

CREATIVITY & PRODUCTIVITY



- Microsoft Teams can be used to communicate, collaborate and share files with others.
- Copy and paste are useful tools that allow text and images to be moved between documents.
- Screenshots can be taken using the Snipping Tool to capture information from a screen.
- Files can be stored in folders to keep work organised and easy to find.
- Accurate keyboard and mouse skills help users work efficiently on a computer.

COMPUTATIONAL THINKING



Search Engine – A website or program that helps people find information online.

Keyword Search – Using important words or phrases to find relevant information more quickly.

Network – A group of connected computers and devices that can share information and resources.

Internet – The world's largest network, connecting millions of devices around the globe.

Microsoft Teams – A platform that allows people to communicate, collaborate and share work digitally.

SAFE & RESPONSIBLE USE



Online Safety Charter – A set of rules that help us stay safe, respectful and responsible when using technology.

Personal Information – Information about an individual that should be kept private, such as passwords, addresses or phone numbers.

Cyberbullying – Using technology to upset, hurt or intimidate another person.

Password – A secret combination of letters, numbers and symbols used to protect an account.

Digital Footprint – The information a person leaves behind when using the internet.

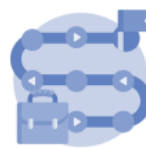
Trusted Adult – An adult who can help if something online causes concern.

INSPIRATIONAL PEOPLE

Tim Berners-Lee



Inventor of the World Wide Web, which transformed how people share and access information online.



CAREERS

Algorithm developers create and fix code by employing logic and reasoning. Their main role is to solve computational problems by researching, designing and testing sequences. Developers could earn up to £65,000 a year.

Key vocabulary and meanings

Fake News – Information that has been created to mislead or trick people into believing something that is not true.

Reliable Source – A source of information that can be trusted because it is accurate and evidence-based.

Network – Connected devices that can communicate and share information.

Microsoft Teams – Software used for communication, collaboration and sharing work online.

Search Engine – A tool used to find information on the internet.