



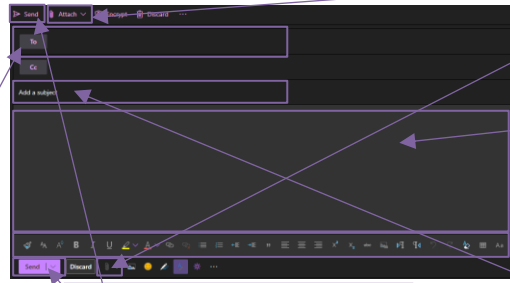
Year 7 Computer Science - Clear Messages in Digital Media



New message Click new message to create an email

This is where you will type the senders email address – remember it must have an @ symbol and an ending .com .co.uk etc.

Email



Send email to recipient

Email will be written here

Your must send your message with a sensible subject

Attach will allow you to choose a file or files to send to the recipient

What to trust?

Here are 6 quick checks we can do to evaluate the reliability of websites.

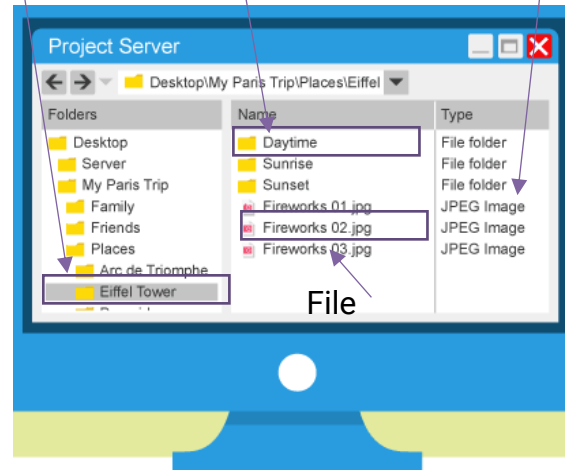
- Professional look – does the site look professional?
- Quality Information – is the information well written, have no spelling errors, is well detailed?
- Links - are they working properly?
- Up-To-Date – is it updated regularly?
- Address – does the web address relates to website's content?
- Backed up – is the information backed up by other websites?
- Out of the 6 checks above, the last is arauably the most important!

Folders & Subfolders

Folder

Sub-Folder

File Type



File

Creating a Presentation

A presentation is made up of several slides about a topic, usually shown in a particular order on a screen with the use of animations.

Colour scheme matches the topic and all slides are consistent.

A neat, consistent design used across all slides

Transitions added between slides

Objects animate in and out for effect.

Bullet points summarise key facts.

Images make the presentation more interesting and illustrate points made

Presentation Key Words

- Search engine
- Key words
- Filter
- Results
- Information presentation
- Animation
- Slide show
- Transition
- Animate
- Linear order



Our School Network

Every student has their own work area which they can access from any computer in the school. To log into school computers you need to use your personal log on which looks like this - **23brindleyk** – and the password you have created. To log onto Office 365 you need to use your email which looks like this – **23brindleyk@bishoppullathorne.co.uk** – and the password you have created for this.