

COMPUTING SPRING 1 KNOWLEDGE ORGANISERS





What is Email?

Email (electronic mail) is a way of sending messages using the internet.

Emails can be sent to one person or many people at the same time and can include text, pictures, and files.



Parts of an email:

To – The email address of the person you are sending the message to

Cc – Sends a copy to another person

Bcc – Sends a hidden copy (other people cannot see it)

Subject – A short title explaining what the email is about

Body – The main message

Signature – Your name at the end of the email

Vocabulary:

Email – A digital message sent using the internet

Outlook – A Microsoft program used for email, calendar, and tasks

Compose – To write an email

Inbox – Where received emails are stored

Subject – The title of an email that explains what it is about

Attachment – A file sent with an email

Cc – Sends a copy of an email to another person

Bcc – Sends a hidden copy of an email

Calendar – A tool used to plan events and appointments

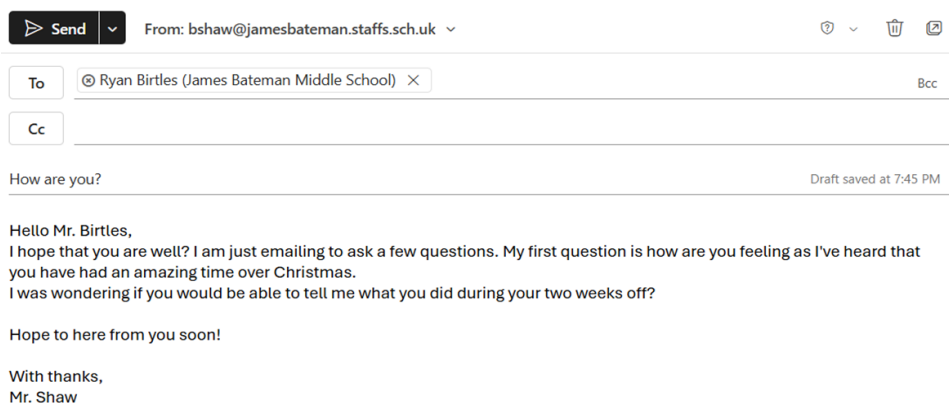
Event – Something planned in the calendar

Reminder – A message that helps you remember something

Task – A job that needs to be completed

Good Email Etiquette

- Use a clear subject line
- Start with a greeting (e.g. *Dear... Hello...*)
- Be polite and respectful
- Check spelling and punctuation
- Do not use capital letters for whole sentences (this looks like shouting)



How to Stay Safe When Using Outlook

Never share your password

Use strong passwords (letters, numbers, symbols)

Do not open emails from people you don't know

Be careful with links and attachments

Log out when using shared computers

What Can the Outlook Calendar Do?

Create events and appointments

Set reminders

Invite other people to events

See your schedule clearly



Stay Safe Online:

- Use strong, unique passwords for each account.
- Think before you post; do not share personal information.
- Check privacy settings so only the right people can see your posts.
- Be kind and respectful; do not respond to unkind messages.
- Do not click unknown links or open attachments from strangers.
- Only chat with people you know in real life; never agree to meet someone from online.
- Keep location sharing and webcams off unless a trusted adult says it is safe.

Vocabulary:

- Personal information-** Your full name, address, phone, school, passwords, photos.
- Password-** A secret word or phrase that protects your account.
- Two-factor authentication (2FA)-** An extra code or step to prove it is you.
- Privacy settings-** Tools that control who can see your information.
- Digital footprint-** The record of what you do and share online.
- Cyberbullying-** Repeated unkind or hurtful behaviour online.
- Phishing-** Tricky messages that try to steal information or passwords.

Cyberbullying

WARNING SIGNS

- Their behavior may change
- Increases or decreases in their device use
- Visible emotional responses (laughter, anger, upset) to what is happening on their device
- Hide their screen or device when others are near & avoid discussion about what they're doing
- Social media accounts are shut down or new ones appear
- Start to avoid social situations, even those they enjoyed in the past
- Withdrawn or depressed or lose interest in people and activities

WHAT TO DO

- Notice
- Talk & Ask questions
- Document
- Block
- Report
- Support



#STOPBULLYING

PREVENTION

- Monitor a teen's social media sites, apps & browsing history
- Review or re-set your child's phone location & privacy settings
- Follow or friend your teen or have another trusted adult do so
- Stay up-to-date on the latest apps, social media platforms & digital slang
- Know your child's user names & passwords
- Establish rules about appropriate digital behavior, content & apps
- Teach your child good digital citizenship skills
- Use a parental monitoring software



SAMHSA

What is Prezi?

Prezi is an online presentation tool used to share information in a fun and visual way. Instead of using slides, Prezi uses a **large canvas** where ideas are connected. The presentation **zooms in and out** to move between points.

Vocabulary:

- Prezi** – An online presentation tool used to create visual presentations
- Presentation** – A way of sharing information using text, images, and videos
- Canvas** – The main workspace where a Prezi presentation is created
- Frame** – A section of the presentation that holds information
- Path** – The order that frames are shown in during a presentation presentation

Vocabulary:

- Zoom** – Moving closer to or further away from content on the screen
- Template** – A ready-made design that can be edited
- Text** – Written words added to a presentation
- Image** – A picture added to help explain information
- Video** – A moving image added to a presentation
- Insert** – To add text, images, or videos

