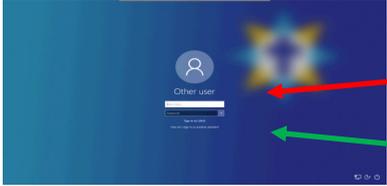


Year 7 computing Term1

Digital Organisation—Knowledge Organiser

In this topic, you will be taught to understand a range of ways to use the school network safely, respectfully, responsibly and securely, including how to use locate and save files and folders. You will also learn some basic PowerPoint skills which you will use in your future Computing lessons.

How to log on



username E.g. 21jsmith

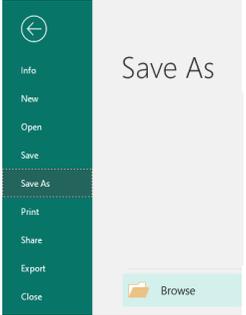
password

Password Rules

- Use Uppercase and lower case letters
- Must be more than 8 characters long
- Use a symbol such as *
- Include numbers and letters
- Do not use the word password
- It cannot include your name
- DO NOT share your password with others
- You can ask a member of staff to reset your password at break / lunch

How to save a file/document

1. Click on **File**
2. Click on **Save AS**
3. Click on **Browse**
4. Click on **Documents** on the left hand side
5. Click on your **Yea r7 Computing** folder
6. Click on **Digital Organisation** folder
7. Give it a sensible name and click save!



Keywords		
<p>File</p> <p>a collection of data, programs, etc. stored in a computer's memory or on a storage device.</p>	<p>Folder</p> <p>(also called directory, or catalogue) is a way to organise computer files. A folder is a storage space where many files can be placed into groups and organise the computer. A folder can also contain other folders</p>	<p>Hardware</p> <p>includes the physical parts of a computer, such as the case, central processing unit (CPU), monitor, mouse, keyboard, computer data storage, graphics card, sound card, speakers and motherboard.</p>
<p>Software</p> <p>the programs and other operating information used by a computer.</p>	<p>Computer (PC)</p> <p>an electronic device for storing and processing data, typically in binary form, according to instructions given to it in a variable program.</p>	<p>Laptop</p> <p>a computer that is portable and suitable for use while travelling</p>
<p>Username</p> <p>an identification used by a person with access to a computer, network, or online service.</p>	<p>Password</p> <p>a secret word or phrase that must be used to gain admission to a place</p>	<p>Inappropriate</p> <p>not suitable or proper in the circumstances</p>
<p>Protocols</p> <p>the official procedure or system of rules</p>	<p>Acceptable use</p> <p>is a set of rules applied ways in which the network, website or system may be used and sets guidelines as to how it should be used.</p>	<p>Software</p> <p>The programs and other operating information used by a computer.</p>
<p>Table</p> <p>a way to organise data/information by using rows and columns.</p>	<p>Ribbon</p> <p>used by Microsoft software, located at the top of the screen. It is an easy way to access the different tools/options when creating a document.</p>	<p>Content</p> <p>all the information (including pictures) included in a document about the chosen topic</p>
<p>Master view</p> <p>a feature in PowerPoint that allows you to change the slide design (layout, font) for all slides in a PowerPoint</p>	<p>Footer</p> <p>a small section at the bottom of each page within a document. It is often used for page numbers, or company data.</p>	<p>Slide numbering</p> <p>similar to page numbers, show number of the current slide.</p>
<p>Program</p> <p>a collection of instructions that can be performed by a computer to perform a specific task.</p>	<p>Title</p> <p>the name given at the top of a document to tell the user what the document is about. E.g. having the title keywords for a slide about the keywords of a topic.</p>	<p>Zoom</p> <p>the ability to make the page/slide you are working on bigger or smaller.</p>

How to find Microsoft Office

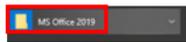
1. Click on the Windows button in the bottom left hand corner of your screen



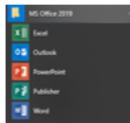
2. Scroll down the list of folders



3. Click on the folder called **MS Office 2019**



4. Now select the piece of software you require.



Mobile Phone Safety

1. **Use a passcode on your phone:** This can help to protect your data if someone tries to steal or access it. Nobody should be able to guess your passcode, so don't set it to something other people will know, like your birthday.



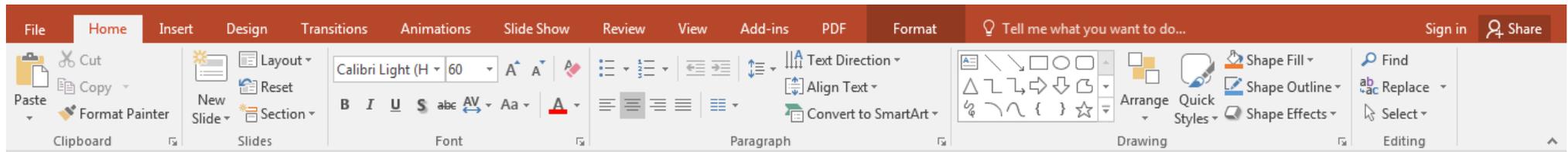
2. **Keep your phone with you:** Store your phone in a safe pocket so that it's hidden from sight. Be careful when you take it out in public places and don't let other people use it unless you know and trust them.

3. **Don't use public WiFi:** Public WiFi may not always be secure, especially in places like cafés. Connecting to it means that someone might be able monitor the sites or apps you're using.

4. **Check what data your apps can use:** Lots of apps will ask for permission to use your data when you install them. They might want to view things like your location, contacts, photos and even messages. Be careful about what you agree to and check what permissions your apps have in the 'settings' menu of your phone.

5. **Add an ICE (In Case of Emergency) contact number to your phone:** If you lose your phone or something happens, it can be hard for someone to contact you. Add the phone number of someone you trust, like your parent or carer to your lock screen or on the back of your phone with a sticker.

6. **Be careful who you add or talk to:** When you talk to someone online, you don't always know who they are or whether they're being truthful. If you're talking to someone online, be careful about what you share.



These icons allow you to copy and paste. These functions are also on your right click of your mouse.

This group of icons will let you add a new slide or select the type of slide you need

This group of icons will help you format your text

This group of icons will help you organise your text. There are bullet points, numbering, indentation and alignment. Also line spacing and others if you click the little arrow at the bottom of the box

This group of icons will allow you to draw items, different shaped text boxes, arrows, colours etc.

This group of icons allows you to find text in the document and replace it with another word, perhaps if you have a spelling mistake or need to change a name