



## What is a Computer?



A computer is a device which takes inputs from a user, follows instructions to do something to that data to provide useful output.

To make a computer we only need three core components:

- CPU
- RAM
- Storage

A computer is not intelligent. Computers cannot make decisions or think for themselves – everything they do is the result of following instructions \*exactly\*.

Computers take many forms – a phone, tablet, laptop, games console and even most modern TV sets are all examples of computers and they all do the same basic things.

## How can we work more efficiently?

Shortcut keys	Shortcut to...?
CTRL + X	Cut
CTRL + C	Copy
CTRL + V	Paste
CTRL + S	Save
CTRL + P	Print
CTRL + T	New tab
ALT + F4	Close a program
ALT + TAB	Switch between open programs
WIN + SHIFT + S	Take a screen clipping
WIN + ;	Emojis

In order to complete work at a reasonable speed, you will need some simple skills:

- The ability to type quickly ([app.typrx.com](http://app.typrx.com))
- Know which program to use, and when.
- To be able to understand where your files are stored:
  - My Documents
  - Network Storage
  - Cloud Storage
- Knowledge of keyboard shortcuts (shown above)
- The ability to accurately research using the internet and **not** to copy and paste words which make no sense.

## Staying Safe Online



We live in a constantly connected world, which is an extremely valuable tool, yet has the potential to be extremely damaging. You should treat your phone, tablet or other device in the same way as you would handle any dangerous substance – with care!

We will cover a number of things in lessons including personal security, but for now, remember:

- Know who you can talk to about your experiences
- Speak openly and honestly with your parents about your online activity
- Follow basic security advice – change your passwords regularly, don't use the same one twice.

## Year 7 Computing – Introduction and Basics

### Key Vocabulary and Definitions



Term	Meaning
Office 365	A cloud based system offering a number of online applications and services, including OneDrive, Email and online versions of the Office applications
Username	Your unique name for accessing school systems
Password	A secure password is required to ensure nobody else is able to access your account
Home drive	Your own storage area on the school system; this is where your work is stored
Cloud storage	A method of storing files that is accessible anywhere over an internet connection
Email	An electronic method of communication; email can be used to send text, pictures and files to people anywhere around the world
Screen Clipping	A way of taking a picture of part of the screen
One Note	An application for note taking, completing work and sharing resources
File	An individual piece of work or data stored on a computer
Folder	A way of organising and keeping files separate
Drive	A physical or logical location for files and folders
Start Menu	The main way of accessing software, folders and files on Microsoft Windows
Cut	Used to move data (file, writing, pictures, etc.) from one place to another
Copy	Used to duplicate data as many times as needed
Paste	Used to complete cut/copy; puts the file in the correct location
Multitasking	The ability to do multiple tasks at once on a computer
Header	The very-top part of a document. Often contains a title or author's name. The header is shown on every page
Footer	The very-bottom part of a document. Often contains page numbers or document names. The footer is shown on every page
Tab	A keyboard button that selects different clickable items on a screen without using the mouse
Shortcut	A quick link to a document, application or web page on a computer
Attachment	A piece of data (document, picture, music, etc.) that can be included in an email message
HTTP	HyperText Transfer Protocol; the instructions that a web browser users to access and display web pages
HTTPS	HyperText Transfer Protocol Secure; the same as HTTP, but encryption is used to scramble data to stop it from being seen by other people between the web server and your web browser
Domain/URL	A domain is the main name in a website address; has a "suffix", which often indicates the type of organisation or country (e.g. .com, .org, .co.uk). URL ( <i>Uniform Resource Locator</i> ) is the full website address (including the domain), e.g. <a href="https://www.chaseterraceacademy.co.uk/index.php">https://www.chaseterraceacademy.co.uk/index.php</a> .
software	A combination of instructions that a computer follows to carry out a task



Hardware	The physical components inside a computer that allow it to function
Memory	A temporary area of storage where open programs and data are held while in use; also called RAM ( <i>Random Access Memory</i> ), this area is empty when the computer is switched off
Storage	A permanent storage area, where files can be kept for as long as required (examples include Hard Disc Drive, Solid State Drive, SD Card, USB Memory Stick, DVD)
CPU	Central Processing Unit. The component of the computer responsible for carrying out software's instructions