Year 7 Computing Vocabulary List
(Tier 2 and Tier 3)

Files and Folders - A folder is a digital container for storing other folders and individual files such as a word processed document or a presentation

Email - Short for Electronic Mail which is a way of exchanging digital messages to one or more recipients

Subject line - A short description of the contents of the email

To, CC and BCC - To - the email address of the recipient or recipients of the email. CC - stands for carbon Copy which is a copy of the email for information purposes but not intended to be acted on. BCC - Blind Carbon Copy similar to CC but the email recipients will not know that a copy has been sent to others. Useful when bulk emailing.

Attachments - A computer file such as an image or a presentation sent with an email

Online safety - Knowing how to stay safe when using the Internet

Cyberbullying - Bullying which takes place online through email, text or social networks

Online grooming - Process of using the Internet to prepare a child for illegal sexual activity or abuse or radicalisation

Personal data - Information held digitally about a person that could be identified from that data

Netiquette - A way of behaving especially when using email or social networking

Digital footprint - The digital trail or traces left by a person when using the internet

Sexting - The action of sending or receiving messages or images of a person of a sexual nature. It is illegal to make, send or store, if sent, any images of a person under the age of 18

Malware - Malware is an umbrella term given to a variety of hostile software programs specifically written to cause damage or steal data such as a virus, or spyware

Copyright - The legal right to control the uses of intellectual property such as music or art, which prevents the copying or reproducing of intellectual property without permission.

Data Protection Act - Act of parliament controlling how organisations, businesses and government use personal data

Computer Misuse Act - Controls the unauthorised access to computers with an intent to commit a crime

Health&Safety Act - Act of parliament securing the health, welfare and safety of people at work

Icon - An onscreen image representing a program or folder

Desktop - The first screen presented to a user on a computer usually containing icons and menus

Digital - Information stored using 1s and 0s (binary)

Word processor - A program allowing the manipulation of text on a screen. The text can be formatted – make bold, size increased, colour added – along with many other tools. Has replaced the old fashioned typewriter

Presentation - Program enabling the user to create simple slideshows or complex presentations

Layout - The arrangement of text, graphics and other digital media on a digital product

Content - The information presented in a digital product such as the text, the choice of images and other media used with a purpose for a specific audience.

Audience - The target at whom a digital product is aimed which may be identified by gender, age, location, economic means or life style

Purpose - The reason for creating a digital product

Spreadsheet - A software program presented in table format which allows the entry, analysis and manipulation of data. Often used to 'model' situations by testing 'what if' scenarios.

Cell, Column, Row - The names given to the individual 'boxes' on a spreadsheet and the vertical and horizontal divisions of cells on a sheet

Cell range - Where data in more than one continuous cell is selected the range is known from the top left cell to the bottom right cell separated by a colon eg B5 -F8