

### Core Knowledge

- x Password A secret word or phrase which allows access to a computer system or service. Example: FishCloudRoad23#
- x A computer lab is a space which provides computer services to a defined community.

### Key Literacy HAZARD

Definition: a danger or a risk

Associated terms: Contact, Risk, Fire, Injury, Damage, Threat

- x It's a pre-hazard.
- x Wet roads are a hazard to drivers.
- x Sheep are a traffic hazard in the hills.
- x Loose network cables may cause a hazard.

### Core Knowledge

- x Trinity Online Tools: Sharepoint, Trinity TV, Safety Net, Teams, Educake, Outlook Email, OneDrive
- x File Management: The process and act of creating an organized structure electronically in which you store information for easy retrieval
- x Email: mail by electronic means from one computer user to one or more recipients via a network.
- x Email Subject: An email subject line is the first text recipients see for your sender name when an email reaches their inbox.
- x CC (Carbon Copy), BCC (Blind Carbon copy)
- x Etiquette: The way you behave online

### Key Literacy EMAIL

Definition: messages distributed by electronic means from one computer user to one or more recipients via a network.

Associated terms: r