

Year 7 – Basic Skills - Knowledge Organiser

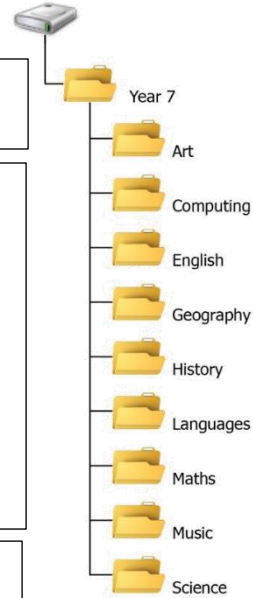
Key terms: 1

1. Folder
2. File
3. Drive
4. Email
5. Internet
6. Searching
7. Advanced
8. Password
9. Microsoft
10. Appropriate

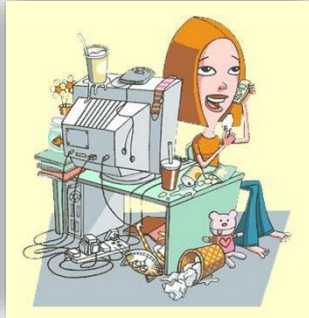
File Explorer is a software application for managing your files, searching them and navigating around them.

Keyboard shortcuts:

- CTRL + ALT + DELETE – Unlocks the computer
- CTRL + S – Saves a document
- CTRL + C – Copy
- CTRL + V – Paste
- CTRL + B – Bold
- CTRL + U – Underline
- CTRL + I – Italic
- CTRL + P – Print
- CTRL + A – Selects all work within the doc



Staying safe with ICT: How many hazards can you spot in the images below?



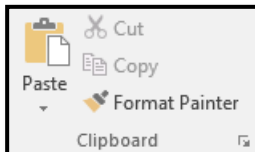
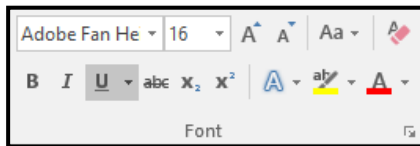
Microsoft package:

- Word – Word processing software
- PowerPoint – Presentation software
- Excel – Spreadsheet software
- Access – Database software
- Outlook – Email application

Formatting documents

Change the fonts

- Style
- Size
- Colour
- Layout
- Clipboard
 - Copy
 - Paste
 - Format painter



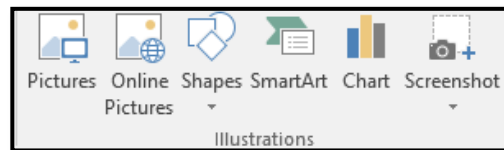
Layout:

- Alignment
- Bullet points
- Numbering



Inserting:

- Table
- Pictures
- Shapes
- Word art



Passwords:

Your password can get you access to parts of a computer system.

Do NOT:

- Write it down
- Tell anyone
- Use something easy to guess such as your name or date of birth, or a word in the dictionary
- Use the same password for all your online accounts



Automated hacking tools can hack passwords of up to 10 characters!

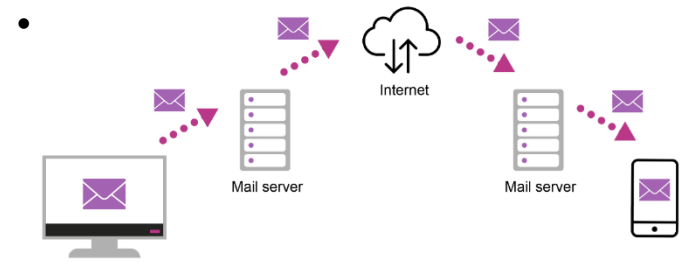
- Use at least 8 characters
- Use a mixture of UPPERCASE and lowercase

Email:

Mail servers pass on or store emails until they are collected. You must log in to a mail server to collect mail

Examples of mail providers are Gmail or Outlook.

- Subject – a summary of the email
- To – the email address of the recipient
- CC – Carbon copy
- BCC – Blind carbon copy
- Email signature – signing off the email in a professional and correct manor - text that is automatically added to the bottom of an email



Search engine:

a program that searches for and identifies items in a database that correspond to keywords.

