

Knowledge Organiser

Unit 1 – Intro to ICT

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My school username is :

- ...

My School email address is:

- @hilbre.wirral.sch.uk

When creating a new password in school it must:

- Contain a capital letter.
- Contain at least one Number.
- Contain more than 6 characters.
- Cannot be your name.

Staying Safe Online

Most people think that the Internet & new technology are brilliant inventions – use for research, play games, buy goods, send video messages.

Unfortunately, people use the internet for wrong reasons which can put you and your computer at risk.

These risks include:

- Viruses
- Someone using your personal details to steal money from you or your family
- Someone finding out who you are and where you live because they want to harm you.

Never accept someone as a ‘friend’ on social media simply because they claim to know another friend of yours. Always be cautious about what you say online

Never disclose :

your name telephone number address or school

Never agree to meet anyone in person that you’ve only known online. If somebody does start sending you messages that offend or upset you, you must tell an adult that you trust and block the person.



Visit these websites for advice

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Email

This is where you type the recipients email address.

Any email address typed into CC will receive a copy of the email..

Any email address typed into BCC will receive a copy of the email. However; other recipients will not know.

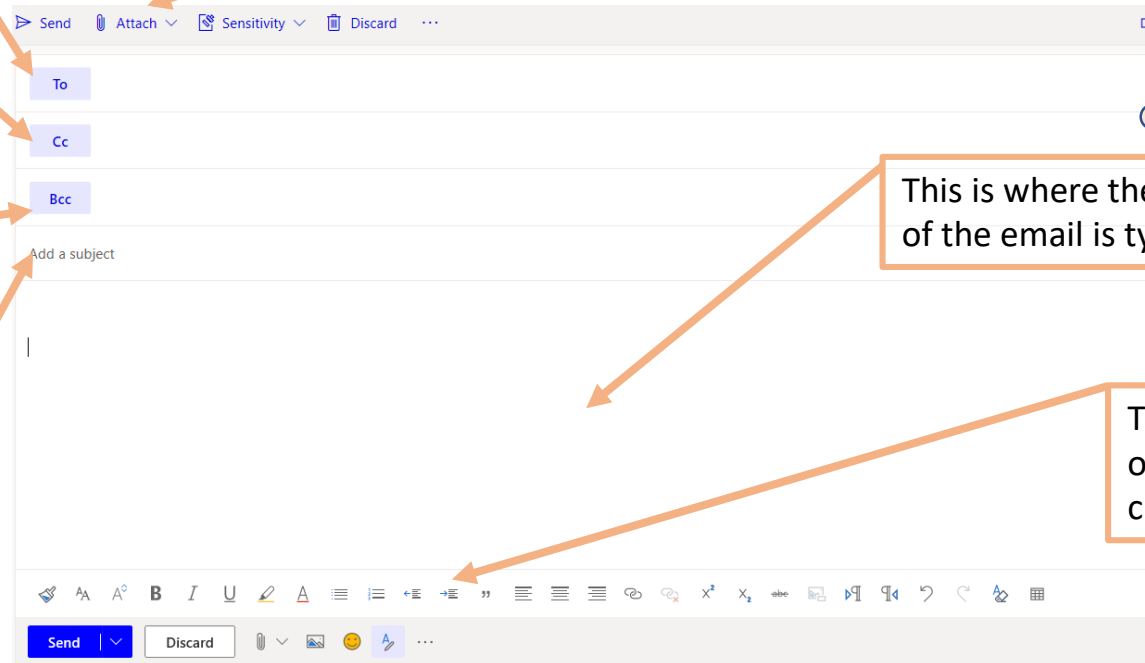
In here is where you will type in the subject of the email.

The attachment option will allow you to attach any files to the email.

This is where the main content of the email is typed.

These are different formatting options that are available to customise the email.

Fill in the boxes to explain what each of the elements are for.



Why do we need to format word documents, i.e. Letters written to others or our ICT work?

- To make your work look professional.
- To make things stand out.
- To make your document easier to read.

Word Processing

Identify 3 ways we can format our text?

- We can change the font size. When typing in ICT we should use font size 10-12.
- We can change the font style.
- We can change the colour of the text.

File management

What is wrong with the folder / files in the image to the right?

- The files don't have specific file names identifying clearly what they are which will make it hard to find what you're looking for.
- The files aren't organised properly, there is a wide variety and mixture of documents.

How could the files on in the image be tidied up?

- The files need to have file names that make each of the documents identifiable.
- The files could be organised into subfolders so that similar pieces of work are stored together.

