, break, gather, difference, agree
security	separate, cocoon, inactive, detect, safety

### Anagrams

- life \_\_\_\_\_
- axle pin \_\_\_\_\_
- seed purse \_\_\_\_\_
- sty mess \_\_\_\_\_
- cry suite \_\_\_\_\_
- chip rags \_\_\_\_\_
- torn cast \_\_\_\_\_
- pin grip \_\_\_\_\_

Use the clues to fill in the words. The letters in the shaded boxes make a word that means protection.

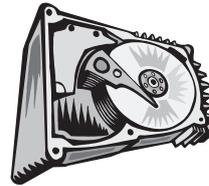


### Clues

- Compare by observing differences.
- Personnel, procedure, hardware and software of a computer.
- Pictures, drawings, diagrams.
- Transmission of sounds.
- Change.
- Transmission of a televised image.
- Defend.
- Large unit of information stored on a computer.

All of the answers to these clues can be found in the letters of the word **transmission**. When you have solved the clues, find them in the wordfind.

- male child \_\_\_\_\_
- business \_\_\_\_\_
- country \_\_\_\_\_
- an imposing residence \_\_\_\_\_
- a holy person \_\_\_\_\_
- blemish \_\_\_\_\_
- upright pole \_\_\_\_\_
- principal or leading \_\_\_\_\_
- money demanded \_\_\_\_\_
- talk wildly \_\_\_\_\_
- precipitation \_\_\_\_\_
- mode of transport \_\_\_\_\_
- adult boy \_\_\_\_\_
- antonym of least \_\_\_\_\_
- mutilate \_\_\_\_\_



m	i	s	s	i	o	n
m	a	s	t	o	t	a
a	a	s	a	i	n	t
i	o	i	i	r	a	i
m	o	s	n	a	r	o
m	a	n	s	i	o	n
t	r	a	i	n	a	m

tion added to the end of words forms a noun.

What is the base word these nouns come from?

- compression \_\_\_\_\_
- transmission \_\_\_\_\_
- discussion \_\_\_\_\_
- emission \_\_\_\_\_
- concussion \_\_\_\_\_
- impression \_\_\_\_\_
- commission \_\_\_\_\_
- depression \_\_\_\_\_

**Edit this passage** There are 27 spelling and punctuation errors.

darta can bee found in meny sauces. books, the intanet, magazeenes and jernalns are a few eggssamples. when ewe look at darta, ewe knead two determine what imformation ewe will knead too eggspain your topick. wunce ewe have your text, you can insert graffics and animaton, as well as ordio or video files.

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### Writing Ideas

Compare and contrast basic security methods used to protect data.

# Information Technology - Unit 4

## Dictation

1. You should develop good censor and bias skills.
2. It is important to recognise the accuracy and validity standards of websites.
3. One of the repercussions of cyberculture is the issue of cyberbullying.

## Find the base word for these list words.

hacking \_\_\_\_\_ accuracy \_\_\_\_\_  
 validity \_\_\_\_\_ protection \_\_\_\_\_  
 licensing \_\_\_\_\_ piracy \_\_\_\_\_  
 standards \_\_\_\_\_ intellectual \_\_\_\_\_  
 inappropriate \_\_\_\_\_ responsibilities \_\_\_\_\_

## Cyber is a prefix meaning a connection with computers or the world of computing. What do these cyber words mean?

cyberculture \_\_\_\_\_  
 cyberbullying \_\_\_\_\_  
 cyberchat \_\_\_\_\_  
 cyberspace \_\_\_\_\_  
 cyberstore \_\_\_\_\_  
 cybercrime \_\_\_\_\_

## Can you find two more cyber words and their meanings?

1. \_\_\_\_\_
2. \_\_\_\_\_

## Add a three letter word from the box to each of these groups of letters, rearrange and make a list word.

v	i	t
y	a	

g	l	c
e	n	i

a	d	s
t	r	s

y	p	o
c	t	h

rig  
rot  
nda  
sin  
lid  
cog

i	s	e
r	n	e

e	t	o	n
c	i	p	

## Find a smaller word in these words that matches the meaning.

Then find all the smaller words except one in the wordfind. The left over letters spell what you do with the word that isn't in the wordfind.

validity		a cover for something
licensing		plural of louse
recognise		tooth on a wheel
hacking		male monarch
licensing		produce melodious sounds
standards		keep in upright position
copyright		to put in proper order
piracy		vigorous, lively, spirited
responsibilities		past tense of light
repercussions		instruments played by striking
bias		to a degree

## Copy the list words.

1.	bias	
2.	hacking	
3.	censor	
4.	develop	
5.	protection	
6.	piracy	
7.	validity	
8.	recognise	
9.	standards	
10.	copyright	
11.	accuracy	
12.	responsibilities	
13.	licensing	
14.	inappropriate	
15.	susceptible	
16.	conscience	
17.	intellectual property	
18.	cyberculture	
19.	repercussions	
20.	cyberbullying	

s	t	a	n	d
i	i	c	s	i
n	l	l	o	l
g	n	i	k	g
r	a	c	y	i
h	i	e	t	r

## Smaller word not in the wordfind

## Leftover letters



# Information Technology - Unit 5

## Dictation

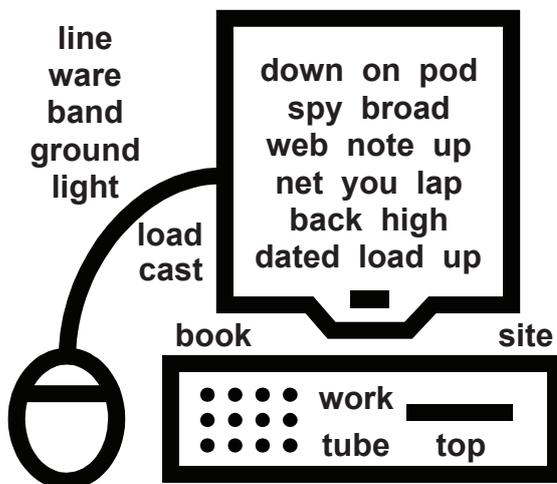
1. You need your user name when you go online to send an email.
2. When you explore a website, it is a download in terms of internet usage.
3. Do not open an anonymous attachment unless you have spyware.

## Anagrams

maps _____	ruse _____
glob _____	a lime _____
no Nile _____	lifters _____
sew bite _____	flip ore _____
rex lope _____	din fee _____
reps way _____	past cod _____
an odd owl _____	rob and bad _____

**Web** at the beginning of a word means to do with the internet.  
**What do these web words mean?**

webcam \_\_\_\_\_  
 webcast \_\_\_\_\_  
 website \_\_\_\_\_  
 webquest \_\_\_\_\_  
 webmail \_\_\_\_\_  
 web page \_\_\_\_\_  
 World Wide Web \_\_\_\_\_



## Compound Words

Add a word from the computer monitor to a word outside it to make a compound word. (Not all of them are list words)


## Copy the list words.

1.	user	
2.	blog	
3.	email	
4.	spam	
5.	filters	
6.	online	
7.	web cam	
8.	profile	
9.	website	
10.	explore	
11.	download	
12.	define	
13.	podcast	
14.	spyware	
15.	broadband	
16.	anonymous	
17.	attachment	
18.	virtual	
19.	avatar	
20.	netiquette	

## Fill in the missing list words.

- When you log on to the computer, you need to put in your \_\_\_\_\_ name and password.
- \_\_\_\_\_ is like junk mail that gets sent to your \_\_\_\_\_ address.
- Photos can be sent as an \_\_\_\_\_ to an email.
- They will download faster if you are using \_\_\_\_\_ rather than dial-up.
- At some \_\_\_\_\_ you need to create a \_\_\_\_\_ of yourself, but you should never give out private information.
- Internet \_\_\_\_\_ can help block inappropriate sites.
- A personal website that you can create is called a \_\_\_\_\_.
- If you want to \_\_\_\_\_ a \_\_\_\_\_ to your MP3 player, you need to go to their website and download the software first.
- In a \_\_\_\_\_ world, you can create your own \_\_\_\_\_ and choose their own personality, clothing and environment.
- It is bad \_\_\_\_\_ to type everything in capitals, as THIS LOOKS LIKE YOU'RE SHOUTING.

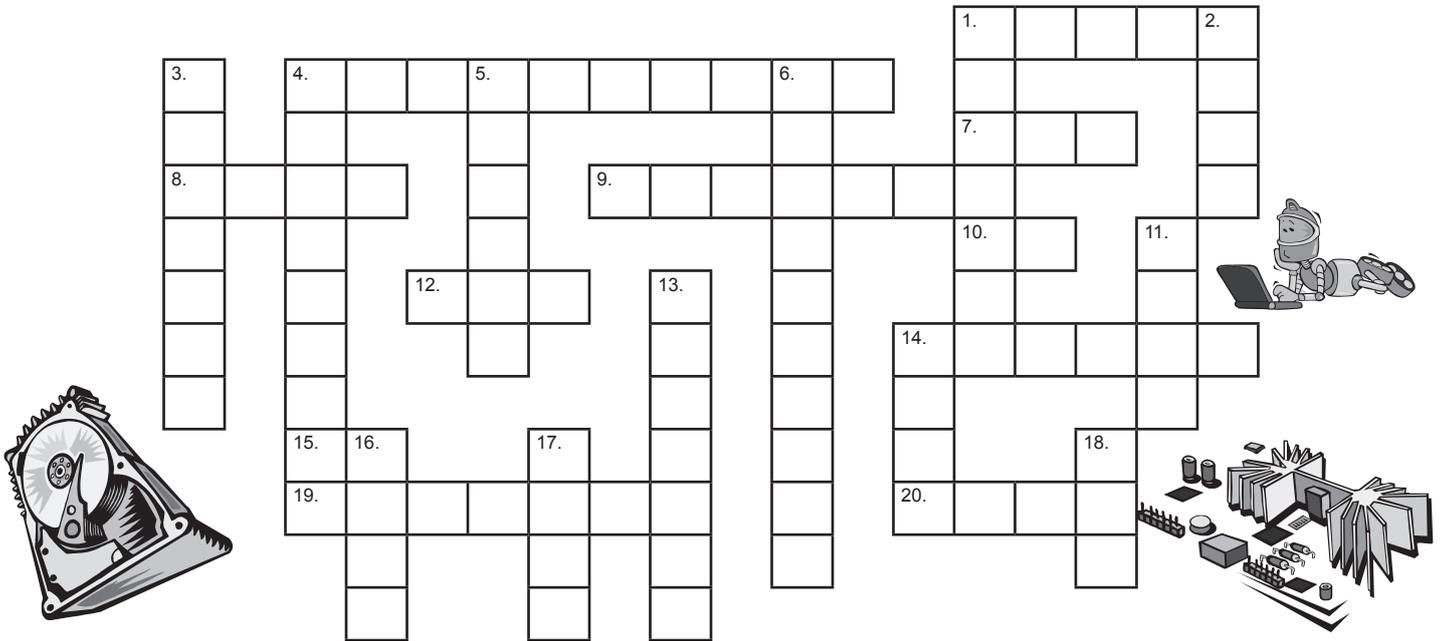
## Crossword

### Across

1. Electronic mail
4. Extra part added to an email.
7. and 17 down.  
A \_\_\_\_\_ can be downloaded to your MP3.
8. A personal website.
9. Simulated
10. and 2 down.  
\_\_\_\_\_ is when you are connected via computer to a network.
12. See 18 down.
14. To explain the essential qualities of.
15. Initials for Unites States.
19. Software to help protect your computer when using the Internet.
20. A user \_\_\_\_\_ is needed when accessing some websites.

### Down

1. Discover
2. See 10 across
3. A group of related webpages.
4. Unnamed
5. A 3D representation of yourself.
6. Rules for being polite online.
11. Broad \_\_\_\_\_ is able to transfer large amounts of data at high speed.
13. Programs that block websites.
14. \_\_\_\_\_ load is when you copy data from one computer to another.
16. Junk email
17. See 7 across.
18. and 12 across.  
A camera that can be used to send live images.

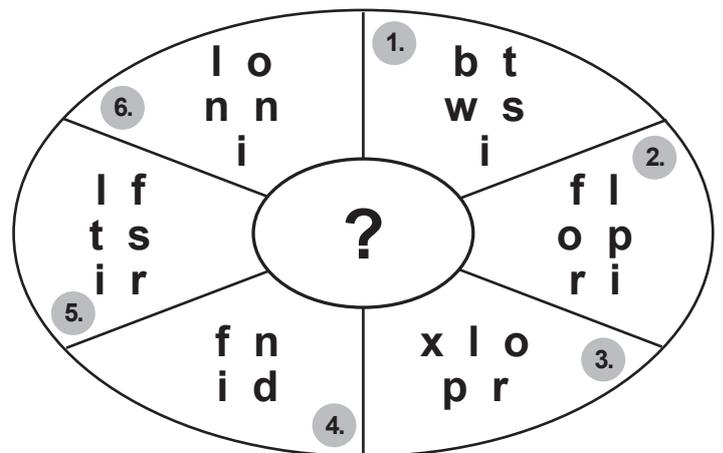


## Word Wheel

Use the wheel to make list words. They are all missing the central letter, but some may contain it more than once. (Hint: The central letter is a vowel.)

Central letter \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_



## Find smaller words in each of these list words.

- |                  |               |
|------------------|---------------|
| blog _____       | define _____  |
| profile _____    | avatar _____  |
| anonymous _____  | user _____    |
| explore _____    | spam _____    |
| attachment _____ | podcast _____ |

## Writing Ideas

Explore the impact the internet has on teenagers today.