KS3 ICT- YEAR 7– Knowledge Organiser

Hardware and Software	Internet and E-Safety and File Formats	Pre-Production Material

Hardware and Software

An input is **data** received by a computer. An output is a **signal** or data sent from a computer.

Hardware:

Computer monitor – the screen where the information can be seen

Mouse – which you use to move around the computer

Keyboard – used for typing into the computer

Software:

Word processing
Word processors can be used to create any type of text-based document, from a letter to a novel.

You can change a document's appearance using a number of formatting options such as:
- change the font and font size
- bold, italicise and underline words
- colour the text and the background
- highlight words of importance
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Microsoft Word – used to write letters, articles, etc.

Publisher – a program where you can be create and make posters, stickers, business cards and storyboards.

PowerPoint – Used for presentations. Includes adding images, videos and effects.

Internet and E-Safety and File Formats

The **World Wide Web** is the WWW at the start of a URL address.

URL is the address of the website: www.google.com

HTTP – means that the site isn't as secure as a site with **HTTPS**. Data could be taken or copied.

HTTPS – more secure site: used for shopping online, for example.

Firewall: in a computer and protects the computer from a risk of a virus

Spyware: dangerous programs which can steal data from computers and corrupt files.

Anti-virus software: installed in the computer to protect from a virus

Search engine – a website where you find information. For example, Google.

Email: a way of communicating over the internet.

Spam/Junk Mail: mail which has been received from unknown companies or from a mailing list

Privacy online

Stay safe on the internet by making sure that:
- You don't reveal your full name, age, address or telephone number
- You only visit trusted HTTPS sites
- You do not give strangers credit card details
- You keep your Facebook and Instagram settings private.

Pre-Production Material

Spider diagram- a way of generating ideas visually for a project

Mood board – a set of ideas presented with pictures, colours and themes.

Work plan – a plan which tells you what you are going to do in your project:
- Pre-production (planning)
- Production (making)
- Post production (evaluating)

Brief – a request which someone or a company has which you respond to. *E.g: I want a car that is red. Can you make me one?*

Pre-production includes:
- Storyboards
- Spider diagrams
- Mood boards
- Work plan
- Flowchart

Production
- Magazine
- Audio – visual (moving image)
- Audio (sound)

Spreadsheets

Are used for calculations, simple databases and modelling. A spreadsheet is made up of rows, columns and cells.

- Columns are labelled alphabetically, starting at A, and rows are labelled numerically starting at 1.
- Each cell has a unique cell reference. The first cell of in a spreadsheet is A1, A2 is below A1, and B1 is to the right of A1.
- A cell can contain data, labels and formulae.

Excel – a program where you can create budget sheets, complete equations and create graphs.

File Formats

Images: JPEG, GIF and PNG

JPEG – JPEG is a commonly used method of lossy compression for digital images, particularly for those images produced by digital photography.

GIF – a moving image which is used online or over social media

PNG – A PNG file is an image file stored in the Portable Network Graphic (PNG) format. It contains a bitmap of indexed colours and uses lossless compression, similar to a .GIF file but without copyright limitations. PNG files are commonly used to store graphics for web images.

Post-production

- Evaluation of product (what went wrong and what went well?)

Notes: