

Science &  
Technology

ICT

ONLINE  
LIFE

Outlook

Office 365

File Management

Moodle

Creating Folders

Hobbies

Family

All About Me

Likes/Dislikes

PowerPoint  
Presentation

IT Suite Rules

Internet Safety

An Introduction  
to ICT

Logging on

Strong Passwords



# Learning Objectives

- To understand ICT rules and acceptable use on the computers
- To know how to log in
- To create a safe password
- To access Hwb
- To access Teams



INTERACTING &  
COLLABORATING



**Starter Task:** You have **2 minutes** to list as many **technology devices** as you can!



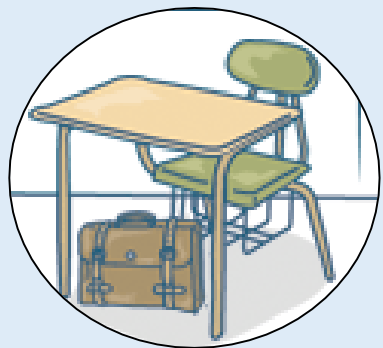
02:00

Click play!



# ICT RULES

1. Food and drinks are not allowed



2. Bags should be under desks



3. Do not unplug or swap any peripherals. Instead, report any problems with IT equipment to your teacher and move seat



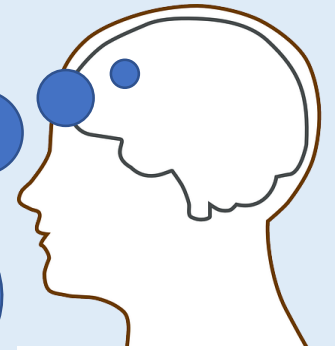
4. When asked to, turn off your monitors and pay attention to your teacher



# Acceptable use on the computers

## Think-Pair-Share:

Can you give examples of acceptable behaviour on the computers?



01:00

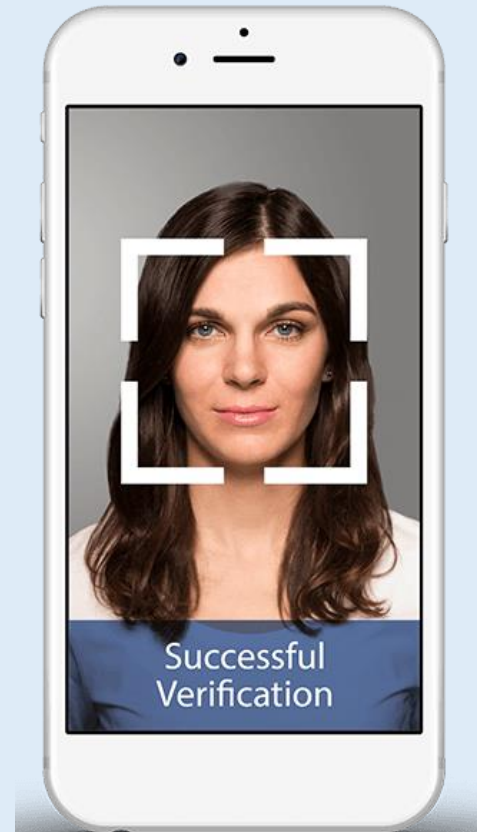
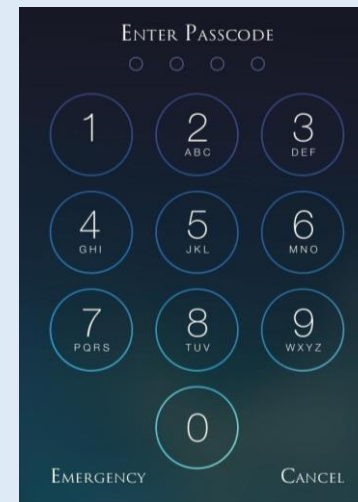
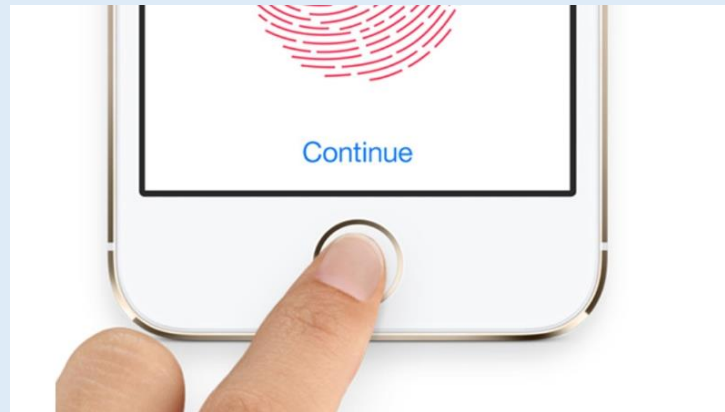
Click play!

1. Only use computers for educational use
2. Don't share your username or password with others
3. Don't try to install any programs onto the computers or network
4. Only use Hwb emails to communicate with staff and students
5. Any illegal or harmful content will be reported immediately

# Logging in



- Most computing systems require a username and password to prove your identity before logging in
- This will allow the user access to their files and programs
- Some devices such as smart phones use biometrics such as face recognition or fingerprints.





# Choosing a Safe Password



- When you first log in, you will be given a password.
- You should change this straight away



**Think-Pair-Share:** What do you think makes a good password?

**QUIZ: Is this an example of a strong password or weak password?**



= NO

password



- *Easily guessed*
- *Not unique*

RugbyArtPhone3!



- *3 unique words*
- *Mixture of upper and lower case*
- *Unique symbol*

HistoryCornwallCat#22!

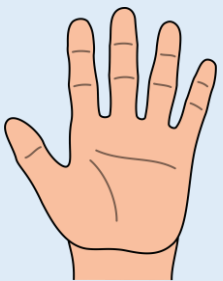


- *3 unique words*
- *Mixture of upper and lower case*
- *Unique symbol*

abc123



- *Easily guessed*
- *Not unique*



= YES



# Choosing a Safe Password



## How to choose a strong password:

- 8 characters or more
- Alphanumeric characters, eg. upper and lowercase letters, numbers, symbols
- Choose 3 words (not your name)
- Something that is not easy for others to guess
- Write your username and password into your planner

**With this in mind, now have a go at creating a safe password!**



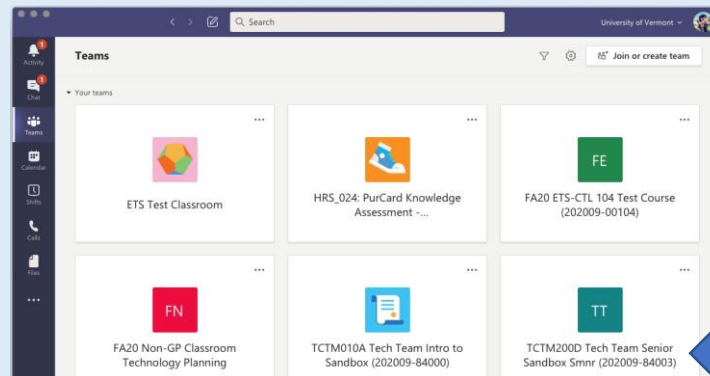


- You will be given a **HWB** username and password.
- Write it in your planner



To access Teams:

1. Once logged into Hwb, click on **Office 365**
2. Then, click on **Teams**



Your page should look something like this!





# Learning Objectives

- To access **Moodle**
- To access **Outlook**
- To add a **signature** onto an email
- To compose and **send an email**
- To create **files and folders** with appropriate names



INTERACTING &  
COLLABORATING

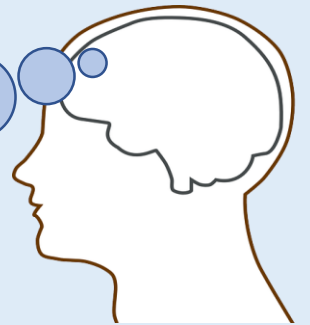
Dear mr evans,

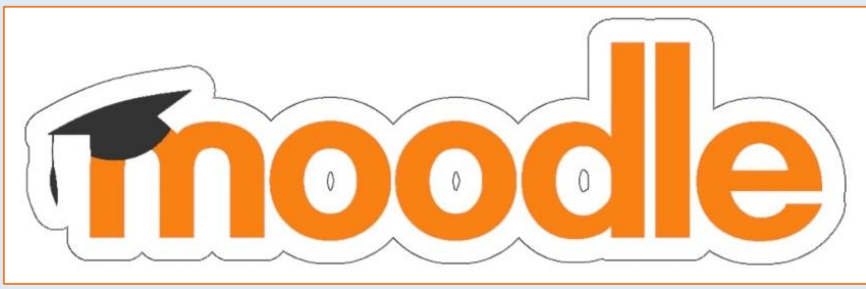
I am finding sum of this work abit tricky. could you please give me some help.

Thank u,

tom

**Starter Task:** Can you spot the 8 errors in the email opposite?





Your username and password for Moodle are the exact same as the ones you use to log in to the school computers!



- Moodle is our school VLE (virtual learning environment)
- It stores learning resources such as documents, presentations, quizzes, homework, video files, etc.
- You can use Moodle to **see work set** by your teacher.
- You can also use Moodle to **upload work set** by your teacher.
- Moodle can also include surveys, quizzes, interactive learning activities.
- You can access Moodle from home visiting the **school website** (<https://www.ysgolcalon.cymru/>) and then clicking on the **orange 'M' logo**



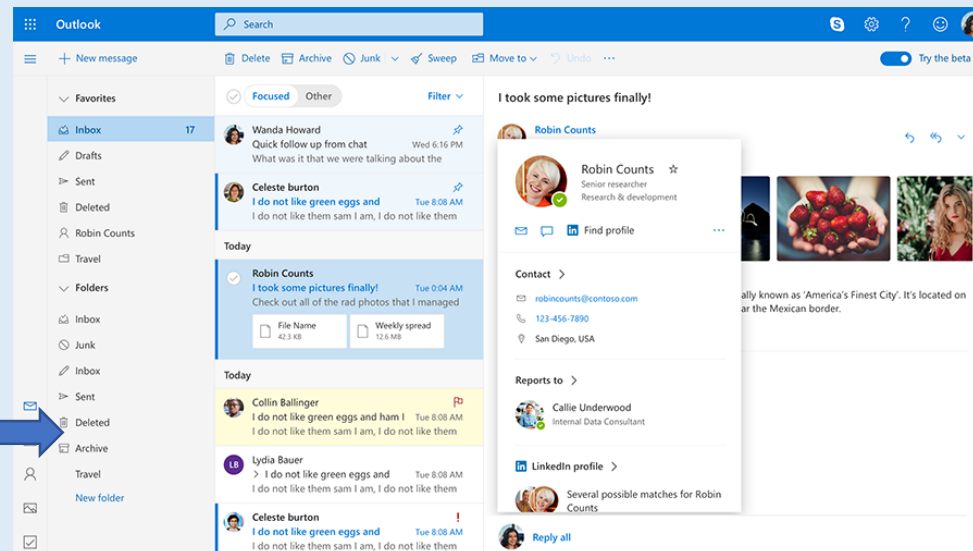
**Try logging into Moodle now!**

# Accessing School Emails



To access Outlook, simply **log in to HWB** and **click on Outlook**

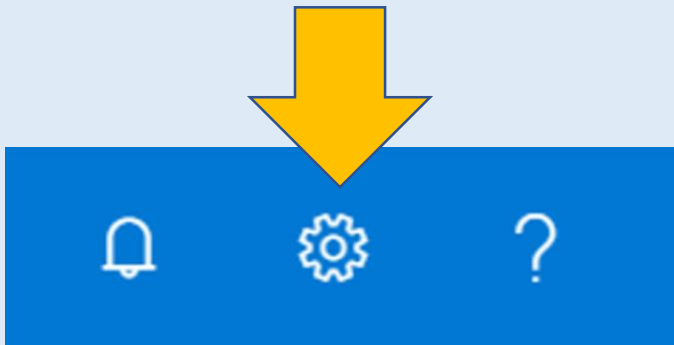
*Your page will look something like this!*



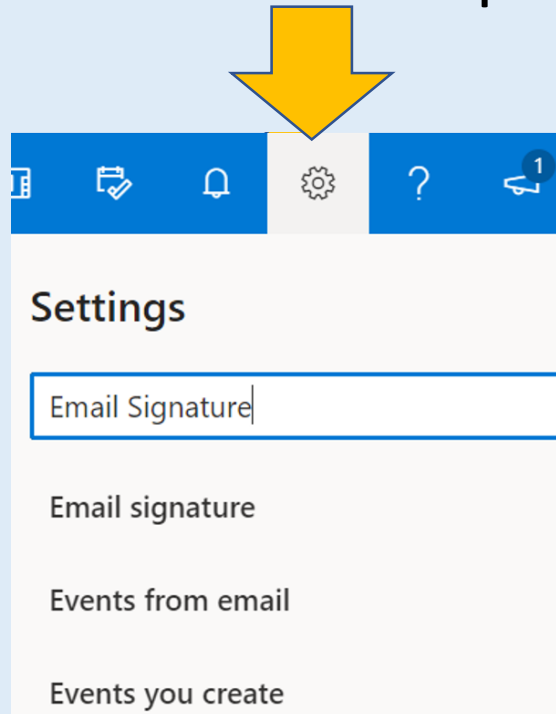
# Setting up a Signature



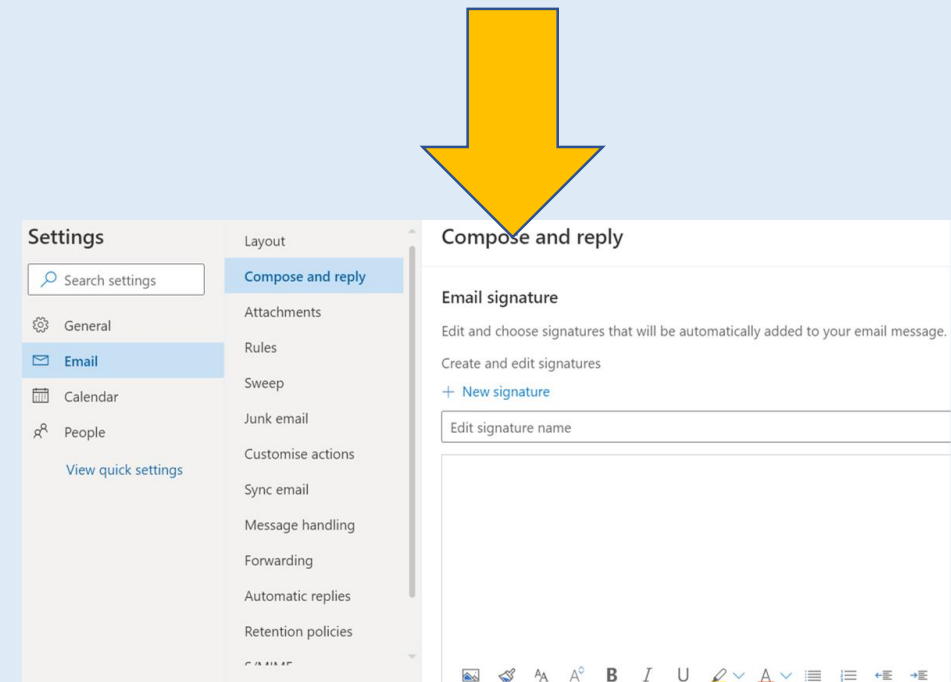
1. Click on the setting symbol in the right corner



2. Type Email Signature and click on the top result



3. Your page will then look like this



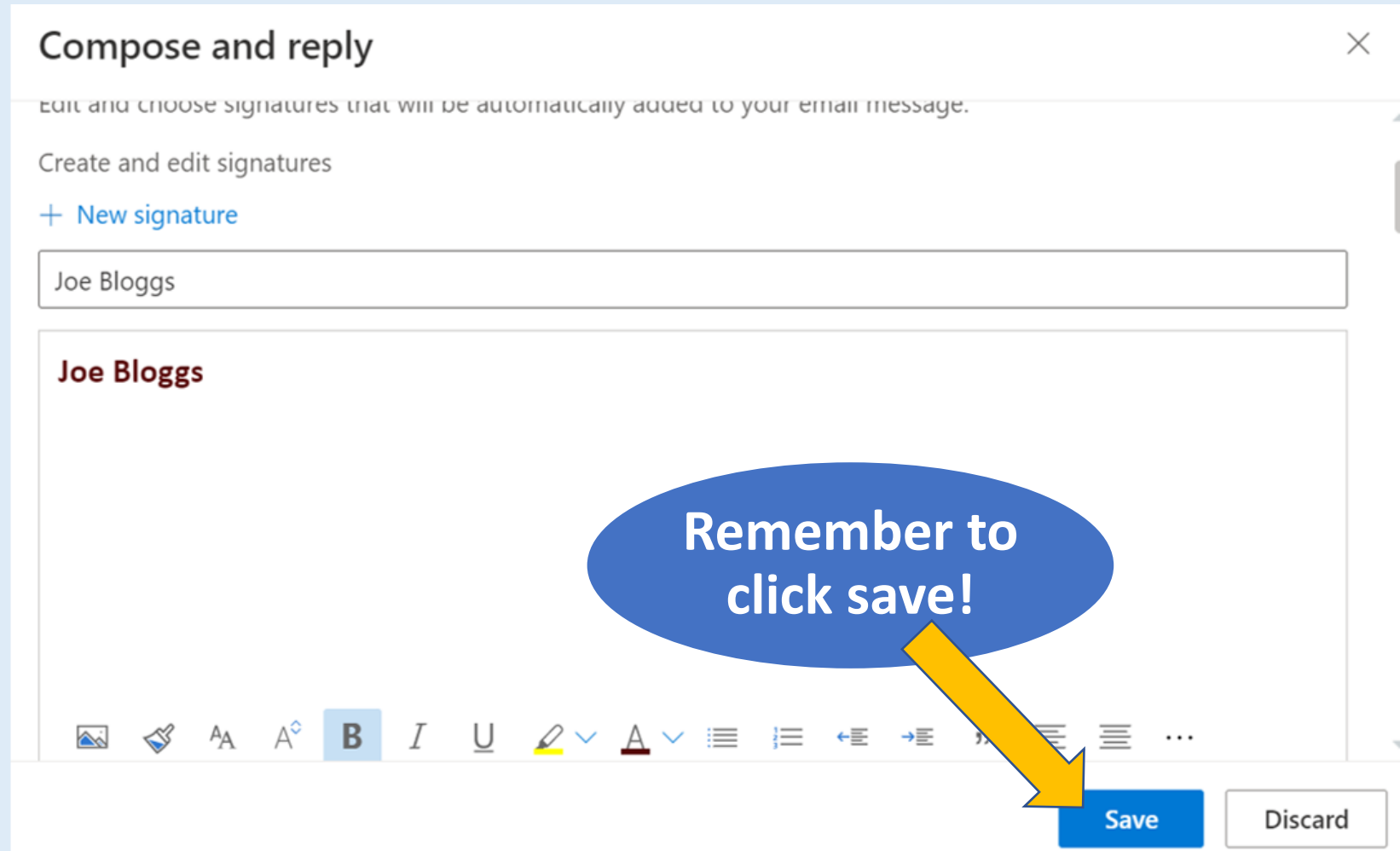
# Setting up a Signature



Type your **name** in the **top box**

In the **box below**, retype your **name**

You can change the **colour**, **size** and **font** of the text



Compose and reply

Edit and choose signatures that will be automatically added to your email message.

Create and edit signatures

+ New signature

Joe Bloggs

Joe Bloggs

Remember to click save!

Save Discard



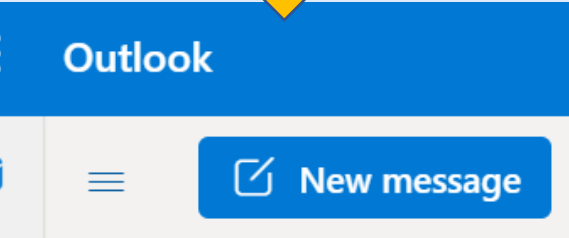
# Composing an Email



INTERACTING &  
COLLABORATING

**Task:** Send me a brief email introducing yourself!

Click 'New message'  
in the top left



### Success Criteria

- Always **add a subject** to tell the recipient what your email is about. E.g. in this instance, **Hello** or **Greetings**
- Start your email with **Dear** or **Annwyl....** (e.g. Dear Mr Evans)
- Use **capital letters** and punctuation correctly.
- **Don't use abbreviations** e.g. use **you** instead of **u**.
- End your email with **Diolch yn fawr** or **Cofion cynnes**, or **kind regards** and your name underneath.
- Your email should be at least **2 paragraphs long**. You could write about:
  - ✓ What you look like
  - ✓ Your family
  - ✓ Your town/village
  - ✓ Your hobbies
  - ✓ Your friends



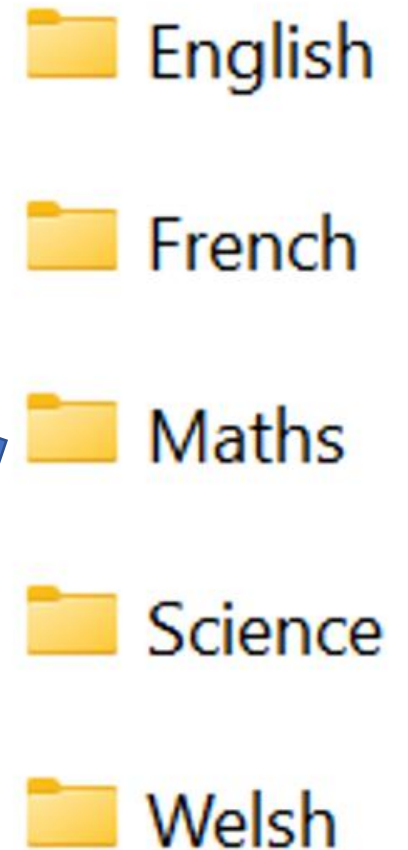


# Files and Folders

- Get into good habits straight away!
- Spend time naming your work and saving it to the correct subject folder.
- All data stored on a computer is saved to a file
- Documents are text files such as Word.
- **Files** are stored in **folders**
- **Folders** can be organised with **subfolders**

**Task:** Create a folder for each of the subjects on your timetable!

*Remember to use a capital letter at the start of the subject name and to check the spelling of the subject.*

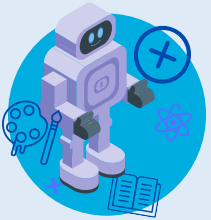




PRODUCING

# Learning Objectives

- To understand and use a **Headers** and **Footers**
- To understand and use **page numbers**
- To use **functions on Word** to edit text (font colour, size, style)



ACTIVATE

**Starter Task: Fill in the missing gaps in the paragraph below!**

Technology often requires a **password** for you to log in with. A **strong** password should use a combination of random words, numbers and characters. You can access **Outlook** email by logging into Hwb. A **signature** can be added to an email which makes the email look professional. Folders and files must have **sensible** names so that you can find them at a later date.



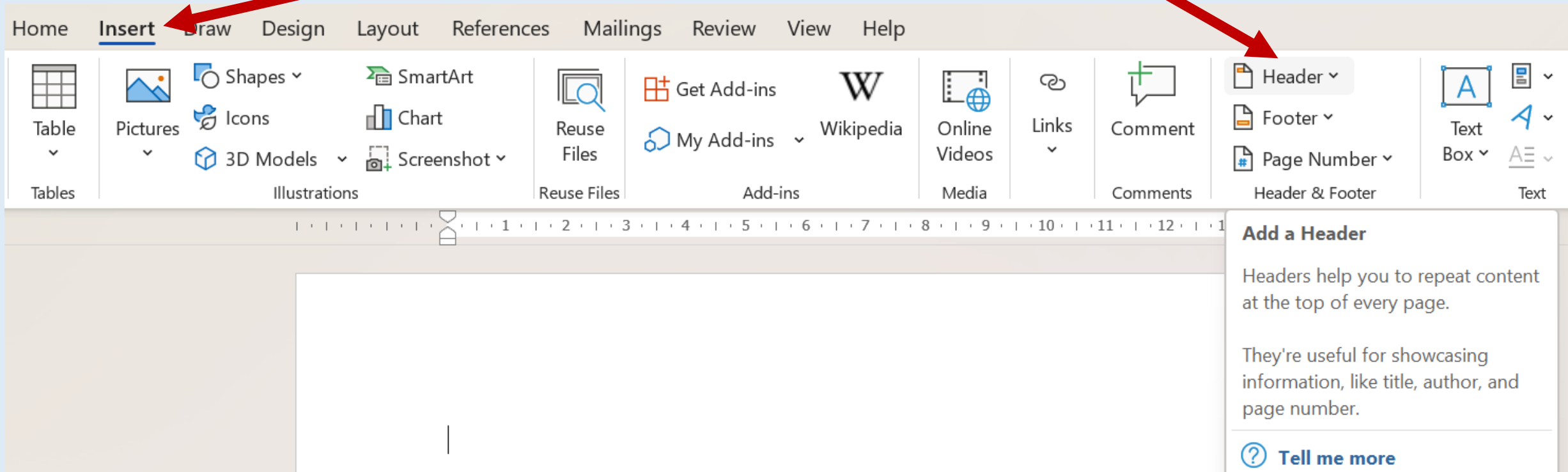
W

# Headers



Open **MS Word**. There are two ways on inserting a **Header**:

1. **Double tap** at the **very top** of the page
2. Click on **Insert** and then click the **Header** button

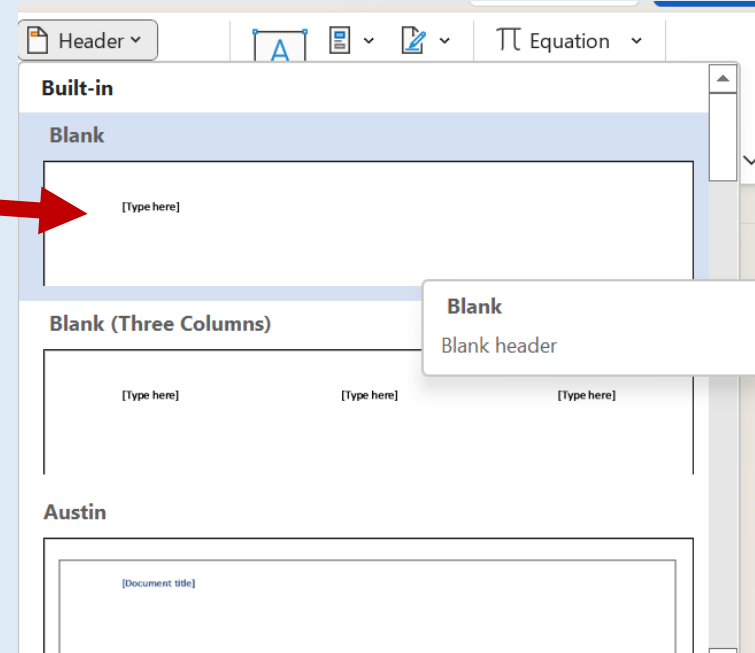


The screenshot shows the Microsoft Word ribbon with the **Insert** tab selected. The ribbon includes the following groups: Tables, Illustrations (Pictures, Shapes, Icons, 3D Models, SmartArt, Chart, Screenshot), Reuse Files, Add-ins (Get Add-ins, My Add-ins, Wikipedia), Media (Online Videos), Links, Comments, and Header & Footer (Header, Footer, Page Number). The **Header** button is highlighted with a red arrow. A tooltip titled "Add a Header" is displayed on the right, explaining that headers help repeat content at the top of every page and are useful for showcasing information like title, author, and page number. A "Tell me more" link is also present.



# Headers

Click on **Blank Header**

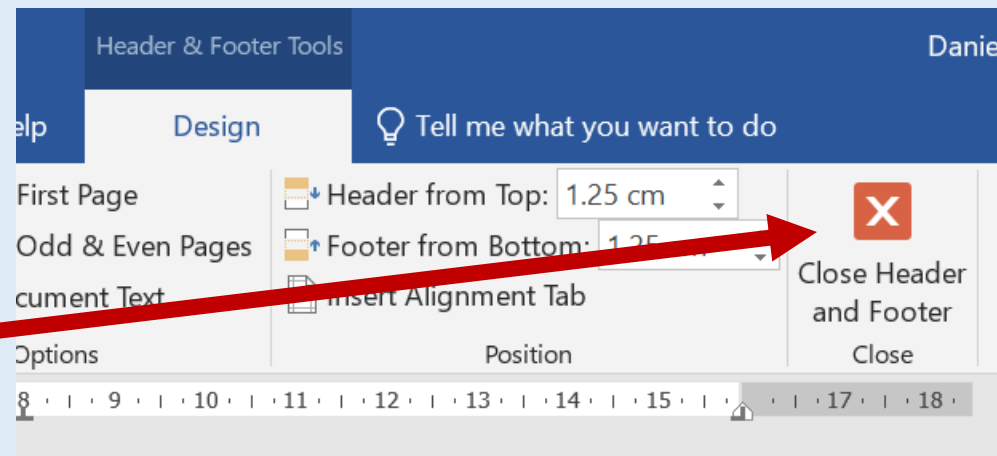


Joe Bloggs

Type your **name** and edit the text (size, colour, font etc)

Header

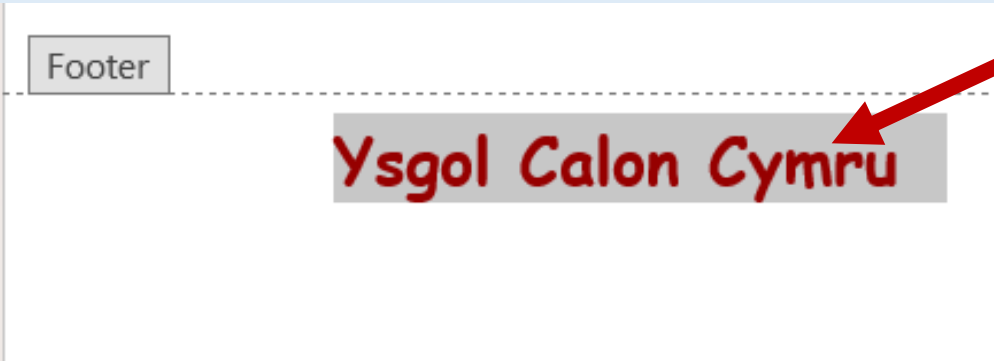
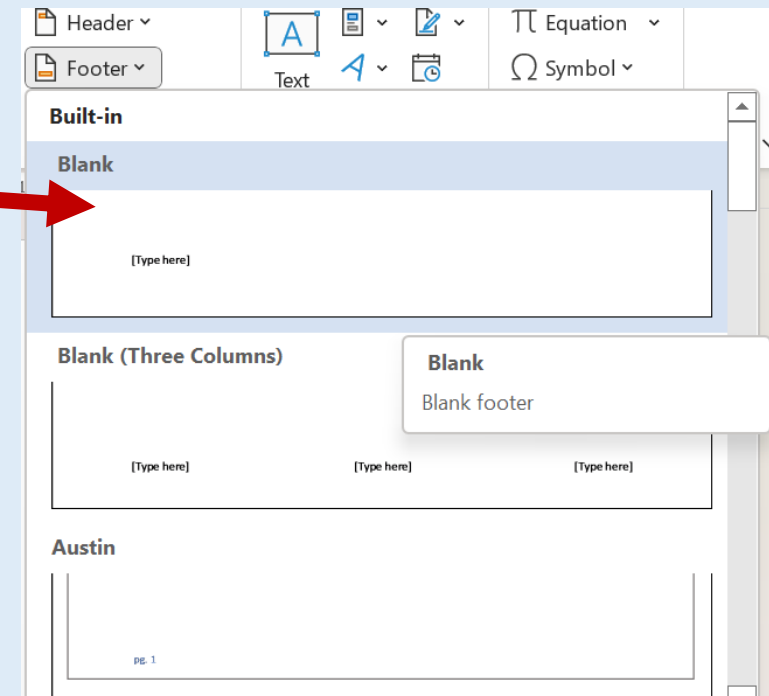
Finish the Header by **double tapping** on the white page below the dotted line **or** by clicking '**Close Header and Footer**'





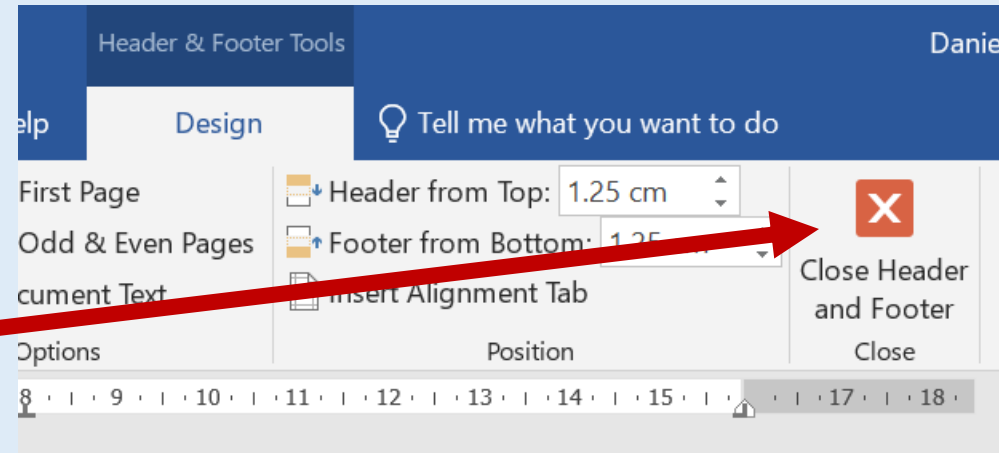
# Footers

Click on **Blank Footer**



Type the name of the **school** or the name of the **subject**

Finish the Footer by **double tapping** on the white page above the dotted line **or** by clicking **'Close Header and Footer'**





# Page Numbers



Click on **Insert** and then click the **Page Number** button.

The screenshot shows the Microsoft Word ribbon with the **Insert** tab selected. The ribbon includes the following groups and options:

- Illustrations:** Pictures, Shapes, SmartArt, Icons, Chart, 3D Models, Screenshot
- Reuse Files:** Reuse Files
- Add-ins:** Get Add-ins, My Add-ins, Wikipedia
- Media:** Online Videos
- Links:** Links
- Comments:** Comment
- Header & Footer:** Header, Footer, **Page Number**
- Text:** Text Box, Text

A red arrow points to the **Insert** tab, and another red arrow points to the **Page Number** button in the **Header & Footer** group. A tooltip for **Add Page Numbers** is visible on the right side of the ribbon, containing the following text:

**Add Page Numbers**

Number the pages in your document.

You can choose from a variety of pre-defined looks or select your own format.

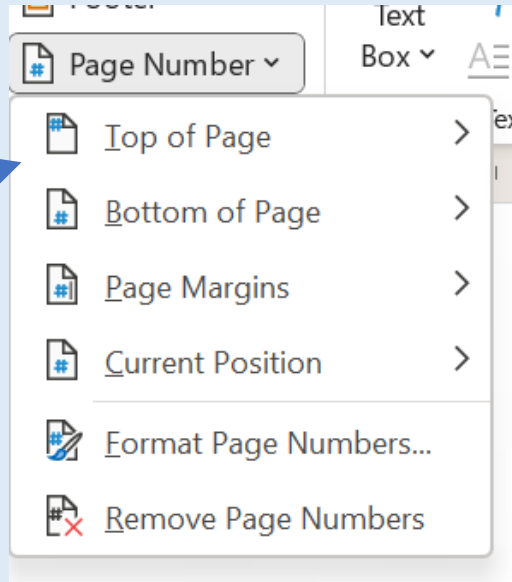
[Tell me more](#)



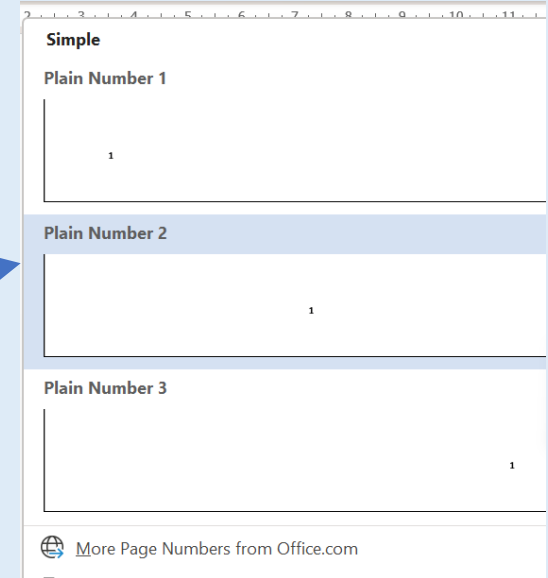
# Page Numbers



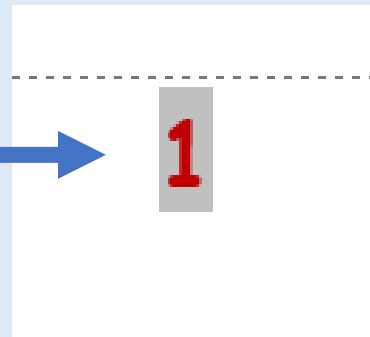
1. You can choose the **top** or **bottom** of the page



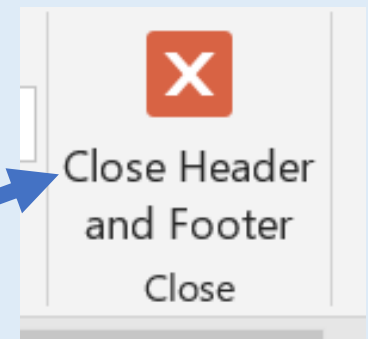
2. Choose if you want the number on the **left**, **centre** or **right**



3. The number will come up automatically, but you can **edit the text** (size, colour, font etc)



4. Finish the Page Number by **double tapping** on the white page above the dotted line or by clicking '**Close Header and Footer**'





# Other Word Functions

**Task 1: Write 5 sentences about where you live.**

**Success Criteria:**

- Subheading in the centre of the page, bold and underlined
- Rest of text aligned to the left
- Font size: 14
- Font type: Arial
- Font colour: green

# W

## Other Word Functions

**Task 2: Write 3 bullet points about your primary school**

**Success Criteria:**

- Subheading in the centre of the page, bold and underlined
- Rest of text aligned to the left
- Font size: 12
- Font type: Comic Sans MS
- Font colour: blue

### **Task 3: Write 5 sentences about people in your family**

#### **Success Criteria:**

- Subheading in the centre of the page, bold and underlined
- Rest of text aligned to the left
- Font size: 16
- Font type: Segoe UI
- Font colour: red
- Names: use highlighter tool to highlight the name in yellow

#### **Challenge +**

**Create a task and a success criteria for a friend to complete!**



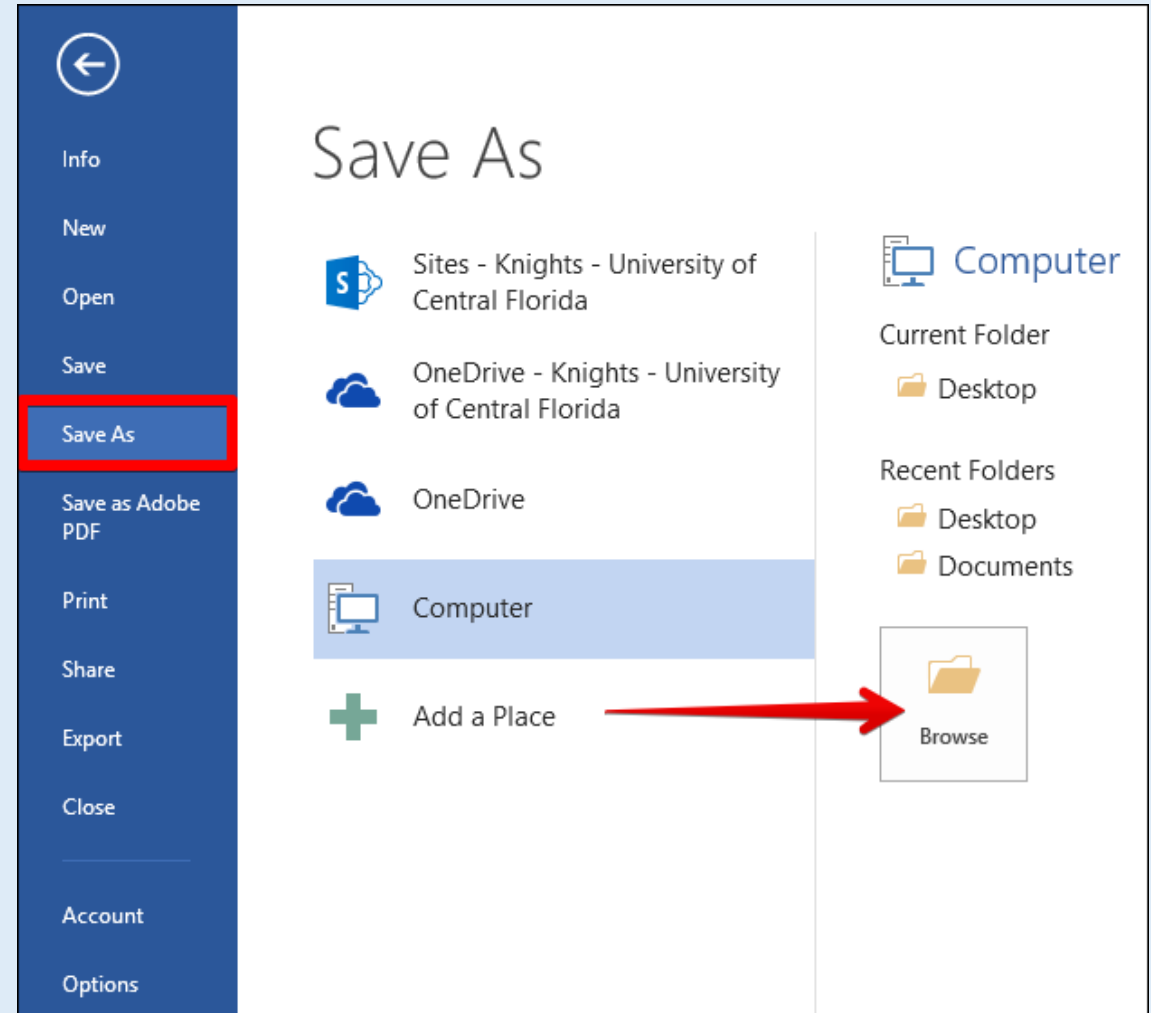


# Save your Document!



Go to File > Save as > ICT.

- Give this document a sensible name. You could call it:
  - ✓ **Functions of word**
  - ✓ **Word Functions**





PRODUCING

# Learning Objectives

- To understand what a **Master Slide** is
- To **create** a Master Slide



**Starter Task:** Crack the code to discover which presentation software we will be using this lesson!

16, 15, 23, 5, 18, 16, 15, 9, 14, 20



A – 1	B-2	C-3	D-4	E-5	F-6	G-7	H-8	I-9	J-10
K-11	L-12	M-13	N-14	O-15	P-16	Q-17	R-18	S-19	T-20
U-21	V-22	W-23	X-24	Y-25	Z-26				



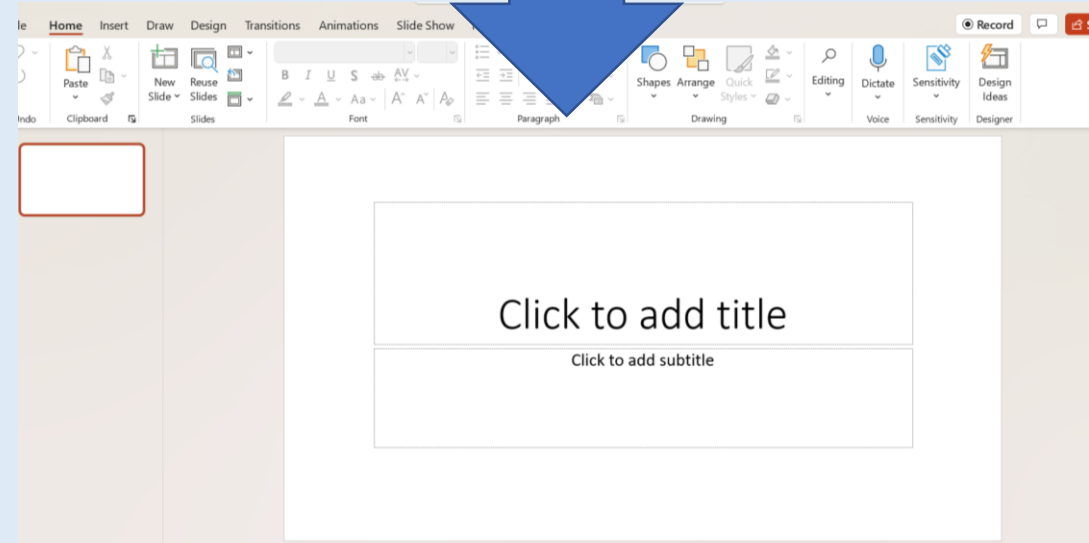
# Master Slide on PowerPoint



## What is a Master Slide?

A slide master is the top slide in a hierarchy of slides that stores information about the theme and slide layouts of a presentation, including the background, color, fonts, effects, placeholder sizes, and positioning.

Open up PowerPoint so that you have a blank slide.



**The following slides show a WAGOLL PowerPoint that used a Master Slide to create the theme**

# All About Me



- My name is Mr Evans.
- I am an English teacher at Ysgol Calon Cymru.
- I also teach ICT to Year 7.

# Where I Live



- I live in Builth Wells.
- Builth Wells is mostly known for the Royal Welsh Agricultural Show.



# My Favourite Song



My favourite song is 'In the Morning' by Razorlight.

I like this because it is the first CD I ever bought.

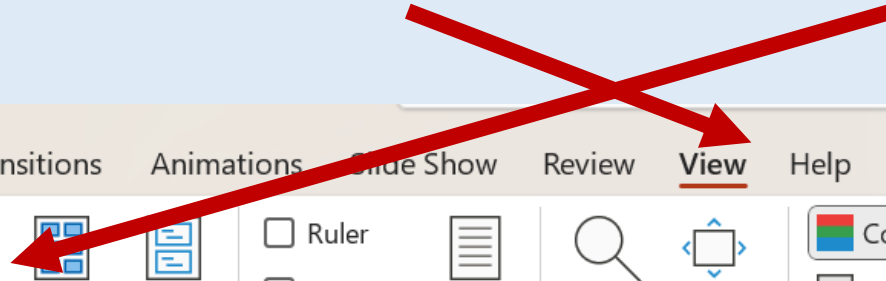
Click [here](#) to listen to this song on Youtube.



# Master Slide on PowerPoint



Click on View and then Slide Master



File Home Insert Draw Design Transitions Animations Slide Show Review **View** Help

Normal Outline View Slide Sorter Notes Page Reading View **Slide Master** Handout Master Notes Master Ruler Gridlines Guides Notes Zoom Fit to Window Color Grayscale Black and White New Window Arrange All Cascade Move Split Switch Windows Macros

Presentation Views Master Views Show Zoom Color/Grayscale Window Macros

**Slide Master View**  
Master slides control the look of your entire presentation, including colors, fonts, backgrounds, effects, and just about everything else.  
You can insert a shape or a logo on a slide master, for example, and it will show up on all your slides automatically.

Click to add title



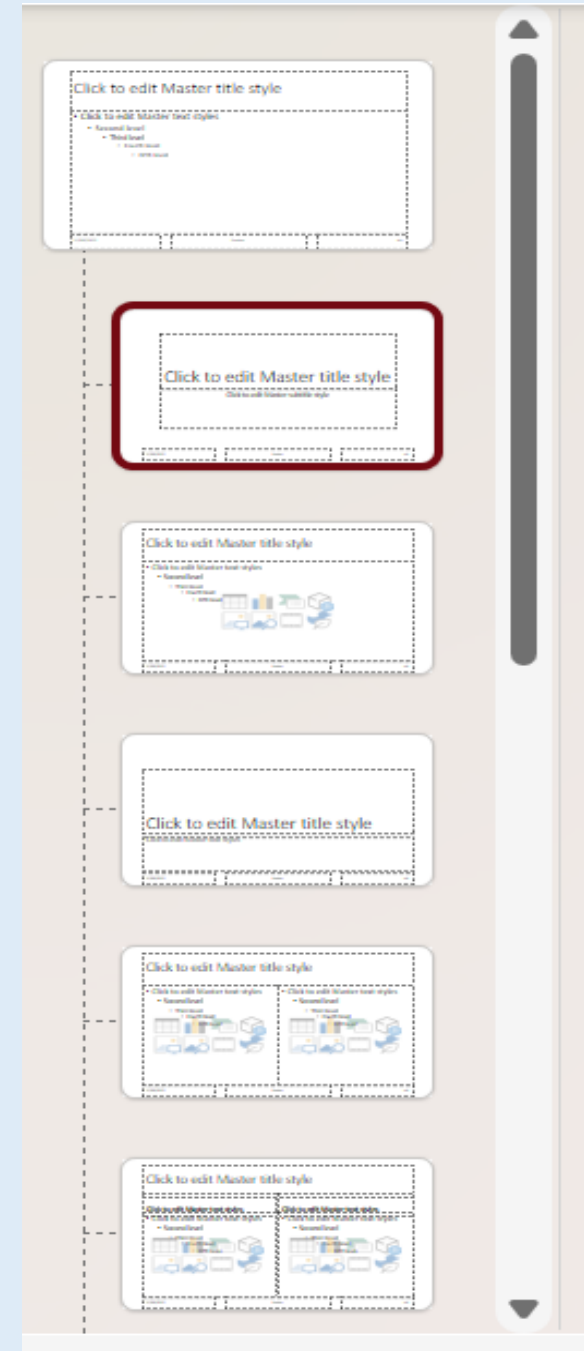
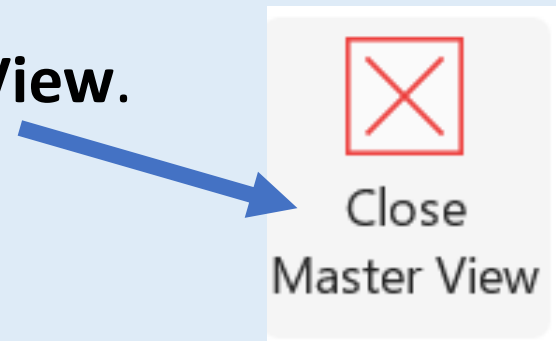
# Master Slide on PowerPoint

You will now be able to **edit** the look of each slide so that you have a **consistent theme**.

These are your **page designs**. You can choose to edit all of these.

Have a go at changing the **background colour, font colour, font style, font size, etc.**

When you are finished, click **Close Master View**.



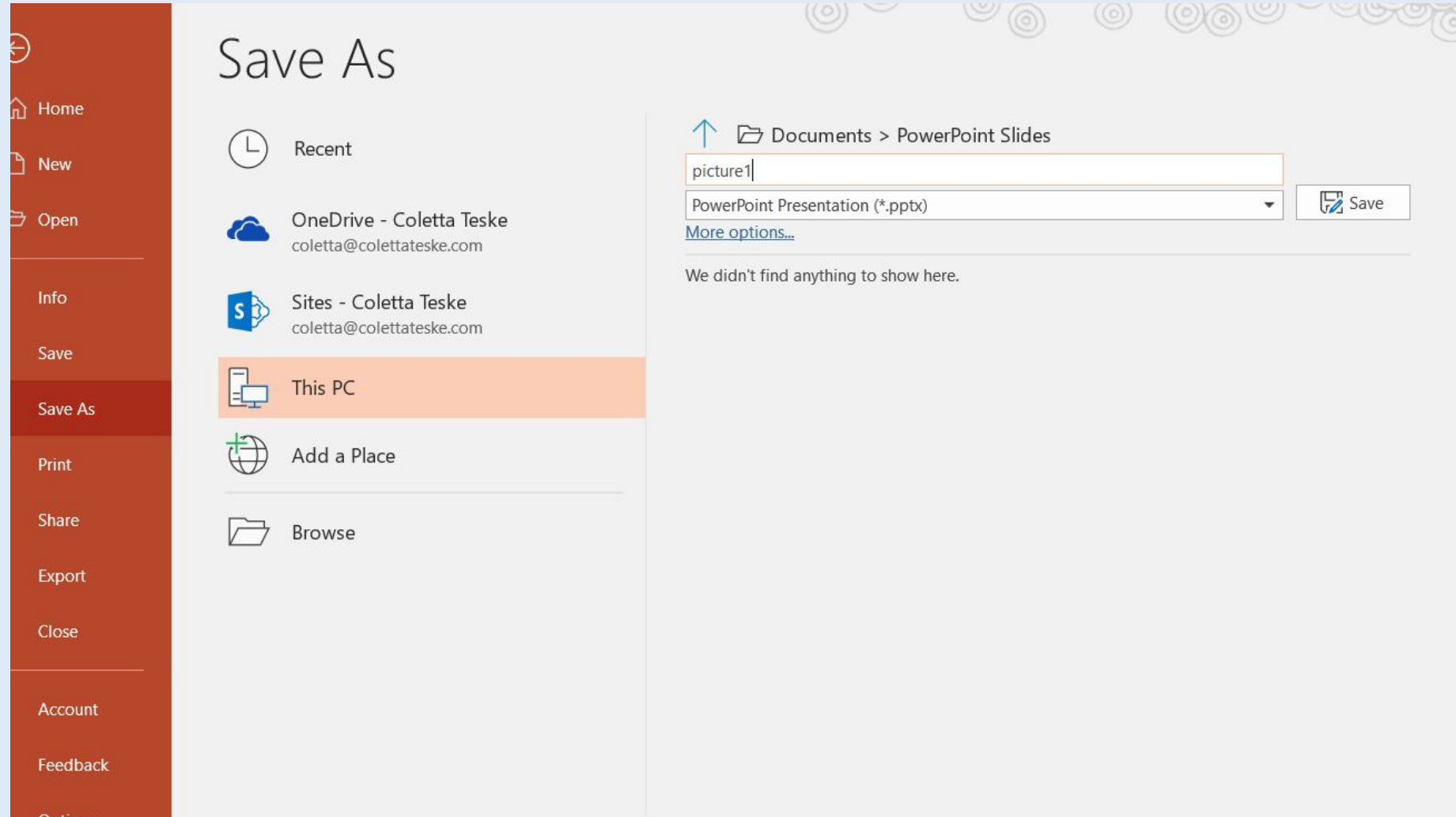




# Save your Master Slide



You now need to save your Master Slide. Save it in your ICT folder and give the file a sensible name. E.g. **My Master Slide**

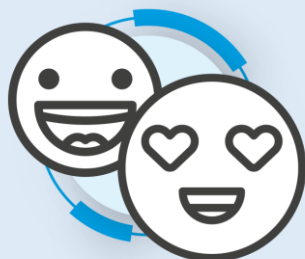




PRODUCING

# Learning Objectives

- To **research** aspects of online life
- To **co-construct a success criteria** for an assessment presentation
- To **start your own** My Online Life PowerPoint



What do you enjoy most about going online?



# Our Online Life – what do you do?

## Exploring your identity online

Things you should know to make exploring your identity online more enjoyable.



## Sharing pictures and videos



## Video chat



## Group chats

## Being a positive bystander

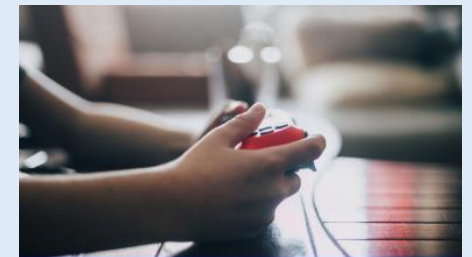
Learn about when and how you can take positive action to help others.



## Live streaming

## Critical thinking online

Not everything online is real or true, read about how to tell what is fact and what is fiction.



## Gaming

## Joining social media

Things to consider before you start connecting with others online.

# Online Gaming

**Think-Pair-Share:** How many online games do you play?



Minecraft



Funbrain



Splatoon 2



Fortnite



Terraria



Pokémon GO



Roblox



PBS KIDS Games



Rocket League



# Online Life Presentation



**Think-Pair-Share:** What will make a good example?  
What should be included in our success criteria?



## Challenging

- At least 5-6 slides long
- Include a **consistent colour scheme** for text and backgrounds
- Include a clear **layout** for information (e.g. heading, subheadings, paragraphs, bullet points, bold text, underlining, text alignments, etc.)
- Include a clear awareness of **purpose and target audience**

## More Challenging

- Include a **combination of at least 3 types of media** (Video, Text, Images)
- Vary the **size and font** of text. Use of **bold, italicised and underlined**.

## Most Challenging

- Add **animations** (entrance, emphasis and exit)
- Add **transitions**



PRODUCING



# Online Life Presentation Research Task

- Open a new Powerpoint
- Name it Online\_Life\_v1
- Save it to ICT (new folder called Online Life)
- Create a front page with a name and suitable image
- Use the tab: Insert, Online Pictures (searches for **Creative Commons images**)

DCF-  
Citizenship  
strand



CITIZENSHIP



## Slide 1 – Social Media apps

- How many social media apps do you know of?
- Do you know the age limit rules for using social media apps?
- TASK – add a new slide to your powerpoint and **research all social media age limits.**

Online Life: Social Media Apps

App	Age limit
Facebook	13 years
Whatsapp	16 years
TikTok	13 years
Snapchat	13 years

and more!

**WAGOLL WORK!**  
Well done

### Top Tips!

**Animations (the way things appear)** - Highlight text or an image and click on 'Animations' at the top. Choose from the options to make the text/image appear or leave the slide.

Home Insert

Online Pictures

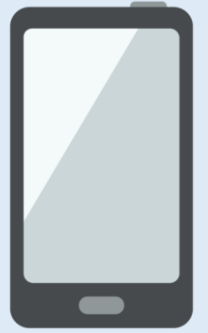
Use online images to speed up your work. Or use the Snipping Tool if you can't insert images

Snipping Tool

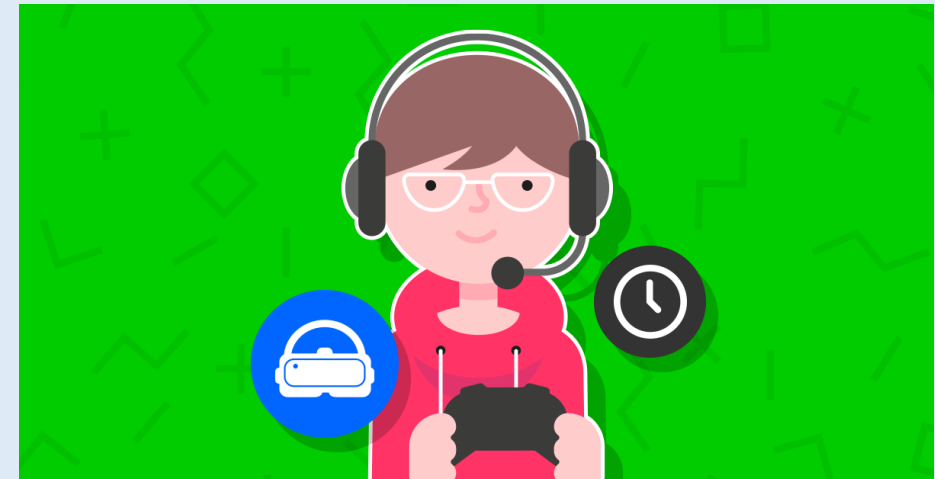
New Mode Delay Cancel Options

Drag the cursor around the area that you want to capture.

# Online Gaming



- In-game chat features allow you to connect with friends you know and new people from across the world.
- Websites and apps outside of the game can also be used to speak to fellow gamers, organise online group games or get gaming tips and advice.
- Gaming chat is exciting and creates a great sense of community when it's kept fun and positive.





# What to look out for



- It helps to be aware of some of the dangers so that you can get the best out of gaming online:
- **Private chat.** Nearly all platforms have in-game chat options, so you don't need to add gamer friends to private messaging apps like WhatsApp. Decline or ignore requests for private chats to avoid uncomfortable situations.
- **People saying sexual things.** It can be uncomfortable when someone online tries to talk to you about sex. Speak to a trusted adult or [report it to CEOP](#) so that they can support you if this happens.
- **Requests for personal information.** Other online gamers shouldn't be asking you for personal information. You don't have to tell anyone information about yourself, like where you go to school or where you live.
- **Older gamers.** Gamers come in all shapes and sizes so you're likely to connect with gamers of all ages. But it's strange for adults to try and get really close to you. Read our advice about [relationships with older 'friends'](#) and [online grooming](#).
- **Meeting up.** Meeting someone you only know online or through a game is not always safe. Even if you have mutual friends, they could still be lying about who they are. Follow our safety advice to make [meeting up safer](#).

# Blocking and reporting



- If someone makes you, or anyone else feel uncomfortable or upset, [block or report](#) them so they can't do it again.
- When you block someone it normally means that although they can still send you messages, you will not receive them.
- Sometimes blocking isn't enough. Some users should be reported to stop them from contacting other gamers too.
- Report users that:
  - Stalk, bully, discriminate against or abuse you or other users
  - Are disruptive or threatening
  - Put pressure on users to do things they're not comfortable with
  - Share other users' and your own personal and account information
  - Share or discuss sex or sexual content with under 18s
- **To find out how to block and report other users on specific games, visit their website.**

**BLOCKED**



# Slide 2 – Online Gaming



On this slide, tell me about the benefits of gaming. Explain all of the fun and positive aspects of gaming!

**Insert bullet points.**

**Include images.**

## Online Life: Benefits of Gaming

Improves concentration



Improves ability to multi-task



Allows you to interact with people who have similar interests



Promotes teamwork



### Top Tip!

**Transitions (changing slides)** – Click on 'Transitions' at the top and choose from the list to edit the transition from slide to slide.



# Slide 3 – Dangers of online gaming



On this slide you should include a list of possible dangers or disadvantages of online gaming

**Add a suitable image**

## Top Tip!

Include visual effects by adding transitions and animations to your slides.

**Transitions (changing slides)** – Click on 'Transitions' at the top and choose from the list to edit the transition from slide to slide.

**Animations (the way things appear)** - Highlight text or an image and click on 'Animations' at the top. Choose from the options to make the text/image appear or leave the slide.

**Online Life: Dangers of Gaming**

- Being bullied by somebody anonymously
- Trolling and scams which can be upsetting and cause softwares to break
- In-game purchases
- Talking to strangers
- Becoming addicted
- Lack of social skills







# Top Tips to Stay Safe and Have Fun



## Tips

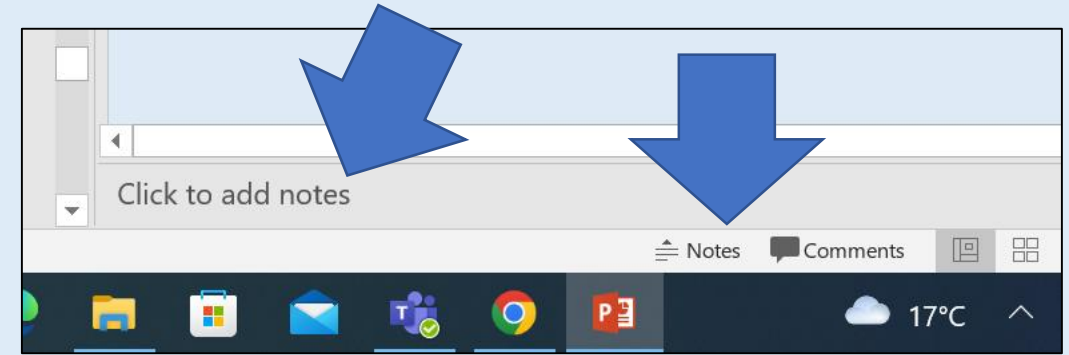
1. Don't post personal information online.
2. Think very carefully about any content that you post.
3. Keep your privacy settings as secure as possible.
4. Never give out your passwords.
5. Don't accept requests from people that you don't know.

Watch the video for information about how to stay safe online!



# Peer Assessment

It's time to peer assess your presentations. **Look through your partner's presentation** and then type them a **WWW** and **EBI** in the '**Notes**' at the bottom of the screen.



Make sure your **feedback is focused on the success criteria**. Your EBI should give them the chance to **edit or add something** to help them improve.

When you have read your partner's feedback you should **act on their EBI and explain** what change you have made as a result.

## Example Peer Assessment:

**WWW:** You have included a good background colour which doesn't interfere with the text.

**EBI:** Every slide should have an image which relates to the topic.

**Peer assessment by Alex.**

**My Changes:** I added an image to every slide.



# Learning Objectives

- To learn what a **digital imprint** and **digital footprint** are
- To **create a mood board** for your own digital footprint using MS PowerPoint
- DCF Strand **Citizenship** – 'I can understand the **implications of online actions**, including my digital footprint'



CITIZENSHIP

**Task:** Using this image as a clue, can you try and work out what a digital footprint means?







# Digital Imprint

CITIZENSHIP



A digital imprint is the impact that your online activities leave *on you*, including things you see, hear or read and also things other people say and do to you online.

A digital imprint isn't necessarily good or bad. It exists and your thoughts and feelings about it and the effects it has on you depend on a lot of different factors such as your values, priorities, age, life stage, school and family expectations.

**What do you see, hear and read online? Are there things you feel like are a waste of your time or disturbing to you? What do your parents think? Do they have rules about what's OK and what's not?**



# Digital Footprint



CITIZENSHIP

**A digital footprint is the trail of information you leave behind when you use the internet.**

A digital footprint isn't necessarily good or bad. It exists and your thoughts and feelings about it and the effects it has on you depend on a lot of different factors such as your values, priorities, age, life stage, school and family expectations.

Your digital footprint is made by things that are visible such as social media posts from you and other people. **This includes photos, status updates, check-ins at locations, online groups and sites that you've liked or joined, and posts from other people that you've shared.**

It also includes things that can be learned about you based on your activity such as **websites you visit, personal information you enter, messages and emails you send**, and so on.

When you really start to think it about, it's A LOT of data!

# Ways to reduce your Digital Footprint



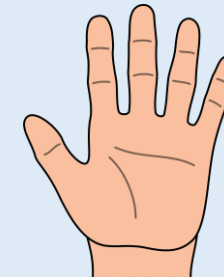
CITIZENSHIP

## Task: True or False?

- Deactivate old accounts **T**
- Create as many online accounts as you can **F**
- Don't share personal information online **T**
- Check your privacy settings **T**
- Upload as much information about yourself as possible **F**
- Think before you post **T**
- Unsubscribe from mailing lists **T**
- Don't complete daft surveys **T**



= FALSE



= TRUE



CITIZENSHIP

# Digital Footprint

**Task:** Use one slide on PowerPoint to create a mood board that reflects your own digital footprint.

Save it to your ICT folder with the name Digital\_Footprint\_Mood\_Board

Insert logos, names/photos of websites/apps that you visit regularly. The more regularly you visit the website, the larger the picture should be (e.g., if you're on Instagram the most, then this logo needs to be the largest image).

## Success Criteria

### Most Challenging

- ✓ **Evaluate** – on which website do you leave the largest footprint? Why?
- ✓ What could you do to reduce your footprint?
- ✓ Include **visual effects** (transitions, animations)

### More Challenging

- ✓ **Edit the sizes** of each image to demonstrate where you leave the largest digital footprint (largest image = largest footprint)
- ✓ Include a clear **layout** for information (e.g. heading, bullet points, bold text, underlining, etc.)

### Challenging

- ✓ Create a mood board using **MS PowerPoint**.
- ✓ Include a **consistent colour scheme** for text and backgrounds
- ✓ Insert **text and images**

# My Digital Footprint

**Title**

I leave my biggest digital footprint on Facebook. This is because I use this website a lot and I have put some personal information on there such as my birthday. I also have liked certain pages and posted statuses and photos to my account.

**Explanation of largest digital footprint**

**Bullet points – ideas to reduce footprint**

I could reduce my digital footprint on this website by:

- Checking my privacy settings
- Never posting personal or sensitive information (contact details, address, etc.)
- Thinking before I post!

**Different sized images to show largest and smallest digital footprint**

**Consistent colour scheme**

