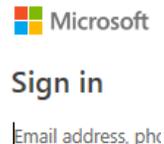
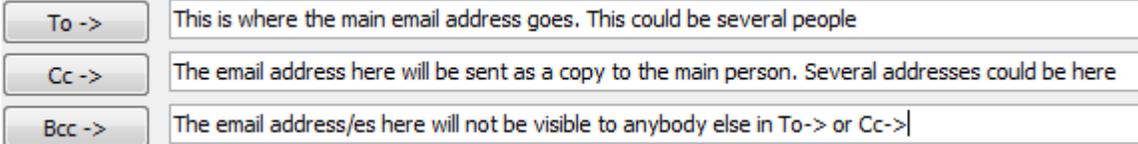
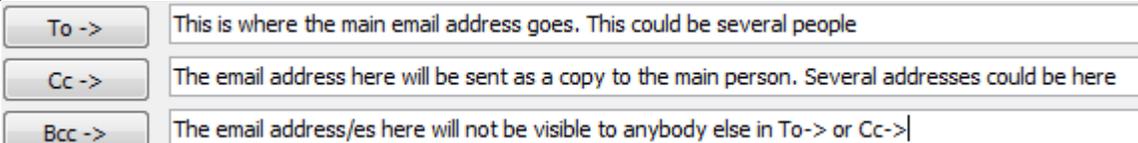


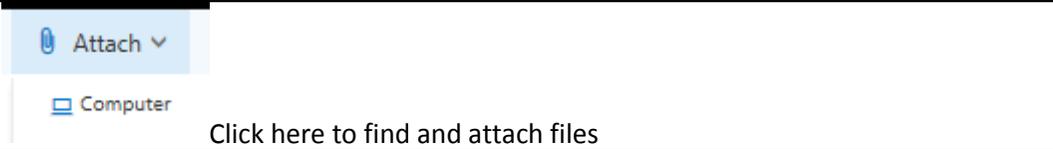
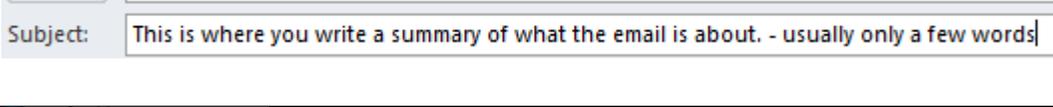
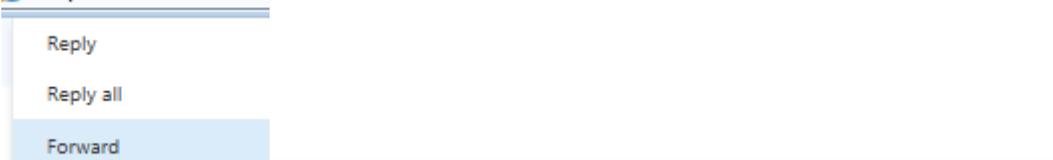
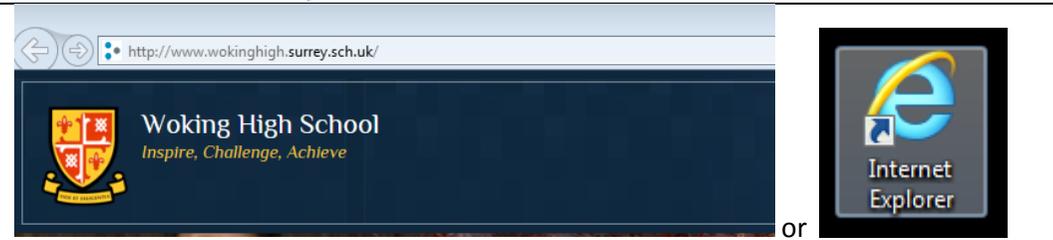
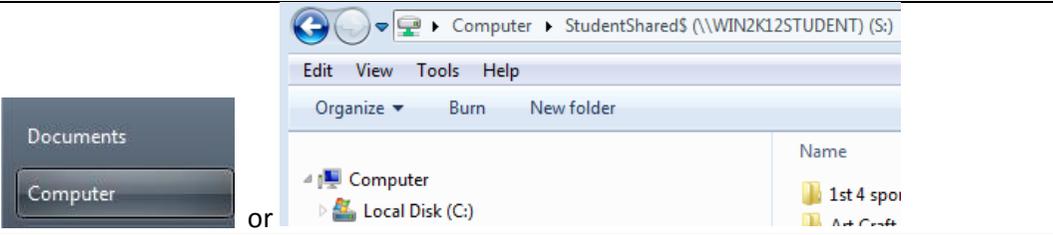
Computing - Introduction to WHS

Year 7 Autumn Term 1.1



Subject and Topic Specific Vocabulary

Word	Definition	Example
Login	Adding a name and an appropriate password to a Login screen in order gain access to a program or website	
Remote Desktop	A program that allows us to connect to a computer system in another location	
Domain and Domain name	The name given to a group of computers that can be accessed by connecting to them using the internet	 <p>Nsnet = the Domain required and 18BloggsF is the name of the user trying to access the system</p> <p>After entering the correct domain and user name in the correct format the school password is used</p>
Uniform Resource Locator (URL)	The unique names given to the addresses of different internet pages	http://www.wokinghigh.surrey.sch.uk/ Amazon.co.uk
Webmail	An email system that runs on web based programs	
Email	A program that enables sending, storing and viewing internet mail	
Carbon Copy or cc	The address line of an email which shows that the name at this position receives a copy of the email. This copy address is visible to the main recipient of the mail	
Blind Carbon Copy or bcc	The address line of an email which shows that the name at this position receives a copy of the email. This copy address is NOT visible to the main recipient of the mail	

Attachment	A document or file that is sent with an email	
Subject Line	The part of the mail that shows a summary of the contents of the mail	
Forward mail	Mail that is send on from one person to a new person. When sending the mail on an extra note can be added	
Reply All mail	Mail that is answered and sent to all people that the original mail was sent to	
Internet Explorer	A program that allows us to connect to the internet	
Windows Explorer	A program that allows us to see files and folders on the computer	

Knowledge

Sections

A. Login and accessing the network locally and remotely

1. Students will use the computer facilities in accordance to the rules in their Journals. Students and parents will sign acceptance of these rules
2. Students will practicing logging into the school network from home and remotely (usually their homes)

Domain\user name:

- 3.
4. Students will learn the school URL, wokinghigh.surrey.sch.uk which is found on page one of their journals

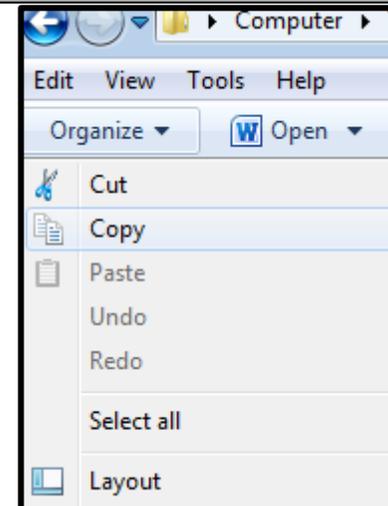
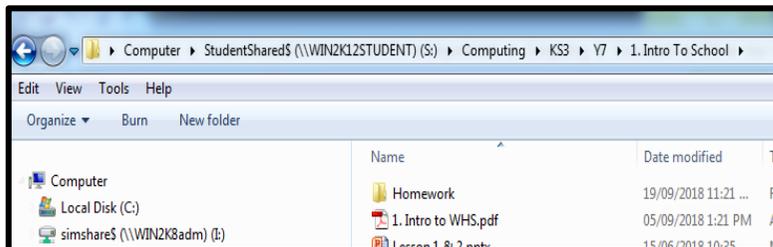


5. Students will know the school domain (nsnet\)
6. Students will know the school email domain @wokinghigh.surrey.sch.uk
7. Students will know that Control Alt Delete will allow them to change their password
8. Navigate Windows Explorer (use My Documents (N: and Student Shared(S:))

B. Navigating the network using both personal and shared drives

1. Open programs such as Word and Excel and launch saved files by double clicking on them
2. Find and open programs
3. The difference between Internet Explorer and Windows Explorer
4. Use Windows Explorer both locally and shared, especially for copy, paste and move
5. Make folders
6. Search folders
7. Copy and move files and folders using organizer

8.



C. Knowing about and knowing how to use and access common software made available by the school

Locate and launch commonly used software used by the school

1. Use email and its various parts including cc, bcc, attachments, forward, reply and reply all
2. Organize email folders
3. Use Important keyboard shortcuts of commonly used programs, for example Word, Excel, PowerPoint
4. Use a typical keyboard by practicing typing using Rapid Typing program

D. Presenting work appropriately and knowing how and where to print using all the printing options

1. Basic formatting using Word and Excel
2. Printing and the several important settings of the printer
3. Changing print options including 2-to-a-page, orientation, range and back-to-back

E. Using a spreadsheet to record data

1. Basic formatting using Excel
2. Basic common formulas

3 x lessons excluding baseline

Important figures (people).

Helpdesk

Each of the computing teachers

Specific skills.

1. Keyboard and Rapid typing skills
2. Use of keywords to search
3. Use of Search engines
4. Copy Paste Cut Organize
5. Use of Word: table, save , basic formatting
6. Use of Excel: Basic formatting
7. Use of Powerpoint
8. Typing
9. Accessing programs
10. Organising folders

Keyboard Shortcuts	
General	
Ctrl + O	Open a document
Ctrl + S	Save a document
Ctrl + P	Print a document
Ctrl + W	Close a document
Ctrl + Z	Undo
Ctrl + Y	Redo or Repeat
Navigation	
Ctrl + Home	Go to beginning of the document
Ctrl + End	Go to the end of the document

Editing	
Ctrl + A	Select All
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + G	Go to
Formatting	
Ctrl + B	Bold
Ctrl + I	Italics
Ctrl + U	Underline