During the project you will be introduced to new terminology you may not understand straight away.

The purpose of the Essential Knowledge Sheet is to allow you to clarify any terminology throughout the project.

	Keyword	Definition	Support Question
3A	User Guide	A user guide is a set of instructions which are followed to achieve an end goal.	Can you give 3 examples of items that would require a user guide? **1. Phone 2. Washing Machine 3. TV**
6B	Operators	Operators are the symbols used in online equations in MS Excel. These include + - / *.	Write a formula to divide D2 by A1 **=D2/A1**
6B	House Style	House style means the way a product is presented, thinking about colours and styles.	What aspects of design come under the term house style? **Background colour Colours of text Style of text Font of text**
7A	Keyword Operators	These are used in MS Excel to write an equation to find the maximum, minimum, average and sum of cells.	Write a formula to add up cells B2 to C14 **=sum(B2:C14)**
7B	Boolean Search	This allows you to narrow an internet search down by using keywords AND, NOT and OR. Search words must be placed in "speech marks".	What keywords are used in a Boolean Search? **AND NOT OR**
9A	Date	This is to indicate the day, month and year in a letter.	Where should the date be placed in a letter? **This is placed on the left side of the page above the person the letter is addressed too.**
10B	Email Subject	This gives the receiver of the email information what the email content will be about.	Why is an email subject important? **Gives information about the email content without opening the email.**

What do I do in Microsoft Excel?

Merges cells	Add borders around cells	Changes the number in the cell to a currency
Creates a graph	Changes the cells colour	

What do I do in Microsoft Word?

Adds an up to date and time	Centres the text	Adds a table
Changes the colour of the text	Changes the case (upper and lower case)	

12B - Research Activity

Using your independent research skills, you are to complete the table below finding definitions for the types of cyberbullying. The first one has been done for you as an example.

Type	Definition
Flaming	Online fights involving angry and rude comments that take place through emails, instant messaging or chat rooms.
Denigration	Putting mean online messages through email, instant messaging, chat rooms, or websites set up to make fun of someone.
Exclusion	Intentionally leaving someone out of a group such as instant messaging, friend sites, or other online group activities.
Outing	Sharing secrets about someone online including private information, pictures, and videos.
Trickery	Tricking someone into revealing personal information then sharing it with others.
Impersonation	Pretending to be someone else when sending or posting mean or false messages online.
Harassment	Repeatedly sending malicious messages to someone online.
Cyberstalking	Electronically "following" someone and sending them targeted messages with the intention of scaring, harming or intimidating them.

Consequences of Cyberbullying

Low confidence

Punishment at home and school

Damaging a persons reputation

Suicide

Staying away from school

Drop in school progress

Feel vulnerable and powerless

Prison

Brother or Sister

Bullying Charities

A Teacher

Who can help with Cyberbullying?

Your Friends

The Police

Your Parents

Family Member

COMPUTING