Computing - Knowledge Organiser

Year 7 - HT1 – Getting Started

Keywords:	
Emails	An e-mail system allows computer users on a network to send text, graphics, sounds, and animated images to other users
Files	A file is a container in a computer system for storing information.
Folders	The virtual location for applications, documents, data or other sub-folders
Internet Safety	The act of staying safe online
Vectors	Images that are made up of lists of objects and their properties
Bitmaps	A file format or memory organization of rows and columns of bits (or pixels) that collectively display a graphical representation
Manipulate	Any modification made to text, images, sounds, video, or other data.
Cloud	Cloud allows network-based access to communication tools like emails and calendars

Email Etiquettes:

Email Etiquettes

How to construct an email:

- Firstly, address the recipient/s of the email in a polite manner.
- Clearly identify the purpose of your email.
- Keep to the topic of discussion and clearly state your point.
- At the end of the email sign off with your name.
- **Remember, be polite and use correct English and grammar.**

How to use the subject line:

- The subject line of your email should inform the reader what the email is going to be about.
- Keep the subject line short by using keywords that are relevant to the email.

Example of what an email should look like:

Add a suitable subject line that is to the point

Clearly state the reason for the email

Send — To — Science (MSF)
Cc
Bcc
Subject — Home Learning Question

Assalamu Alaikum,

I am writing regarding a question that I have about the recent Science Home Learning task.

Please could you explain how to approach answering question 2 so that I can complete the task.

Jazakallah,

Aisha,

Sign off with your name

Remember to always be polite

Use of To, Cc, Bcc:

- Use **To** for people that the message directly affects and from whom you require action from.
- The **Cc** (Carbon copy) field is for people that do not need to act or reply to your emails but to keep them informed. Everyone who received the email will be able to see who the email has been sent to and those who have been Cc'd.
- The **Bcc** field (Blind carbon copy) is used when you want to alert a person to the email but do not want the recipient/s to see who else has received this email.

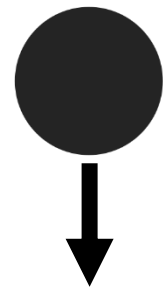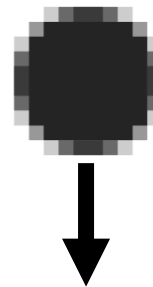**Using tools within email:**

Send | ∨   Discard   🔗 ∨ 🖼

At the bottom of your email you will see the above. The paper clip icon allows you to attach any documents from you computer/ One drive
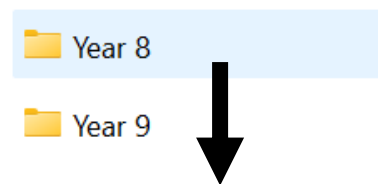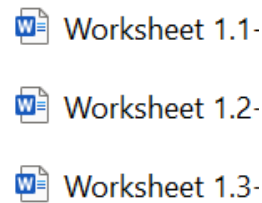
Send   Attach ∨   Discard   ⋯
To

At the top of your screen above the **To** field there will be three dots. Once you have clicked this you will see a drop down box with more options. One of the options will read, 'Set importance' where you can choose from high, normal or low according to the importance of the email.

Bitmap Image   **Vector Image**

📁 Year 8
📁 Year 9

Folders

📄 Worksheet 1.1-
📄 Worksheet 1.2-
📄 Worksheet 1.3-

Files