



YEAR 3

COMPUTING

Reference Resources Booklet (1)

Name :
ID :
Class :

2026-2027 Academic Year

YEAR 3

COMPUTING

Reference Resources Booklet (1)

Preface

At MPA International School, we are committed to nurturing learners who are not only knowledgeable but also capable of guiding their own learning journey. This booklet has been carefully prepared to support our students as a confident, curious, and independent learner by providing clear, structured notes that reinforce key concepts and offer guidance across all related topics.

Each section in this booklet connects directly to the topics of the textbook, offering:

- Clear explanations of key ideas
- Concept summaries for quick revision
- Supportive notes that encourage **self-study** and **personal reflection**

This resource is designed to help students’ **review at their own pace**, explore topics more deeply, and strengthen what they’ve learned in class. Whether they’re preparing for a quiz, completing homework, or simply curious to know more—this booklet is here to guide and support them. Most importantly, use it to grow as a **self-directed learner**—someone who learns with purpose, confidence, and curiosity.

This resource is not meant to replace active learning or classroom discussion but to empower students to revisit important content at their own pace—whether reviewing after a lesson, preparing for a quiz, or exploring further out of curiosity.

We hope this booklet empowers you to take ownership of your learning with purpose and pride.

Academic Team

MPA International School

Content

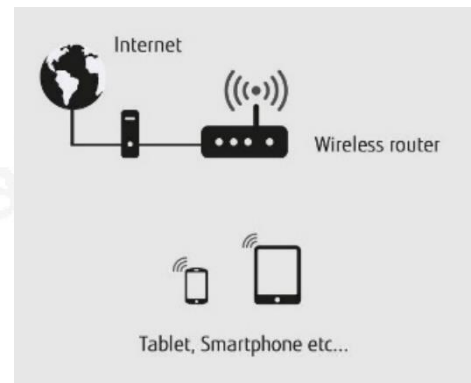
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Internet and World Wide Web (WWW)

Internet

A **network** that connects computers and devices around the world.

Internet = Connected devices



World Wide Web (WWW)

WWW means: World Wide Web

- The WWW is a **collection of websites** on the Internet.
- Internet and WWW are not the same.



Website

A website can contain:

- Text, Pictures, Videos, Links

Example: School website, News website

Web Browser

A web browser is used to open websites.

Examples:

- Google Chrome
- Microsoft Edge
- Safari



Search Engine

A search engine helps you find information online.

Examples:

- Google
- Bing



Keywords

Keywords are important words typed into a search engine.

Example: ✗ "I want to know about cats"

✓ "cat facts"

Online and Offline

Online-

Connected to the Internet

Examples: Watching YouTube



Offline-

Not connected to the Internet

Examples: Drawing on paper, Reading a book

Online Information and PowerPoint

Plagiarism

Plagiarism means:

Copying someone else's work and saying it is your own.

To avoid it -You should write in your own words.

-Give credit to the source.



PowerPoint Presentation

A PowerPoint presentation is made of **slides**.

A slide can include: Text, Pictures.



Formatting Text

Formatting changes how text looks.

Bold- Makes text darker and thicker

Italic - Makes text slant to one side

Underline -Adds a line under text.

Font -Changes the style of letters.

Bullet Point- Creates a list using dots.

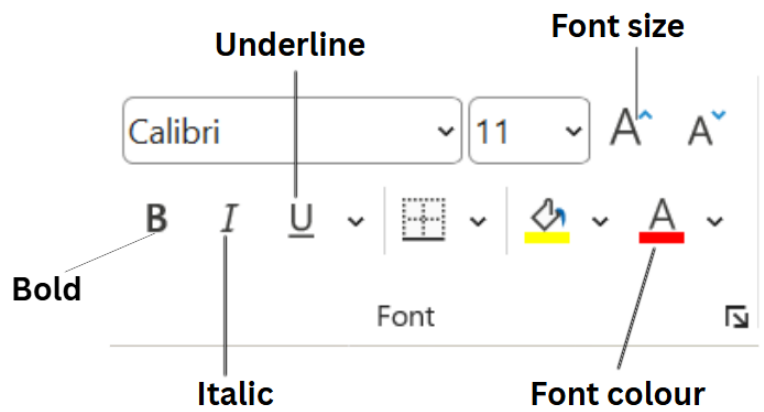
Example:

- Apple
- Banana

Alignment- Moves text to:



Alignment



Podcast and Audio Editing

What is a Podcast?

A **podcast** is an **audio** program that people can listen to online.

A podcast can include:

- Talking, interviews, Stories



Podcast Jingle

A **jingle** is a **short piece of audio** at the beginning of a podcast.

Example:

- ♪ Short music before the podcast starts



Recording a Podcast

For good recording:

- ✓ Record in a quiet place
- ✓ Speak loud and clearly
- ✓ Use expression in your voice

Expression and Volume

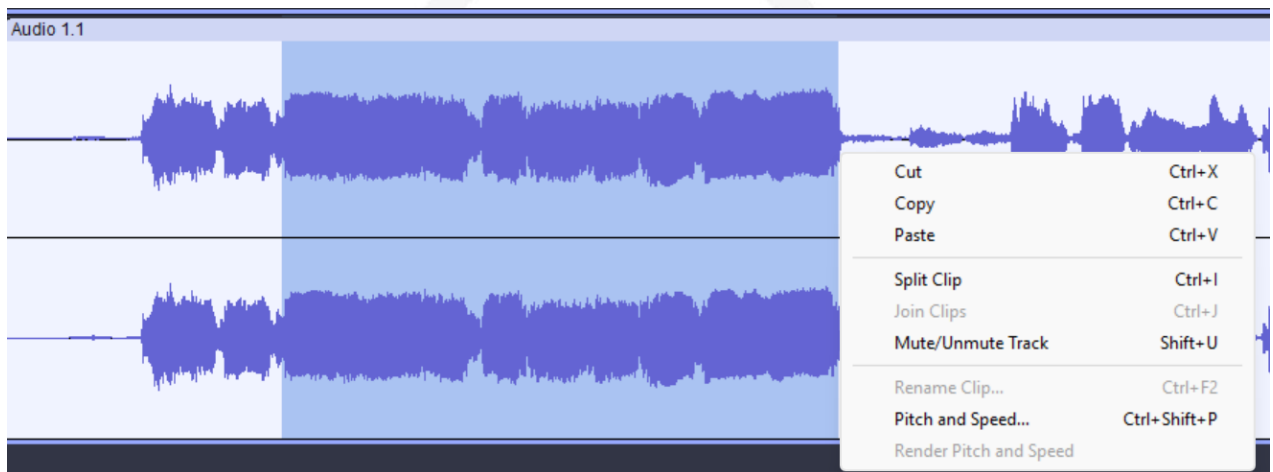
Expression means using your voice to show feelings.

Examples: Happy voice 😊, Excited voice 😄, Sad voice ☹️

Volume means how loud or quiet the sound is.



Audio Editing Tools



Cut ✂️ **Removes** a part of audio and **can move it** somewhere else.

Split ✂️ Divides one audio clip into two parts.

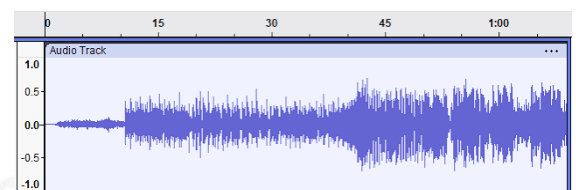
Delete 🗑️ **Removes** a selected part of the audio.

Audio Tracks

Multiple recordings in one project are called **tracks**.

Example: Voice track, Music track, Sound effect track

Track = A layer of audio



Audacity

Audacity is an audio editing program.

We use it to: Record voices, Editing



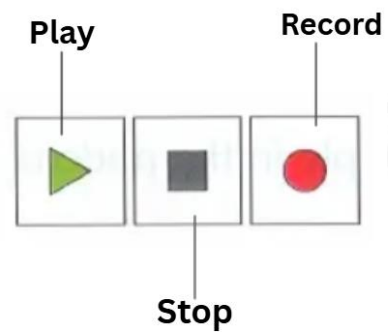
Audio Control Buttons

Common buttons:

► **Play** = Listen to audio

◻ **Stop** = Stop playing

● **Record** = Record your voice



Listening Device

Headphones

Speakers



References

- <https://pearson.com>
- Teacher made worksheet

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