



Revision

Prep for ICT Exam

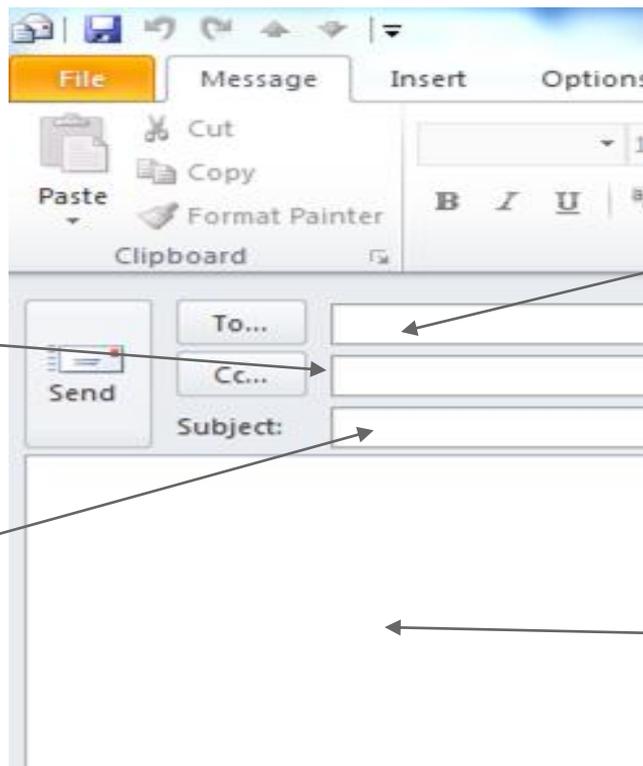
Email

You will need to know the following:

- >What does the term email stand for**
- >To be able to identify the software used in school to create an email**
- >To be able to explain the terms To, CC and BCC**

MICROSOFT OUTLOOK

> Software used to create, send and receive emails.



Recipients email address

Main body of email

Carbon copy - email address of someone you would like to receive a copy of the email.

Keywords to give indication what the email is about

WHAT ARE THE ADVANTAGES TO USING EMAIL®

- > Quick and Easy method of contacting people from anywhere in the world.
- > Can be accessed and viewed on a number of devices with an internet connections.
- > Free method of communication.

Google Applications

You will need to know the following:

- >The purpose of each application**
- >To be able to identify and describe a number of tools within each application**
- >To be able to explain what makes a good presentation and letter.**

GOOGLE SLIDES



> Similar to Powerpoint.

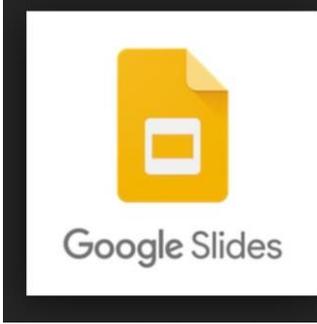
> It's a free Cloud based application **used to create presentations.**

> You can add a range of text, images, sound and video clips to each slides.

> **Transitions** - movement between each slide.

> **Animations** - The effects you can apply to text and images.

WHAT MAKES A GOOD PRESENTATION



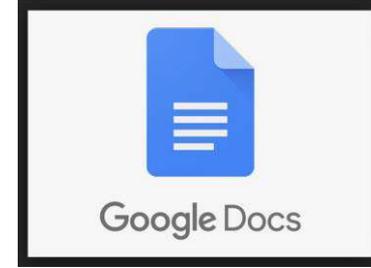
> It's clear & easy to read

> Uses a consistent theme throughout each slide.

> Contains both images and text.

> Consistent animations and transitions are used throughout.

GOOGLE DOCS



> Similar to Word.

> It's a free Cloud based application **used to create reports, letters or essays.**

> You can add a range of text and images to the document.

> **Formatting** – Changing how text or images look. **E.g underline, bold, italics, font style, alignment, spacing, bullet points**

WHAT MAKES A GOOD LETTER



Google Docs

[Your Street Address]

[Your City]

[Your Postcode]

[Month, Day, Year]

[Name of recipient]

[Street Address]

[City]

[Postcode]

Dear [Decide on your familiarity with the person and either use their first name or "Mr, Mrs, Miss" etc. followed by their surname].

[Your personal message to the person]

Yours sincerely,

[Your written Signature]

[Your Name]

PRACTICE QUESTIONS

>What does the term e-mail mean?

>What is Google Slides used for?

>What makes a good presentation?

>What Google docs similar too?

>Describe 3 formatting techniques that could be used when writing a letter within Google Docs.

>What does the term CC mean when writing a letter?

E-Safety & ICT Threats

You will need to know the following:

- >To be able to define the term E-Safety
- >To be able to identify some of the dangers online
- >To be able to explain what you can do to avoid getting into danger online.

Useful Links

https://www.teach-ict.com/ks3/internet_safety/quizzes/internet_safety_quizzes.htm

http://www.teach-ict.com/gcse_new/protecting_systems/malware/quizzes_malware.html

WHAT IS E-SAFETY®

Stands for electronic safety.

The process of staying safe using electronic devices





WHAT DO WE MEAN BY THE TERM ICT THREAT®

Something that could potentially cause harm to your electronic device or files.



WHAT DO WE MEAN BY THE TERM CYBERCRIME®

Crimes which are directed at computers of other electronic devices.



ICT Threats

Term	Definition
Spam	Junk Emails
Computer Virus	A piece of malicious (nasty) code to alter the way a computer operates.
Phishing Email	An email from someone pretending to be a reputable organisation such as a bank encouraging individuals to disclose personal details such as passwords or bank details.
Hacking	The process of unauthorised access to a computer or files.
Trojan Horse	A program that seems harmless but in actual fact is malicious used to hack into a computer.
Computer Worm	A program that spreads across the internet by replicating itself on computers via their network connections.

PRACTICE QUESTIONS

>What does the term e-safety mean?

>What is the name of bullying that takes place using an electronic device?

>What is a computer worm?

>What makes a good password?

>What is the key term that means, unauthorised access to a computer or file?

>How can we prevent against a computer virus?

Programming Concepts

You will need to know the following:

- > Define the term algorithm
- > To be able to identify the code blocks within Scratch
- > To be able to explain the of different blocks of code.

Useful Link: <https://scratch.mit.edu/projects/editor/?tutorial=getStarted>



Algorithms



Computer Science

What Makes a good set of instructions:

- Instructions need to be in correct order.
- Instructions need to be clear.
- Instructions need to be in the correct language.



Google maps japan to china Search Maps Show search options

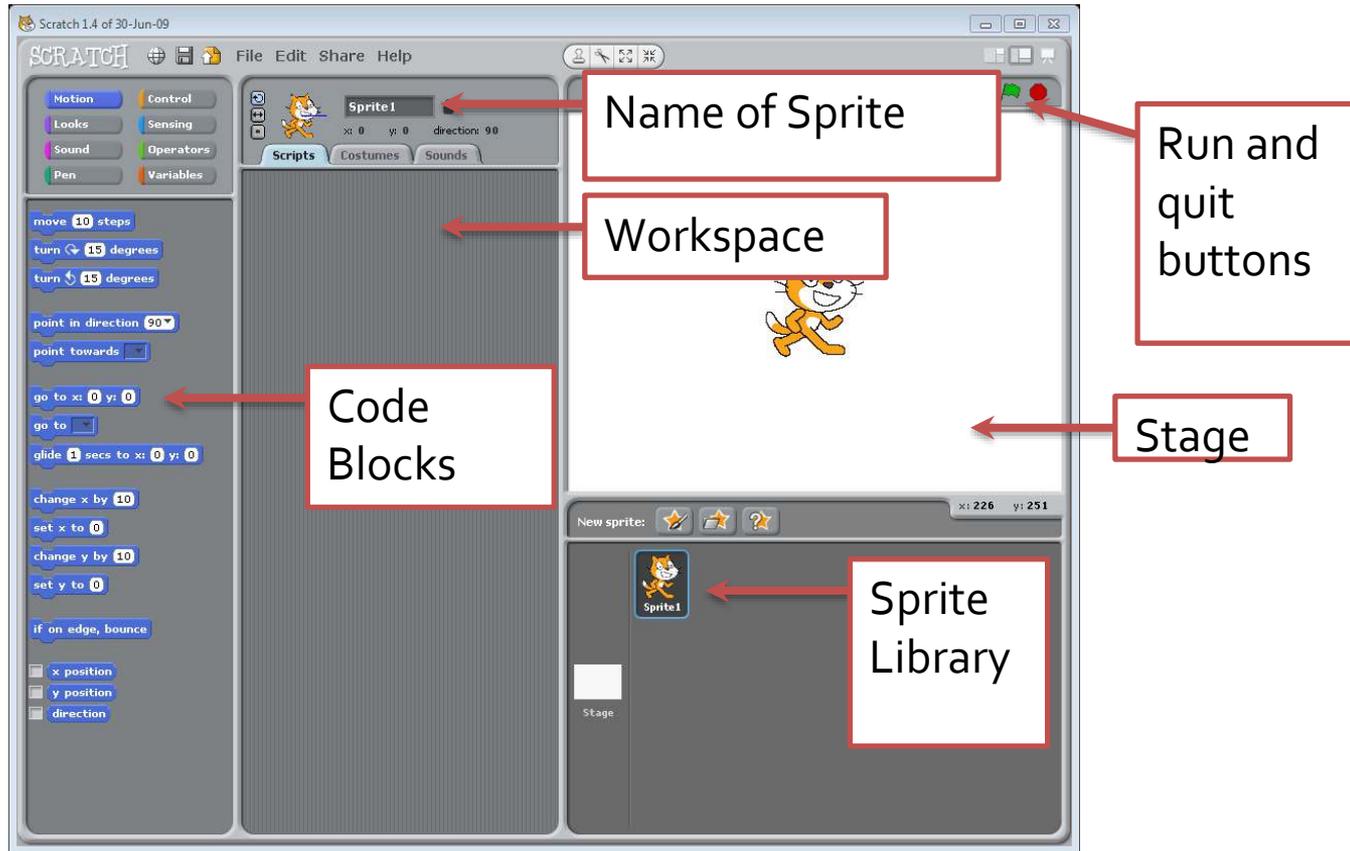
Get Directions My Maps

串木野)

32. Turn left at 串木野駅(文差点) onto 県道38号線	1.7 km
33. Turn right	350 m
34. Turn left	180 m
35. Turn left	99 m
36. Take the 串木野-里-中樞-鹿島-長浜 ferry Toll road	64.9 km
37. Continue straight	19 m
38. Turn left toward 県道349号線	56 m
39. Turn right toward 県道349号線	57 m
40. Turn left at 県道349号線	11.3 km
41. Continue onto 県道350号線	2.1 km
42. Turn left	1.4 km
43. Jet ski across the Pacific Ocean	782 km
44. Continue straight onto 巖后支路	400 m

A map showing a route from Japan to China. The route is marked with a blue line and passes through various cities and landmarks. The map includes labels for cities like Seoul, Shanghai, and Hangzhou, and landmarks like the Pacific Ocean. The map also shows the Korean Peninsula and the East China Sea.

Components within Scratch



Task 1: Match the Key words to their Definition

Sprite

Code Blocks

Stage

Workspace

This is where you drag your code blocks into to code your game.

This is where your games are run

Commands that are used to code your game.

Your characters / objects that can be used within the game

EXPERIMENTATION WITH CODE BLOCKS

Revisit Scratch, making sure you understand the purpose of the different types of blocks.

<https://scratch.mit.edu/projects/editor/?tutorial=getStarted>

PRACTICE QUESTIONS

- >What is the name of the software used to code our game?
- >In scratch what blocks of code control movement?
- >Describe what the repeat block of code does
- >What is a variable and how did you use them within your game?
- >Define the term sprite

Hardware and Software

You will need to know the following:

- >The difference between hardware and software.
- >Examples of hardware and software

Useful Link: http://www.teach-ict.com/gcse_computing/gcse_computing_quizzes.htm

HARDWARE



A device a physical device (something you can touch) used in or with your computer.

Examples:

Speaker

Monitor

Keyboard

Motherboard

CPU

Fan

SOFTWARE



Programs used by a computer

Examples:

Microsoft Word

Outlook

Fireworks

Flash

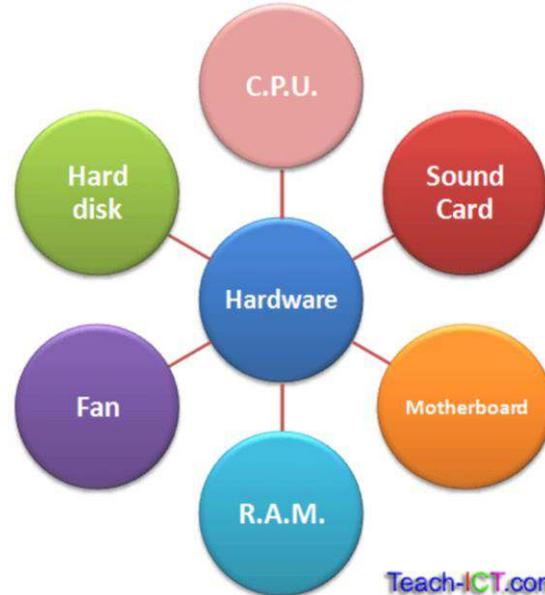
Paint

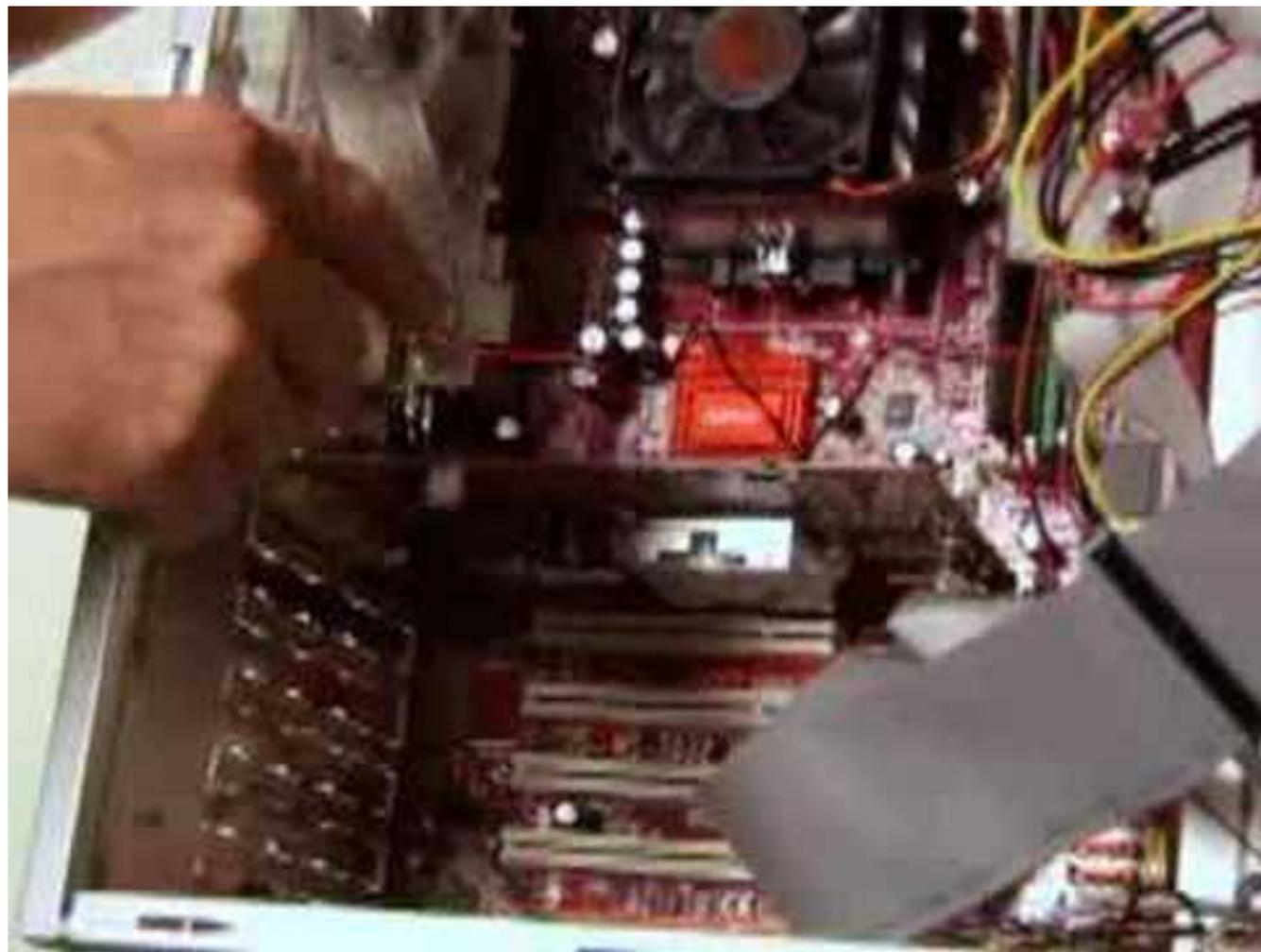
Microsoft Powerpoint

PRACTICE QUESTIONS

- >Define the term hardware
- >Name 3 examples of hardware
- >What is the difference between hardware and software?
- >Name 3 pieces of software
- >Identify the best piece of software used to create a presentation.
- >Explain the purpose of the software Outlook.

Components of a Computer





HELPFUL RESOURCES

- <https://computer.howstuffworks.com/23-computer-tour-video.htm>

CPU -

<http://www.bbc.co.uk/schools/gcsebitesize/ict/hardware/0inputandoutputdevicesrev3.shtml>

Key term Glossary -

<http://www.teach-ict.com/glossary/A.htm>

Ram and Rom -

<http://www.bbc.co.uk/schools/gcsebitesize/ict/hardware/1datastoragerev1.shtml>