

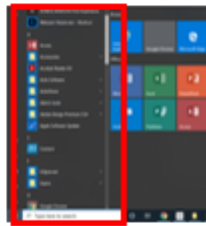
# Using the St Anne's Computers

## How to find Microsoft Office

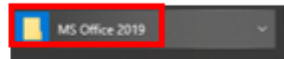
1. Click on the Windows button in the bottom left hand corner of your screen



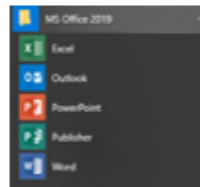
2. Scroll down the list of folders



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



4. Now select the piece of software you require.



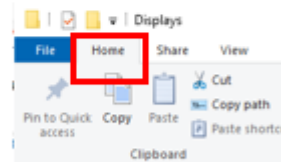
## How to create a new folder

1. Click on the yellow folder in the top bar of the file explorer

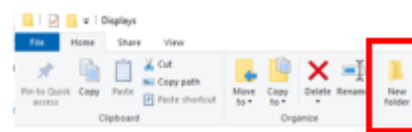


2. Give the new folder a sensible name

OR



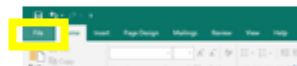
1. Click on the home tab in the top of file explorer



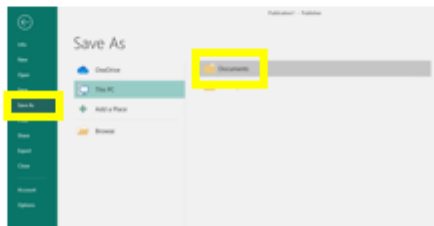
2. Click on the New Folder button

## How to save a file

1. Click **File**, in the top left hand side of the screen.

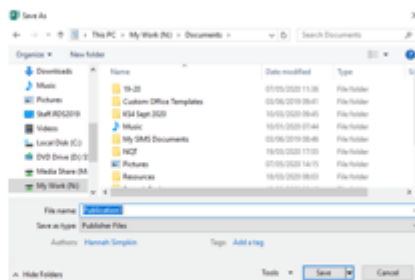


2. Click **Save As**



3. Click on **Documents**

4. Find your **Computing** folder



5. Double click on your **Computing** folder

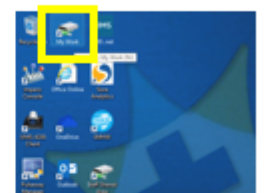
5. Give the file a sensible name

6. Click **Save**

Still struggling? Ask a friend or your teacher to demonstrate how to do it.

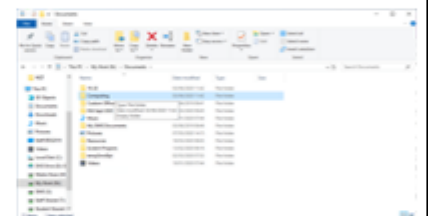
## How to open a file

1. Locate the 'My Work' on the desktop.

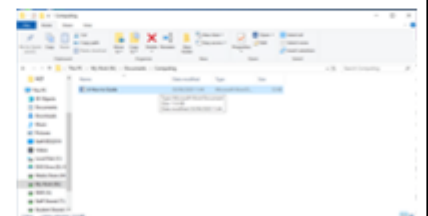


2. Double click on 'My Work' to open it.

3. Find the folder where your work is saved and double click on it.



4. Find the file that you want to open.

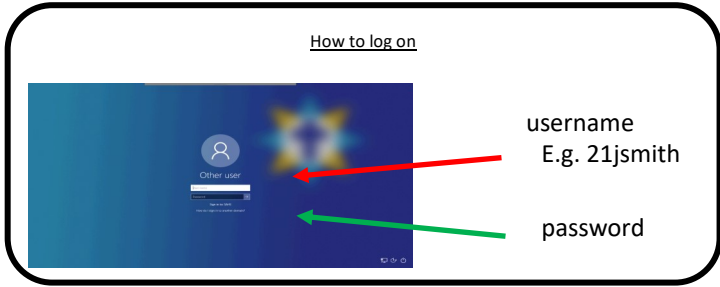


5. Double click on the file to open it.

# Year 7 computing Term1

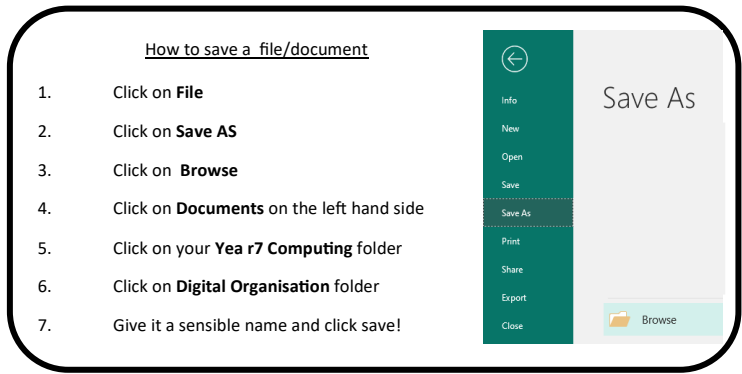
# Digital Organisation—Knowledge Organiser

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.



## Password Rules

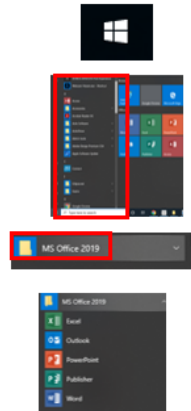
- Use Uppercase and lower case letters
- Must be more than 8 characters long
- Use a symbol such as \*
- Include numbers and letters
- Do not use the word password
- It cannot include your name
- DO NOT share your password with others
- You can ask a member of staff to reset your password at break /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



Keywords		
<p><b>Ribbon</b></p> <p>used by Microsoft, located at the top of the screen. It is an easy way to access the different tools/options when creating a document.</p>	<p><b>Folder</b></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><b>Hardware</b></p> <p>includes the physical parts of a computer, such as the case, central processing unit (CPU), monitor, mouse, keyboard,, etc</p>
<p><b>Software</b></p> <p>the programs and other operating information used by a computer.</p>	<p><b>Computer (PC)</b></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><b>Digitally organised</b></p> <p>Creating and using folders and sensible file names to save similar files together e.g. having a Computing folder for all</p>
<p><b>Username</b></p> <p>an identification used by a person with access to a computer, network, or online service.</p>	<p><b>Password</b></p> <p>a secret word or phrase that must be used to gain admission to a place</p>	<p><b>Inappropriate</b></p> <p>not suitable or proper in the circumstances</p>
<p><b>Protocols</b></p> <p>the official procedure or system of rules</p>	<p><b>Acceptable Use Policy</b></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><b>Laptop</b></p> <p>a computer that is portable and suitable for use while travelling</p>
<p><b>Table</b></p> <p>a way to organise data/ information by using rows and columns.</p>	<p><b>File</b></p> <p>a collection of data, programs, etc. stored in a computer's memory or on a storage device.</p>	<p><b>Content</b></p> <p>all the information (including pictures) included in a document about the chosen topic</p>
<p><b>Master view</b></p> <p>a feature in PowerPoint that allows you to change the slide design (layout, font) for all slides in a PowerPoint</p>	<p><b>Footer</b></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><b>Slide numbering</b></p> <p>similar to page numbers, show number of the current slide.</p>
<p><b>Program</b></p> <p>a collection of instructions that can be performed by a computer to perform a specific task.</p>	<p><b>Title</b></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><b>Zoom</b></p> <p>the ability to make the page/ slide you are working on bigger or smaller.</p>

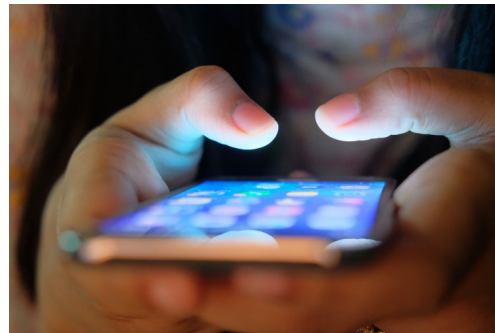
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## Mobile Phone Safety

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.



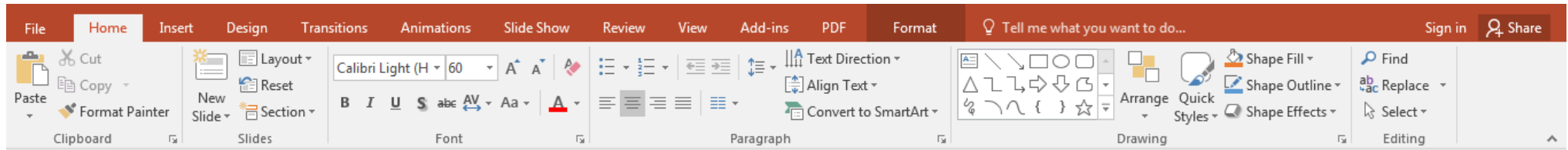
2. **Keep your phone with you:** Store your phone in a safe pocket so that it's hidden from sight. Be careful when you take it out in public places and don't let other people use it unless you know and trust them.

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

# Year 7 E-Safety—Knowledge Organiser

## Plagiarism

**What is Plagiarism?** To ...  
"take (the work or idea of someone else) and pass it off as one's own."

### Types of Plagiarism:

- Word for word copy
- Mosaic copy
- Paraphrased copy
- Collusion

### How to not plagiarise work:

1. Ask your teacher if they have websites they would recommend you use for your project/essay/homework.
2. Always record the website URL or Book title from sources that are useful and display these in your work
3. Use quotation marks to show something is directly copied (but remember to put the source info in too)
4. Copy and paste the article into Word, highlight the sections you feel are important, then reword - **NO MORE THAN 2 WORDS SHOULD BE IN THE SAME ORDER**

WALT: Understand what Plagiarism is

Why should we not plagiarise?

Writing in your own words helps form the skills needed to think creatively and meaningfully.

Improves your literacy

Shows that you understand the material

Helps it stay in your memory for longer

Shows that you are original and unique

Lose your job

Falling your exams

Taken to Court

Lost reputation

Permanent exclusion from school, college, university

## Copyright



**What is copyright?** Copyright is legal right that protects the use of your work once your idea has been physically expressed. It's official name is: Copyright, Designs and Patents Act 1988.

**What does physically expressed mean?** It can't just be an idea 'in your head', it needs to be expressed in physical form e.g. In a book, in a painting, in a song, in a blog article.

### How long is my work protected for?

70 years from when it was first published or 70 years after the author's death.

### How can we avoid breaking Copyright law?

1. Ask for permission from the Copyright owner
2. Use quotations and credit the author
3. Buy legal copies of media such as films
4. Use Copyright free items

### Consequence:

1. Withdraw all copies of the 'copied work'
2. Taken to Court and fined up to £50,000 or more
3. 10 year prison sentence
4. Blocked from using certain sites
5. Loss of reputation

## Cyberbullying

**Definition:** The use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature

The **types** of cyber bullying are:

**Harassment** - This is the act of sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chat rooms. Being explicitly offensive on gaming sites.

**Denigration** - This is when someone may send information about another person that is fake, damaging and untrue. Sharing photos of someone for the purpose to ridicule, spreading fake rumours and gossip. This can be on any site online or on apps. We even hear about people altering photos of others and posting in online for the purpose of bullying.

**Flaming** - This is when someone is purposely using really extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed.

**Impersonation** - This is when someone will hack into someone's email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are common place and it can be really difficult to get them closed down.

**Outing and Trickery** - This is when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos too.

**Cyber Stalking** - This is the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may be illegal too depending on what they are doing.

**Exclusion** - This is when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common.

## Grooming

Grooming is when an **adult** befriends and establishes an **emotional connection** with a **child**, in order to make a child feel more **relaxed** in preparation for committing further **criminal offences**.

WALT: Understand what Online Grooming is

### It's important that you...

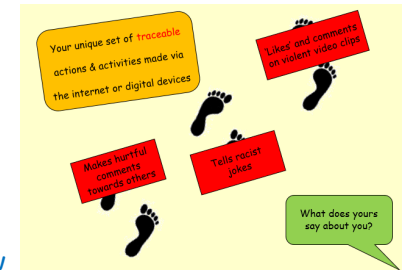
- Make a report to CEOP (demonstrate this)  
<https://www.ceop.police.uk/safety-centre/>
- Hit the Report button on the site you are on (demonstrate where this is on the school website)
- Speak to any member of staff 
- Our Safeguarding Officers are:  
**Miss Rees and Mrs Hibbert**

## Digital Footprint

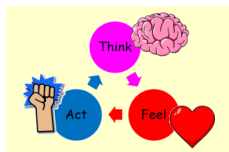
A **digital footprint** is a trail of data you create while using the Internet. It includes the websites you visit, emails you send, and information you submit to online services. A "**passive digital footprint**" is a data trail you unintentionally leave online.



**Billboard Test**—Do not post or show anything online that you would not like to be seen on a Billboard on the side of the road for all so see including family and friends.



## Thing we see online



### Things we see online:

- Can affect our **self-esteem**
- Can be **harmful**

### We all react differently to see we see online, some people may be more:

- **Sensitive**
- **Vulnerable**

1. Don't believe everything you read online - be critical!
2. Use trustworthy sites when searching for information
3. Install and maintain anti-virus software
4. Use phones & computer in a central part of the house
5. Report inappropriate conduct via the site you are on
6. Speak to a parent/guardian or school staff about your feelings
7. Avoid following links from one site to another
8. Close pop-ups
9. Don't open attachments
10. Report inappropriate contact via CEOP

<b>Digital footprint</b> - the information about a particular person that exists on the Internet as a result of their online activity.	<b>Racist</b> - a person who shows or feels discrimination or prejudice against people of other races, or who believes that a particular race is superior to another.	<b>Social media</b> - websites and computer programs that allow people to communicate and share information on the internet using a computer or mobile phone.	<b>Critical</b> - a person who tends to find fault, or a thing that is very important or essential.	<b>Grooming</b> - the action by a paedophile of preparing a child for a meeting, especially via an Internet chat room, with the intention of committing a sexual offence.
<b>Consequences</b> - the effect, result, or outcome of something happening.	<b>Homophobic</b> - having or showing a dislike of or prejudice against homosexual people.	<b>Communication</b> - the exchanging of information by speaking, writing, or using some other medium.	<b>Device</b> - an object that has been invented for a particular purpose, for example for recording or measuring something.	<b>Emotional</b> - having and expressing strong feelings.
<b>Unique</b> - being the only one of its kind; unlike anything else.	<b>Positive</b> - another word for good. A desirable or constructive quality or attribute	<b>Negative</b> - another word for bad. Not desirable or optimistic.	<b>Online</b> - being connected to the internet.	<b>Paedophile</b> - someone who is sexually interested in children.
<b>Traceable</b> - able to be found or discovered.	<b>Scenario</b> - a description of possible events, or a description of the story of a movie, play, or other performance.	<b>Comments</b> - a verbal or written statement stating an opinion or reaction.	<b>Criminal offences</b> - an action which is punishable under the law.	<b>Cyberbullying</b> - the use of electronic communication to bully a person, typically by sending messages of an intimidating or threatening nature.
<b>Vulnerable</b> - open to the possibility of being attacked or harmed, either physically or emotionally.	<b>Victim</b> - someone who has suffered as a result of someone else's actions or beliefs, or as a result of unpleasant circumstances.	<b>Tactic</b> - a planned way of doing something.	<b>Prevent</b> - to stop something from happening or someone from doing something.	<b>Plagiarism</b> - the practice of taking someone else's work or ideas and passing them off as your own.
<b>Consequences</b> - the effect, result, or outcome of something happening.	<b>Software</b> - the programs and other operating information used by a computer.	<b>Copyright</b> - the exclusive legal right, given to the originator for a fixed number of years, to print, publish, perform, film or record literary, artistic, or musical material.	<b>Literature</b> - a collection of written words e.g. books, especially those considered to have creative or artistic merit or lasting value	<b>Digital media</b> - content that can be viewed on a computer (text, graphics, audio, and video) that can be transmitted over internet or computer networks