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

purple mash

Sharing

2Email

Key Vocabulary

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

Displayboard
In Purple Mash, this is a tool that enables you to share work with a wide audience.

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

Sharing
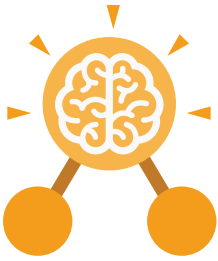Post or repost (something) on a website.

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

Attachment
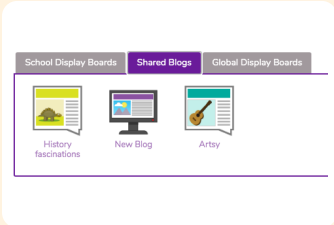A computer file sent with an email.

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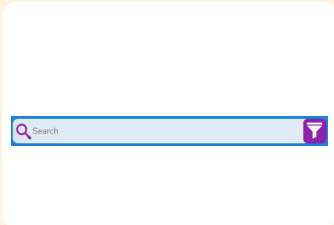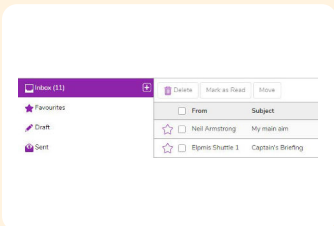The information about a person that exists on the Internet as a result of their online activity.

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Unit: 2.2
Online Safety

Key Images

Display board

School Display Boards | Shared Blogs | Global Display Boards

History fascinations | New Blog | Artsy

Search Bar

Search

Inbox

Inbox (11)
Favourites
Draft
Sent

Delete | Mark as Read | Move

From | Subject
Neil Armstrong | My main aim
Elpnis Shuttle 1 | Captain's Briefing

Email sender

Email subject

From: Neil Armstrong

To: Kat Salisbury

Subject: My main aim

Message:

Hi,

My name is Neil Armstrong. I was the first person to walk on the Moon. I was also an engineer, test pilot and a professor at a university.

Why do you think that I wanted to explore space and walk on the moon?

Yours sincerely,

Neil Armstrong

Reply | Reply To All | Forward | Full conversation | Print | Delete | Close
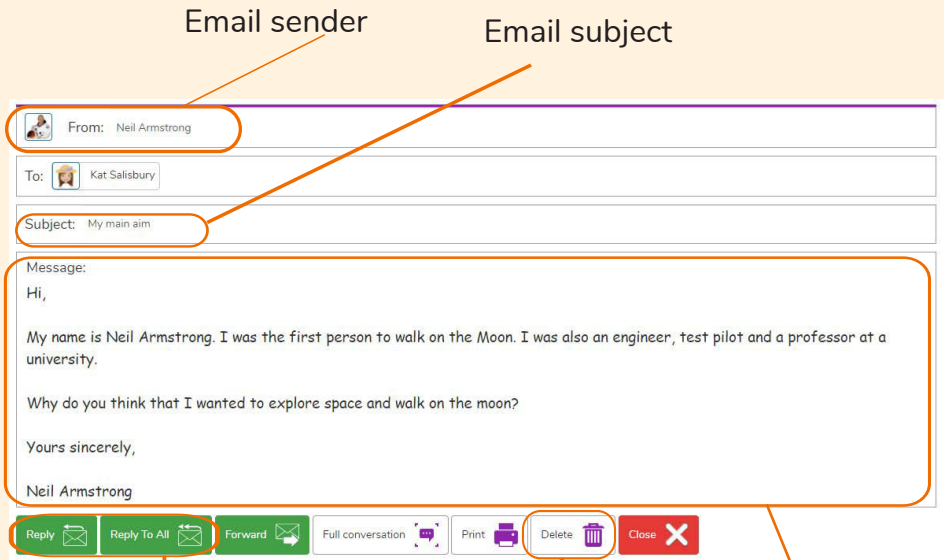
Send the email

Delete the email

Email message

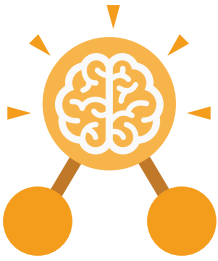## Key Questions

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.
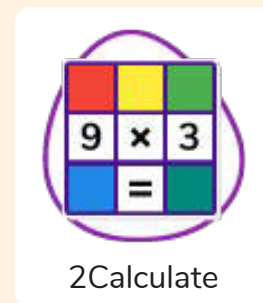
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Unit: 2.3
Spreadsheets

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

purple mash

2Calculate

Key Questions

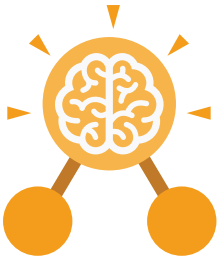**Why would you copy and paste when using a spreadsheet?**

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?

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Unit: 2.3
Spreadsheets

Key Vocabulary

Backspace key
Use this key to delete the character before the current cursor position.

Copy and Paste
A way to copy information from the screen into the computer's memory and paste it elsewhere without re-typing.

Columns
Vertical reference points for the cells in a spreadsheet.

Cells
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 that matches the value of the cell to the left of the tool.

Delete key
Use this key to remove the contents of a cell.

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.

Image Toolbox
Use this to insert images into cells.

Lock tool
This tool prevents cell values being changed.

Move cell tool
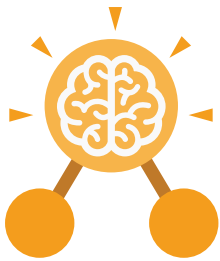This tool makes a cell's contents moveable by drag-and-drop methods.

Rows
Vertical reference points for the cells in a spreadsheet.

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

Spreadsheet
A computer program that represents information in a grid of rows and columns.

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Key Images
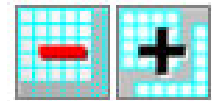
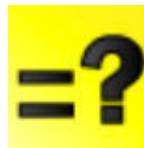|			
Open, close or share a file	Save your work	Open a previously saved file	Increase or decrease spreadsheet size
The 2Calculate toolbox	The 2Calculate control toolbox	Move cell tool	Lock cell tool
Speak tool	Count tool	Equals	2Calculate totalling toolbox
Totalling	Copying		

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