



Email Safety (continued) and Branching Databases

Key Resources

purple
mash



2Email



2Connect



2Do It Yourself

When focusing on emails, you will be...

- Thinking about different methods of communication.
- Opening and responding to emails.
- Learning how to use email safely.
- Learning how to send an attachment via email.

When focusing on branching databases, you will be...

- Sorting objects, using just 'yes' or 'no' questions.
- Completing a branching database using 2Question.
- Creating a branching database of your choice.

Key Resources

purple
mash



2Question

Key Vocabulary

Address book

A list of people who you regularly send an email to.

CC

A way of sending a copy of your email to other people so they can see the information in it.

Email

(Electronic Mail) An Internet service that allows people who have an email address to send and receive instant electronic letters.

Personal Information

Identifying information about yourself such as your name, address and telephone number.

Attachment

A file, which could be a piece of work or a picture, that is sent with the email.

Communication

The sharing or exchanging of information by speaking, writing, or using some other medium such as email.

Inbox

The folder where new emails go into when they are received.

Save to draft

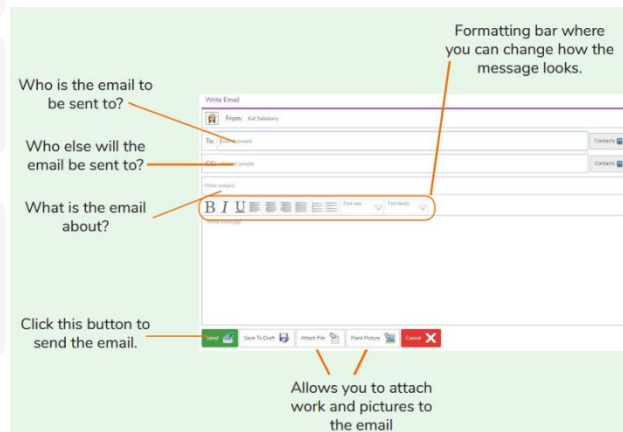
Allows you to compose an email and save it to draft folder to review later before sending.

BCC

Blind Carbon Copy: A way of privately sending a copy of your email to other people so they can see the information in it, without the recipient knowing.

Compose

To write or create something.



Key Vocabulary

Binary Tree

Another name for a branching database.

Database

A collection of data organised in such a way that it can be searched, and information found easily. Database usually refers to data stored on computers.

Branching database

Used to classify groups of objects. It is used to help identify the objects by answering questions with either 'yes' or 'no'. Branching databases can also be called binary trees.

Data

A collection of information, especially facts or numbers, obtained by observation, questions or measurement to be analysed and used to help decision-making.

Debugging

The process of identifying and removing errors from computer hardware or software.

Key Questions:

- What is meant by data?
- What is a database?
- What is a branching database?