

Year 7 computing

Half Term 1A Knowledge Organiser

BIG QUESTION

How can I become a safe, organised and independent digital learner?

1 STAY SAFE ONLINE

ALWAYS:

- ✓ Keep your password private
- ✓ Use equipment respectfully
- ✓ Follow instructions
- ✓ Communicate politely
- ✓ Use technology appropriately

NEVER:

- ✗ Share your password
- ✗ Access inappropriate content
- ✗ Send unkind or threatening messages
- ✗ Use technology to embarrass others
- ✗ Damage equipment

COMPUTER ROOM EXPECTATIONS

- Follow instructions
- Store bags safely under tables
- Do not eat or drink
- Do not run around
- Respect all equipment

★ BE SAFE • BE RESPONSIBLE • BE RESPECTFUL ★

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2 SAVE AND ORGANISE YOUR WORK

WHY IS ORGANISATION IMPORTANT?

- ★ Find work quickly
- ★ Keep subjects separate
- ★ Avoid losing work
- ★ Work more independently
- ★ Access work when you need it

FILES AND FOLDERS

Think of your digital storage like a room.

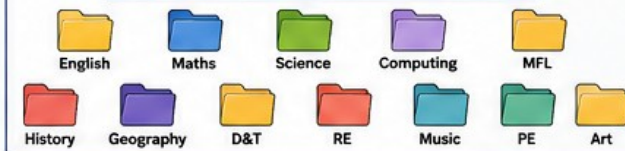


✗ If everything is thrown into one place, it becomes difficult to find.



✓ Folders help organise your work into sensible categories.

A GOOD YEAR 7 FOLDER STRUCTURE



WHERE SHOULD YOU SAVE SCHOOL WORK?

Save in OneDrive – your work is safe in the cloud, can be accessed on different devices and will sync.

EVERYTHING YOU DO SHOULD BE SAVED, ORGANISED AND ACCESSIBLE.

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3 NAME FILES PROPERLY

WHY DO FILE NAMES MATTER?

A poor file name makes work difficult to find.

POOR FILE NAMES

- ✗ Doc1
- ✗ Work
- ✗ Untitled Document
- ✗ Homework Final Final 2
- ✗ Maths Thing

GOOD FILE NAMES

A good file name should include:

- ✓ The year group (if appropriate)
- ✓ The subject
- ✓ The task
- ✓ Your name (when required)

EXAMPLE:

Y7_Computing_AboutMe_YourName

REMEMBER

Clear file names + organised folders = easy retrieval.

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4 FINDING AND RETRIEVING YOUR WORK

WHAT DOES RETRIEVE MEAN?

Retrieve = find and open work that you have saved.

METHOD 1: NAVIGATION

Move through your folder structure.



METHOD 2: SEARCH

Use the search bar and type part or all of the file name.

Y7_Computing_AboutMe

5 UNDERSTANDING SYNCING

Syncing means your files and changes are updated across different devices.



IMPORTANT: If work is saved only on a computer's desktop, it may not be available on another device.

SAVE IMPORTANT SCHOOL WORK IN ONEDRIVE.

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6 CHECKING AND IMPROVING YOUR WORK

BEFORE YOU SUBMIT... CHECK!

FILE ORGANISATION

- ☐ Clear file name
- ☐ Saved in the correct folder
- ☐ Saved properly

CONTENT

- ☐ Work is complete
- ☐ All questions answered
- ☐ All tasks included

PRESENTATION

- ☐ Neat and tidy
- ☐ Titles are clear
- ☐ Formatting is appropriate

ACCURACY

- ☐ Capital letters correct
- ☐ Punctuation checked
- ☐ Spelling checked
- ☐ Grammar checked

THE CHECK - EDIT - IMPROVE PROCESS

1 CHECK

Read your work carefully.

2 EDIT

Correct mistakes.

3 IMPROVE

Make your work clearer and better presented.

4 SUBMIT

Send your completed work to your teacher.

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7 THE DIGITAL LEARNER TOOLKIT



THE ACE DIGITAL LEARNER



8 BE AN INDEPENDENT LEARNER

- 1 Read the instructions
- 2 Look carefully
- 3 Try to solve the problem
- 4 Ask for help if you are still stuck

TRY → THINK → SOLVE → ASK

9 THE 10 GOLDEN RULES

- 1 Keep your password private.
- 2 Save your work regularly.
- 3 Use OneDrive for school work.
- 4 Give files clear names.
- 5 Organise files into folders.
- 6 Know how to find your own work.
- 7 Use search when necessary.
- 8 Check work before submitting.
- 9 Use technology safely.
- 10 Try to solve problems independently.

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★ REMEMBER THIS! SAVE → NAME → ORGANISE → RETRIEVE → CHECK → SUBMIT

My goal: to become a safe, organised, confident and independent digital learner!

