
 **Key Terms** 

Term	Definition
URL	A website address.
File	A document that is saved on a computer.
Shortcut	A key combination to quickly complete a task.
Email	Electronic Mail
Software	Application or programs on a computer.
Hardware	Physical devices that can be inside or plugged into a computer.
CPU	Central Processing Unit
RAM	Random Access Memory

Shortcuts

- | | |
|------------------------------------|-----------------------------------|
| Ctrl + A = Select All | Ctrl + P = Print |
| Ctrl + U = Underline | Ctrl + O = Open |
| Ctrl + I = Italics | Ctrl + Z = Undo |
| Ctrl + B = Bold | Ctrl + X = Cut |
| Ctrl + S = Save | Ctrl + C = Copy |
| Ctrl + F = Find | Ctrl + V = Paste |
| Ctrl + H = Find and Replace | Ctrl + N = New Window/File |

Emails

To log onto your school emails you should go to:

<http://mail.office365.com>

Always remember:

- Emails should always have a subject.
- Do not send inappropriate emails, even to friends.
- Keep emails short and to the point or people might not read them.
- Your email is your username and then @stmonicas.co.uk
- Your school email password will always be the same as you log on with.

Passwords

A suitable password should contain:

- At least 8 characters.
- At least 2 capital letters.
- At least 2 numbers.

Your password should:

- Be changed regularly.
- Not be easy to guess.

You should:

- Never tell anybody else your password.
- Only ever use your own usernames and passwords.



CPU

The CPU is the main brain of the computer and deals with processing of instructions.

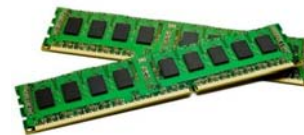
It follows the Fetch, Decode, Execute Cycle.



RAM

RAM is the main memory inside every computer.

RAM stores the program instructions and data for programs that are currently running on the computer.



Software

- Microsoft Word** – a word processor that could be used for written work.
Microsoft Excel – a spreadsheet software that could be used for calculations.
Microsoft Publisher - a desktop publishing software that could be used for making posters.
Microsoft Access – a database software that could be used to store personal information.
Google Chrome – a web browser for accessing websites.



Hardware

- Motherboard**– a circuit board that connects hardware together.
RAM – Random Access Memory.
CPU - Central Processing Unit.
Graphics Card– allows a screen to be used with the computer.
Network Card– allows a computer to connect to the internet
Printer– an output device that allows a physical printed output.
Speakers– an output device that allows sound output.
Microphone– an input device that allows a sound input.

