

# YEAR 7 ICT Knowledge Organiser

## E-SAFETY



Content	THEORY
INTERNET USES AND RISKS	<p>ALL USES CARRY A RISK. RISKS TO PHYSICAL SAFETY, PERSONAL INFORMATION AND YOUR COMPUTER. <b>Being e-safe means that you are careful online:</b></p> <p>You search the internet safely; You never give out your password; You never give out personal information; If you're not sure you don't click on it; You don't do illegal things online; You don't bully people online; You don't meet up with people you have only met online; You check your information sources; You tell a responsible adult if you have a problem.</p>
VIRUSES	<p>A virus is ...A computer program that is designed to damage a computer by deleting information. You do not know when you get a virus.</p> <p>Spyware is ...A program that is stored on your computer that sends your personal information to someone without your permission.</p> <p>Malware is ...Illegal software that has been changed to include a virus. You should not download illegal software as you can get a virus.</p> <p>Phishing is ...When someone tries to trick you into giving them your personal information. This tends to be sent in an email, for example asking you to login into your bank account.</p>
PERSONAL INFORMATION	<p>Keep personal information private, do not give out: Your home address; Your mobile or home phone number; Your email address; Your school details; Details of any clubs you attend; Photographs</p> <p>To help keep personal information private, turn on privacy controls so that only friends can see your posts. Think before you post any photos. Once a photo is online you can never get it back. Someone may have downloaded the image. Do not post images that: Are inappropriate; Show you in your school uniform or show your school; Give away your location. Do not post your mobile or contact details; True friends will ask you for this in person; You cannot trust who people are online.</p>
CEOP	<p>Never meet anyone in person that you have meet only online unless you go with your parent or Guardian; Do not send photographs online to someone you do not know; Do not use webcams with strangers, get permission from your parent or guardian first before you use a webcam. Do not download files illegally; Always scan files you download; Do not open email attachments from people you do not know; The importance of using passwords to protect your information. <b>The Rules</b> Tell a trusted adult! A trusted adult is ....A parent or guardian;, A teacher (or any adult at school);A family member; An older brother or sister.</p>
CYBER BULLYING	<p>When dealing with a cyberbullying situation, remember to...Tell a trusted adult; Not reply to the text or email; Keep all texts and emails; Print out conversations or posts if you can; Block the person if possible. If you see someone else being cyber bullied ...Tell a trusted adult; Help the person who is being bullied; Do not ignore the problem – by ignoring the problem you are adding to the problem.</p>
SAFE WEB SEARCHING	<p>Always make sure that you use a safe search. There is usually a setting next to the search box, if not, look in advanced search or search settings to setup safe searching. Boolean Operators:</p> <p>AND                      Looks for two things;  NOT                        Doesn't search for the item;  OR                         Looks for one thing or another thing</p>
SAFE INTRNET SEARCHING	<p>SAFE INTERNET ZONE, PADLOCK SYMBOL, DISABLING COOKIES</p> <p>Anything digital can be copied, stored and pasted so even though you think it's been deleted, there is a chance that what you post online could follow you for a long time.</p>
INTERNET SPENDING	<p><u>Bill shock</u> is a term used to describe when somebody gets a nasty surprise in their phone bill or when their credit goes down without them expecting it.</p> <p>Phone paid services ARE those paid for by your phone bill or through your pay-as-you-go credit.</p> <p>Phone paid services ARE NOT made through an account linked to a credit card or bank account.</p> <p>Examples of phone-paid services: quizzes and competitions, TV voting, charity donations, digital content, directory enquiries, adult services and gambling services.</p>
SEXTING	<p>Legal consequences: sending or sharing explicit images could be breaking the law. If you are under 18 and you send, upload or forward indecent images or videos on to your friends or partner, this would be breaking the law, even if they are photos of you. Another person could share the photo with other people, or post it online, which means anyone could see it, (e.g. family, friends, teachers, even future employers). In extreme cases, it could be used to blackmail the sender into sending more photos or videos.</p> <p>If the relationship ends, the images could be shared as a way to humiliate the former partner ('revenge porn').</p>

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Homework Organiser

Homework

**CITIZEN BADGE:  
CYBER SPIES  
SAFE ONLINE  
SOCIAL MEDIA ETHICS  
SOCIAL MEDIA SET-UP  
GLOBAL GOALS  
WHAT IS THE CLOUD  
FAKE NEWS**

**IDEA –  
CITIZEN  
BADGES**

# YEAR 7 ICT Knowledge Organiser

## DIGITAL LITERACY - WORD



Content	THEORY
FORMATTING	<p>Change the <a href="#">font</a>, Change the size of the font, Change the font color. Make the text <a href="#">bold</a>, <a href="#">italics</a>, or <a href="#">underline</a>, Change the <a href="#">alignment</a>. Change the style to currency, <a href="#">percent</a>, or <a href="#">comma</a>, Increase or decrease the <a href="#">decimal</a> and <a href="#">indent</a>, Change the <a href="#">borders</a>, Fill (<a href="#">highlight</a>) the text.</p>
ADDING IMAGES, EDITING TEXT	<p>A <a href="#">plain text file</a>, such as a file with a <a href="#">.txt extension</a>, can only have plain, unformatted text and no images inserted into it. If you are working with a plain text file, it needs to be converted into a file format that supports <a href="#">RTF</a> (rich text format). To convert the file to RTF, you can save the file as a different file format, such as .RTF or .DOC for users using <a href="#">Microsoft Word</a> or <a href="#">WordPad</a>. Once the file is converted, you can follow the steps below for inserting an image into the text file.</p>
SAVING	<ul style="list-style-type: none"><li>•Ctrl + A -- Select all contents of the page.</li><li>•<b>Ctrl + B</b> -- Bold highlighted selection.</li><li>•<b>Ctrl + C</b> -- Copy selected text.</li><li>•Ctrl + X -- Cut selected text.</li><li>•Ctrl + N -- Open new/blank document.</li><li>•Ctrl + O -- Open options.</li><li>•Ctrl + P -- Open the print window.</li><li>•Ctrl + F -- Open find box</li><li>•Ctrl + S – Save document</li></ul>

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## Homework Organiser

### Homework

Image Specialist

Internet of Things

User Interfaces

Colours

Design Psychology

Free choice to make 50  
points

**IDEA –  
WORER  
BADGES**

# YEAR 7 ICT Knowledge Organiser

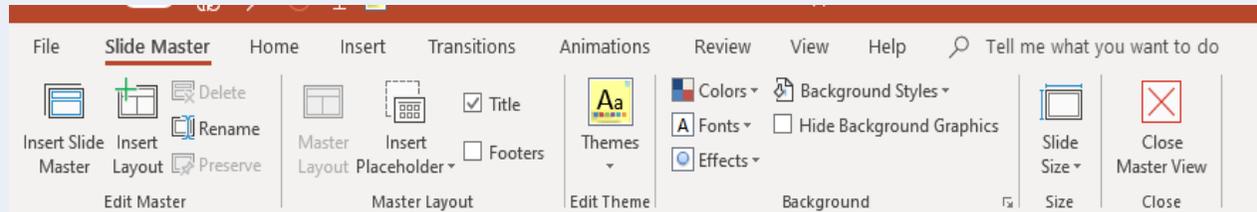
## DIGITAL LITERACY - POWERPOINT



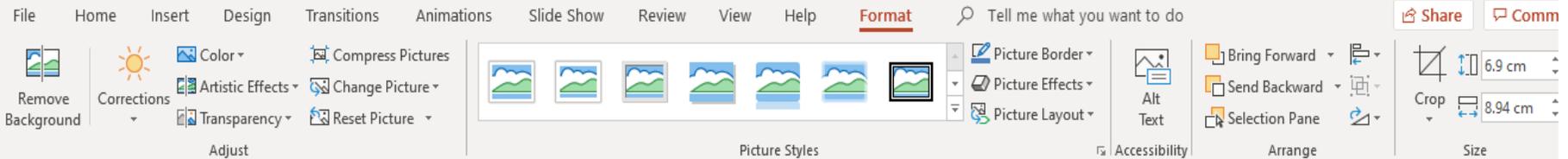
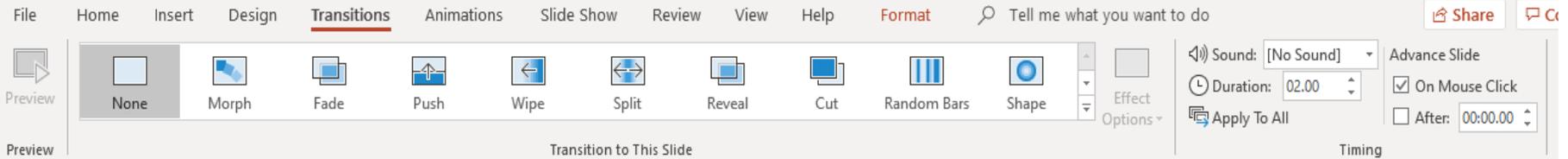
Content

THEORY

SLIDE MASTER



TRANSITIONS



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## Homework Organiser

### Homework

Video Editing

Animation

Graphic Design

Virtual Reality

Free choice to make 50  
points

**IDEA –  
MAKER  
BADGES**

# YEAR 7 ICT Knowledge Organiser

## TOUCH TYPING



Content

THEORY

INTRODUCTION TO  
THE BASICS  
MIDDLE ROW –  
FINGER POSITION  
WORDS  
SENTENCES  
PUNCTUATION

Keyboard positioning. Anchoring. Travel lessons. Tricky words. patterns

Lessons 52 - 88

Min (wpm) 3

Goal (wpm) 10

Bottom Row

z x c v b n m , . /

These lessons introduce the bottom row keys and build on what students have already learned by combining all of the characters covered so far to continue building the correct muscle memory. Remind students that they should always return to the home row position as this will significantly increase their efficiency.

Lessons 89 - 126

Min (wpm) 3 - 13

Goal (wpm) 10 - 20

Basic Level 1

In this section students type simple sentences using the whole alphabet, commas, and periods. These lessons will help students build confidence in typing longer passages before introducing capital letters and more punctuation. Encourage students to notice how much more accurately and quickly they can type now that they are using all ten fingers!

Home Row

a s d f g h j k l ;

This section focuses on the basics of touch typing and introduces the concept of the "Home Row." The home row keys are introduced and reviewed. Remind your students to feel for the bumps on the F & J keys and encourage them to look up!

Top Row

q w e r t y u i o p

This section follows a natural progression of keyboard coverage, making each finger travel diagonally upwards to cover its upper counterpart. After a key on the top row is pressed, all fingers must return to the home row. Thanks to this technique, students become faster typists because their fingers travel the shortest possible distance to each key.

Tricky Words 1

There are three sections throughout Typing Jungle designed to help students with commonly misspelled words and commonly confused words. The target words are typed repeatedly to build muscle memory and reinforce correct spelling. They are also used in context to improve comprehension.

Shift Key Q W E R T Y U . . . shift

Instruct students to notice that there are two shift keys, one on each side of the keyboard. Our method encourages students to use the opposite shift key from the hand being used to type the character. This allows students to maintain the correct finger placement and easily return to the home row position after the capital letter is typed.

Common Patterns

There are three sections throughout Typing Jungle that contain the most frequent letter combinations in the English language. Typing common patterns repeatedly will help students build muscle memory and become more efficient typists. The patterns are typed in two manners: as stand alone letter combinations and used in words.

Basic Level 2

In this section, students begin to type full sentences using capitals and simple punctuation. The goal of this section is for students to practice using the shift key in context. Encourage them to use the virtual keyboard and hand guides rather than looking down at the keyboard.

Glue here



Homework Organiser

Homework

Money Management

Advertising

Growth Hacking

Researcher

Problem Solver

Free choice to make  
50 points

**IDEA –  
ENTREPRENEUR  
BADGES**