

# Home-School Learning Collaboration – Computing

Topics in this cycle: ICT Basics		Taught: Autumn 1	Year Group: 7
Key knowledge/concepts to be learnt ('Tell me about....')			Websites/blogs/YouTube links and further reading to deepen and consolidate learning
<ul style="list-style-type: none"><li>• <b>What elements help create a strong password?</b> Identify the key elements for a strong password. Explain the importance of having a strong password. Create a strong password of their own for their school user area.</li><li>• <b>How do I create a folder structure?</b> Explain the use of folders and subfolders within a computer system. Describe how to access the school folder systems – Personal and Student Year Drive. Create several folders and subfolders within your personal area.</li><li>• <b>How do I access my school email account and send an email?</b> Explain the proper email etiquette when composing a new email. Explain how to attach a file to an email. Identify the elements of the Microsoft Email interface. Create and send a professional email.</li><li>• <b>How do I print a document?</b> Explain the steps used to print a Microsoft Word document. Create a factsheet outlining the steps to print a Word document. Print out the newly created factsheet.</li></ul>			<b>Notes/Information</b>  Creating and Using Strong Passwords <a href="#">Creating and Using Strong Passwords   Microsoft</a>  Creating a Folder <a href="#">Creating a Folder   Microsoft</a>  Creating and Sending an Email <a href="#">Creating and Sending an Email   Microsoft</a> .  Printing a Microsoft Word Document <a href="#">Printing a Microsoft Word Document   Microsoft</a>
Key Vocabulary and Definitions To Be Learnt			What Will The Assessment Look Like?
Password	a string of characters that allows access to a computer system or service.		<b>Skill Showcase Document creation</b> – Create a document showcasing and explaining the skills the students have learnt throughout the unit. Students will then need to print a copy of the document and send the teacher the document as an attachment, whilst writing a professional email.
Characters	a character is a display unit of information equivalent to one alphabetic letter or symbol.		
Special Characters	A special character is a character that is not an alphabetic or numeric character. Punctuation marks and other symbols are examples of special characters		
Email	messages distributed by electronic means from one computer user to one or more recipients via a network.		

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<b>Computer Folder</b>	A folder is an area on the computer containing other folders and files and helps keep the computer organized	
<b>Computer Subfolder</b>	an organizational folder on a computer that is located within another folder.	<b>Family Learning Opportunities</b>
<b>Email Attachment</b>	An email attachment is simply an additional file sent with an email message to a recipient.	<p>Complete the selection of interactive activities with your family. The game topics are passwords, email, and folder creation.</p> <p><a href="#">Strong and Weak Password Group Sort   WordWall</a>  <a href="#">Email - formal/informal - Match up   WordWall</a>  <a href="#">Files and Folders - Open the box Activity   WordWall</a></p> <p>Devise a quiz on the processes of the basic ICT skills we have learnt such as creating a strong password, creating a folder &amp; subfolder, creating an email, and attaching a document, and printing a document, and test your family.</p>
<b>Print</b>	To print is a computer transferring data to a computer printer and generating a hard copy (printed copy) of the electronic data.	