

Knowledge Organiser: Introduction to C&IT

Computing & IT lessons aim to teach you all you need to know to be digitally literate in the modern world.

Features of strong passwords

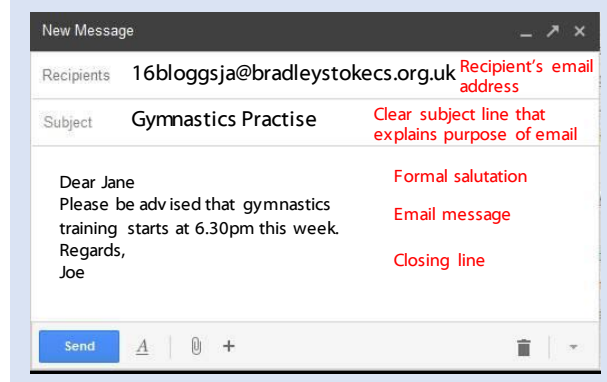
- 8 characters or more in length
- Memorable but not easy to guess
- Not personal information relating to you (e.g. pets name)
- Includes alphanumeric (abc/123) characters and symbols ("£\$%^&)
- Changed regularly (every 90 days)
- Kept secret and not shared with others
- Avoid commonly used passwords e.g. password123

RANK	PASSWORD	CHANGE FROM 2014
1	123456	Unchanged
2	password	Unchanged
3	12345678	1 ↗
4	qwerty	1 ↗
5	12345	2 ↘
6	123456789	Unchanged
7	football	3 ↗
8	1234	1 ↘
9	1234567	2 ↗
10	baseball	2 ↘
11	welcome	NEW
12	1234567890	NEW

Keywords and Definitions

Directory	A folder on a computer system
Home Directory	Your personal storage area on the school's ICT network
Alphanumeric	A combination of letters and numbers
Salutation	The greeting at the start of a letter or email e.g. Dear Jane
Signature	Text at the end of an email that typically contains the senders name and contact information e.g. job title and phone number
Attachment	A document or file that is included with an email message that can be opened by the recipient
Carbon Copy	The feature which allows you to include additional recipients in an email not directed to them
Etiquette	The unofficial rules of communication
Recipient	The person who receives an email message
Sender	The person who sends an email message
MFD	The large photocopier-style machine that allows you to print, scan and photocopy your work

Sending an email



Directory Structure Example

