

Year 7 Using Computers Safely, Ethically and Responsibly

File Management:

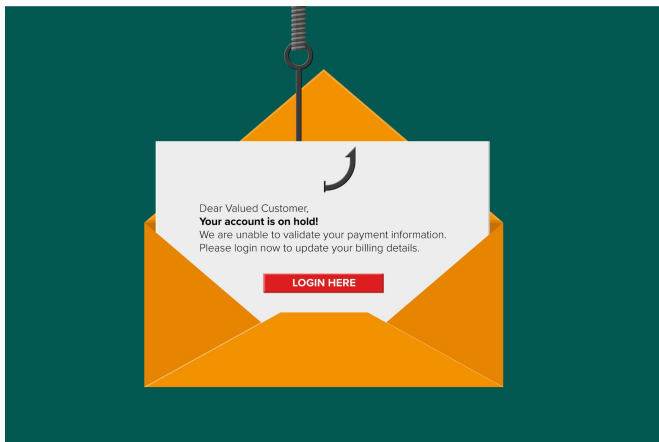
It is important to organise your folders and files as saving and searching becomes faster.

Keeping Data Safe

When using a computer it is vital to keep the data we store on these machines safe.

Here are some top tips...

1. Choose a strong password, consisting of upper/lower case letters, numbers, symbols, length > 8 and make sure it is not easy to guess.
2. Install Anti Virus software on your computer.
3. Use biometrics to physically protect your computer systems.
4. Use Encryption when sending messages from one computer to another.
5. Don't respond to phishing emails, image below..



What are Social Networks?

The use of websites to interact with friends, family and classmates, or to find people with similar interests

It is important that when you use Social Networks, you look out for these threats...

Cyberbullying - "Bullying others through the use of technology, for example a mobile phone or the Internet."

Online Stranger - "People can pretend to be anyone they want online".

Inappropriate Content - "People can post unsuitable/explicit content online".

Email

Messages distributed by electronic means from one computer user to one or more recipients via a network.

Advantages of Emails

1. Can send to multiple recipients at once
2. Can send attachments
3. Sent instantly at any time
4. Can request a receipt that the email has been read



Key Terms

Reply - "sends your email response only to the person that sent you the email".

Forward - "sends the message to another person or group, and will include any attachments included in the original email."

Files have an extension such as .doc

This indicates the type of software application that can be used to open them

.docx (word processing document)

.jpg (image editing software)

.pptx (presentation software)

.html (web browser)

Keyboard Shortcuts

Ctrl + Z = undo

Ctrl + C = copy

Ctrl + V = paste

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Search Engine

A search engine is an online tool that helps people find information on.

Cookies are small text files

They can store details such as:

what you have bought, looked at or searched for settings for a particular website, such as favourite genres of music or films

They can make online shopping smoother – and they help advertisers know what you like