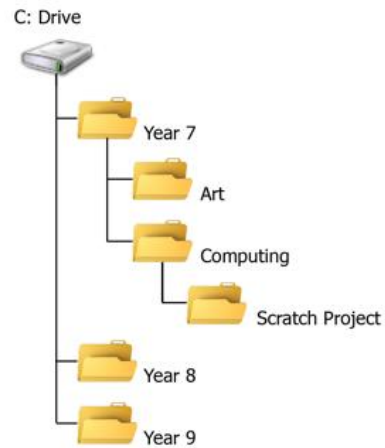


Using Computers Safely, Effectively and Responsibly

Keyword	Definition
File management	Organising and storing of files and folders
File extension	Shows which software package the files belongs to, made up of a dot and letters at the end of a filename eg .doc
Social networking	The use of websites and other applications to interact with others
Cyberbullying	Using electronic communication to bully a person
Phishing	Emails or text messages used to steal user's data
CC	Carbon Copy, receives a copy of the message
BCC	Blind Carbon Copy, receives a copy of the message without the people listed in the To or CC boxes knowing

Directory Structure



Cyberbullying

Includes: threats, rumours, identity theft etc...

- **Don't reply, however tempting**
- **Block the sender**
- **Keep any evidence**
- **Tell somebody**
- **Use a 'Report' button**



Trusted Websites

'gov.uk' = Government

'nhs.uk' = NHS

'bbc.co.uk' = BBC

www.police.uk

Shortcut Keys

Ctrl + C = Copy

Ctrl + V = Paste

Ctrl + X = Cut

Ctrl + S = Save

Phishing – what to look out for

Greeting: not personalised

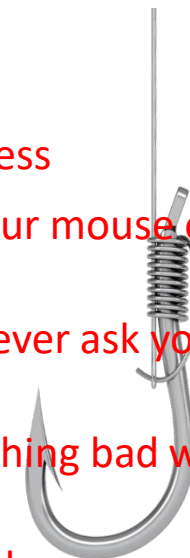
The sender's address is often a variation on a genuine address

Forged link: but it may not link to the website given. Roll your mouse over it to check

Request for personal information: Genuine organisations never ask you to provide personal information via email

Sense of urgency: Criminals try to persuade you that something bad will happen if you don't act fast

Poor spelling and grammar: Generally phishers are not good proofreaders!



File Extensions

.doc, .docx = Word

.xls = Excel

.html = web page

.ppt = PowerPoint

.jpg, .bmp = images