




Year 7 Computing Term 1—Introduction to the the network and Office Skills

KEY VOCABULARY

Teams		Contains assignments set by your teacher and
OneDrive		Store all your files in OneDrive and you can access them from home
Outlook		Send and receive emails. Email addresses look like this; jbloggs@stangroundacademy.org
Word		A word processor for writing long passages of text
PowerPoint		Create fun and engaging presentations
Excel		Create spreadsheets and perform calculations on data

Examples of a Respectful Email

Message
From: Sunny
Subject: RE: Homework for Monday
Dear Mr Hopper, Could you let me know if we were meant to draw a diagram of a volcano or just write about them? Thank you, Sunny

Keyboard Short Cuts

Ctrl+C	Copy
Ctrl+V	Paste
Fn+Print Screen	Copy Screen
Ctrl+Alt+Del	Log In/Out

COMPUTER ROOM RULES

DO's

- ☺ Do place coats and bags under the table
- ☺ Do sign out before leaving
- ☺ Do position the keyboard and mouse properly when leaving
- ☺ Do check equipment for damage and inform the teacher before leaving

DONT's

- ☹ Don't log-in until instructed to
- ☹ Don't browse inappropriate material
- ☹ Don't interrupt the teacher
- ☹ Don't eat or drink in the computer room
- ☹ Don't spin on chairs
- ☹ Don't try to disconnect or replace the mouse or keyboard
- ☹ Don't adjust any computer settings

How to Sign Out of the Computer

1. Press the START menu
2. Press your name icon
3. Press SIGN OUT

