

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:

- ...
- ...
- ...
- ...

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:

- ...
- ...
- ...

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 :

- ...
- ...
- ...

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 ...



Visit these websites for advice

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Email

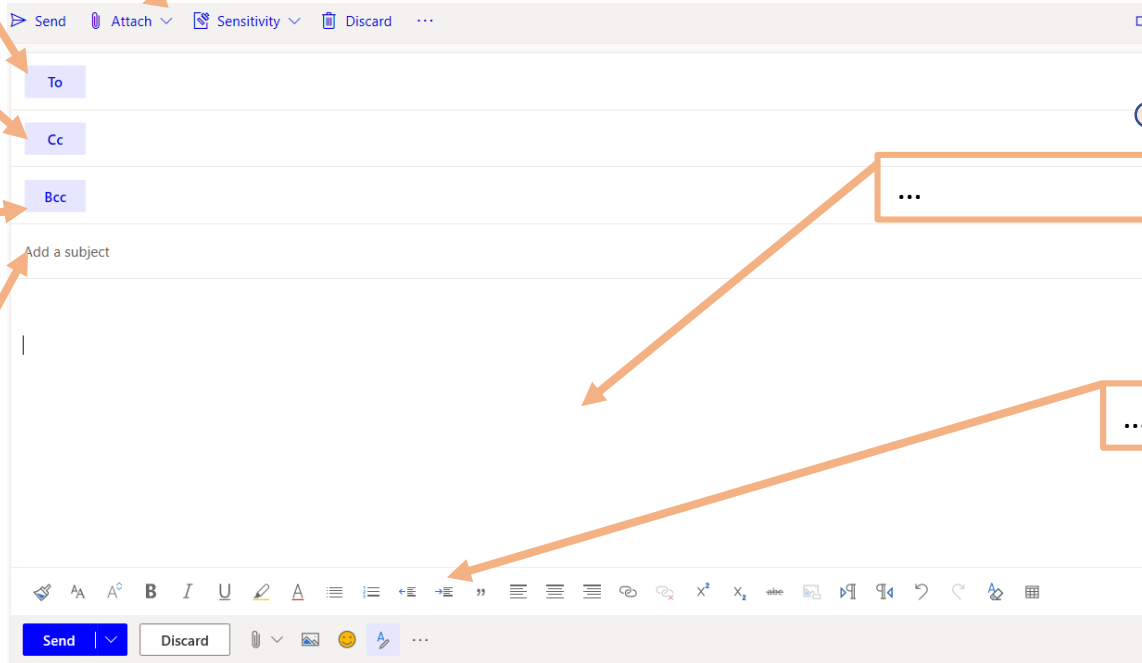
...

...

...

...

...



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?

- ...
- ...
- ...

Word Processing

Identify 3 ways we can format our text?

- ...
- ...
- ...

File management

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

- ...
- ...

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

- ...
- ...

