



Unit: 2.2 Online Safety

Key Learning

- To know how to refine searches using the Search tool.
- To use digital technology to share work on Purple Mash to communicate and connect with others locally.
- To have some knowledge and understanding about sharing more globally on the Internet.
- To introduce Email as a communication tool using 2Respond simulations.
- To understand how we should talk to others in an online situation.
- To open and send simple online communications in the form of email.
- To understand that information put online leaves a digital footprint or trail.
- To identify the steps that can be taken to keep personal data and hardware secure.

Key Resources



Sharing



2Email

Key Vocabulary

Attachment

A computer file sent with an email.

Filter

A feature of search engines, where a user can filter results according to criteria. For example, news, date published.

Private information

This is personal information that should be kept secure. For example, their date of birth, their full address, credit card numbers.

Digital footprint

The information about a person that exists on the Internet as a result of their online activity.

Internet

A way to send information from one computer to another anywhere in the world using technology such as phones, satellites and radio links.

Search

Look for information (in a database or the World Wide Web) using a search engine.

Email

Messages distributed by electronic means from one computer user to one or more people.

Personal information

This is information that is personal to someone. For example, their favourite food, their name and age.

Secure

Users online should take steps to help keep their personal and private information secure.

Sharing

Post or repost (something) on a website.

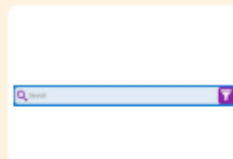


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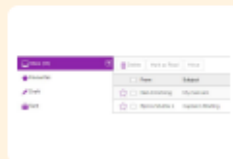
Key Images



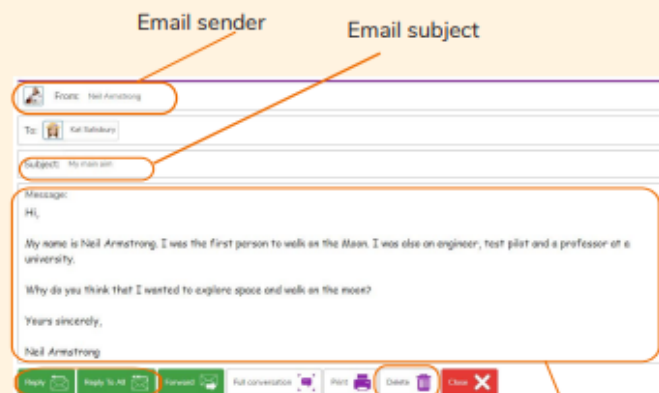
Display board



Search Bar



Inbox



Send the email

Delete the email

Email message

Key Questions

Why is a search bar useful?

The search bar on Purple Mash or on a website helps the user to quickly find the resources they are looking for.

What is an email?

An email is a way of sending messages electronically from one device to another. An email can have items such as pictures and videos attached to it.

What is meant by my Digital Footprint?

A digital footprint is a term used to describe the traces of yourself that you leave online. With every website you visit, you leave a trail or footprint showing that you've been there.



Unit: 2.3 Spreadsheets

Key Learning

- To use 2Calculate image, lock, move cell, speak and count tools to make a counting machine.
- To learn how to copy and paste in 2Calculate.
- To use the totalling tools.
- To use a spreadsheet for money calculations.
- To use the 2Calculate equals tool to check calculations.
- To use 2Calculate to collect data and produce a graph.

Key Resources



2Calculate

Key Questions

Why would you copy and paste when using a spreadsheet?

You might want to rearrange the information in the spreadsheet. It will save you entering the same information many times if you want to repeat things in different cells.

How could a spreadsheet help you when you are planning some shopping?

You could use it to store the process and work out how much it would cost to buy the things that you wanted.

Look at the graph made in 2Calculate showing the class' favourite pets. Which is the most popular?



Unit: 2.3 Spreadsheets

Key Vocabulary

Block Graph

This is a type of graph that displays data with blocks. These can be made using cells, colours and labels in 2Calculate.

Copy

This feature copies the contents of highlighted cells without deleting the contents of them into a clipboard.

Drag

Contents of a cell can be dragged to another cell using the drag tool in 2Calculate.

Label

A way to identify data in a spreadsheet. For example a label heading for ice cream flavours children like.

Table

Tables can be created in 2Calculate, these have headings and are a neat way to display data.

Cell

An individual section of a spreadsheet grid. It contains data or calculations.

Count tool

In 2Calculate, this counts the number of cells with a value of the cell to the left of the tool.

Equals

This symbol can be used in 2Calculate to find the answer to a calculation.

Row

Boxes running horizontally in a spreadsheet.

Total

In 2Calculate the total tool will calculate the total of all cells above, below or next to it dependent on which total tool used.

Column

Boxes running vertically in a spreadsheet.

Data

A collection of information, used to help answer questions.

Equals tool

Tests whether the entered calculation in the cells to the left of the tool has the correct answer in the cell to the right of the tool.

Speak tool

This tool will speak the contents of a cell containing a number each time the value changes.