COMPUTING & ICT—Year 07 Knowledge Organiser: Digital Literacy (Autumn 1)

Summary

In this unit, students will learn how to use the **computer system** at **The Ramsey Academy**.

They will learn how to log onto the **school system** at school and at home.
They will also learn how to save their work into their own file structure on the student shared area (waffle). In addition to this, students will also learn how to copy work which has been given to them by their subject teacher, and saved in the teachers shared area (burger) to their own folder system.

Students will also learn how to take screenshots of their work and copy this work into different Windows Office applications. They will also learn the importance of using a safe password for their school system and have the ability to use headers and footers to name their computer work. Students will also gain and understanding of how to research correctly using different internet browsers.

The final area of this unit is to enable students to send e-mails on the school system correctly.

Key Vocabulary

Attachment	A file that is sent with an e-mail.
Anti-virus	Anti-virus software scans all forms of storage devices for viruses and, if found, attempts to remove them.
Burger	This is the folder system that teachers use to send out work to all the students in your class. This is read-only.
Computer system	Computer system is one that is able to take a set of inputs, process them and create a set of outputs.
E-mail	This is an electronic system that allows information files to be sent to another person over the internet.
Malware	Malicious software created to damage or gain illegal access to computer systems.
Phishing	Trying to trick someone into giving out information over email is called 'phishing'.
Waffle	This is the folder system that students use for their work. It is accessible from home and has the read/write capability.

E-mail is short for 'electronic mail'

Advantages of using e-mail

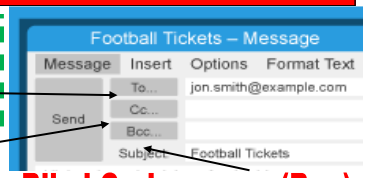
- Can send to multiple recipients at once.
- Can send attachments—files, images, music or video.
- Sent instantly at any time.
- Can request a receipt that the email has been read.
- Can send and receive email from any web enabled device.

Disadvantages of using e-mail

- Malware, Spam , Viruses, Phishing scams. (all similar)
- Need for an Internet connection.
- Your message can only be read when the recipient next logs in and checks their e-mail.

Sending an email

To – enter it here if this email is directly addressed to this person.



Carbon copy (Cc)

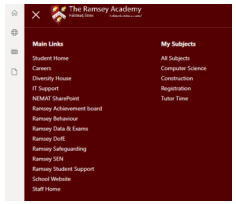
- enter name here if the email needs to be seen by other people for reference.

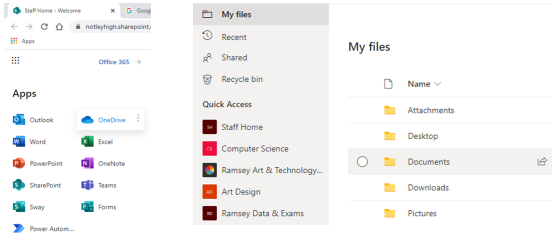
Blind Carbon copy (Bcc)

-– enter it here to prevent other people knowing you've sent it to this person.

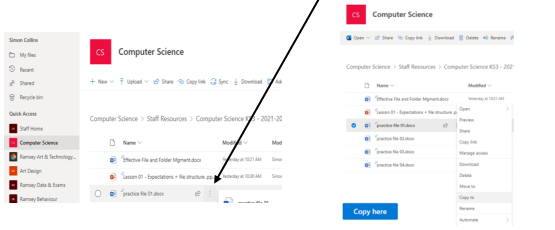
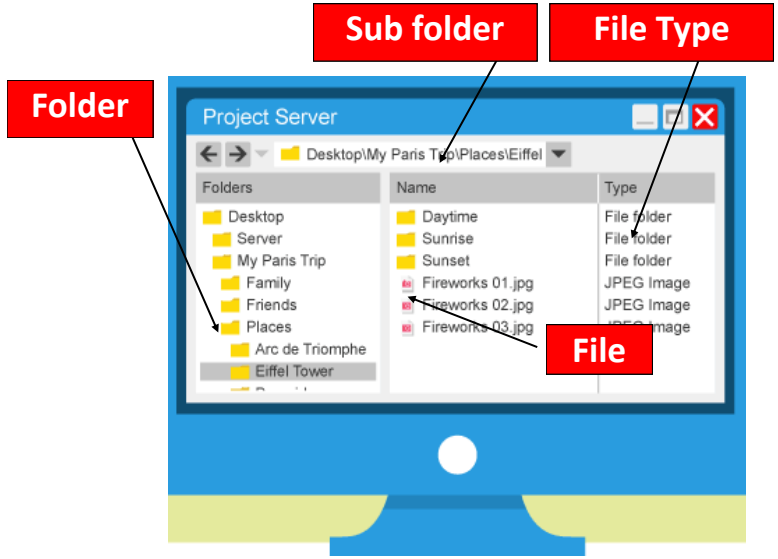
Copying from the 'Burger' to the 'Waffle'.

Once you have found the work in the burger





Copy the file using the 3 dots to your own folder



Folders, sub-folders and files