



YEAR 4

COMPUTING

Reference Resources Booklet (1)

Name :
ID :
Class :

2026-2027 Academic Year

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Reference Resources Booklet (1)

Topic 1 – Online Safety

Topic 2 – Searching and Comparing

Topic 3 – Desktop Publishing

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

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Topic 1: Online Safety

What is Online Safety?

Online safety means using the internet safely, responsibly, and respectfully.

Personal Information

Keep these private:

- Password
- Home address
- Phone number
- School name
- Full name



Good Online Behavior

- Be kind and respectful.
- Think before you post.
- Never share personal information with strangers.
- Tell a trusted adult if something makes you feel unsafe.

Cyberbullying

Cyberbullying is **bullying using the internet or digital devices**.

Examples:

- Sending mean messages
- Sharing embarrassing photos
- Posting rude comments
- Spreading rumours online



If cyberbullying happens:

- Do not reply.
- Block the person.
- Save the evidence.
- Tell a trusted adult.

Stay Safe Online

- Use strong passwords.
- Do not click suspicious links.
- Do not accept friend requests from strangers.
- Report anything inappropriate.

Topic 2: Searching and Comparing

What is a Source?

A source is where information comes from.

Examples:

- Books
- Websites
- Newspapers
- Magazines

What is a Reliable Source?

A reliable source gives information that is:

- True
- Accurate
- Trustworthy

How to Check Information

Ask these questions:

- Who wrote it? (Author)
- When was it published? (Date)
- Does it sound realistic?
- Are there spelling or grammar mistakes?
- Does it include facts and evidence?

Bias

Bias means having an opinion that is not fair or balanced.

Why Use Reliable Sources?

Reliable sources help you:

- Learn correct information.
- Complete school work accurately.
- Avoid false information.

Creating a Table

What is a table?

A table is used to organize information into rows and columns so it is easy to read.

Table - A way to organize information using rows and columns.

Example:

Name	Age	Class
Amy	9	Y-4
Ben	10	Y-4

Cell –

One box in a table.

Row –

A horizontal line of cells.

--	--	--	--	--

Column –

A vertical line of cells.

Topic 3: Desktop Publishing

What is Desktop Publishing?

Desktop Publishing (DTP) is creating attractive documents using text, pictures, shapes, and colors.

Examples:

- Posters
- Flyers
- Brochures
- Invitations
- Newsletters



Desktop Publisher

A desktop publisher is software used to create designed documents.

Examples:

- Canva
- Microsoft Publisher



Word Processing

Word processing means writing, editing, and formatting text.

Examples:

- Letters
- Reports
- Homework
- Stories



Word Processor

A word processor is software used to create text documents.

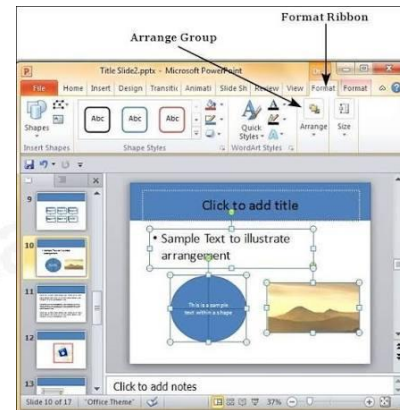
Example:

- Microsoft Word
- Google Docs



Grouping

Grouping **joins two or more objects** so they move and resize together.

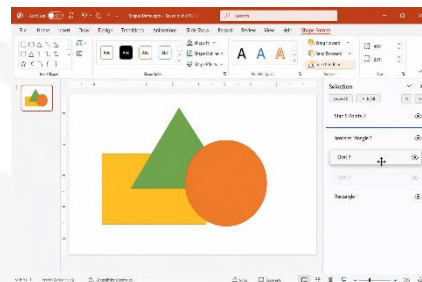


Layering

Layering changes **the order of objects**.

Examples:

- Put a picture behind text.
- Bring a title to the front.



Green Screen

A green screen is a green background that lets you change the background of a video using video editing software.

Why do we use green screen?

- To change the background to any place or image.
- To make videos more fun and interesting.
- To tell stories in different locations without travelling.
- To create educational and creative videos.



References

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