



Touch typing and Email Safety

Key Resources



When focusing on touch typing, you will be ...

- Understanding the correct way to sit at a keyboard.
- Learning new vocabulary.
- Learning how to use the different rows of keys.
- Practising typing.

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.

Key Resources



Key Vocabulary

Posture

The correct way to sit at the computer.

Keys

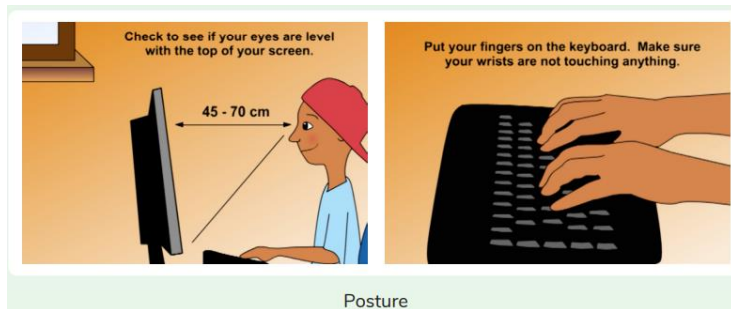
Buttons that are pressed on a computer keyboard or typewriter. These can be described by their position; bottom row, top row and home row (middle row).

Space bar

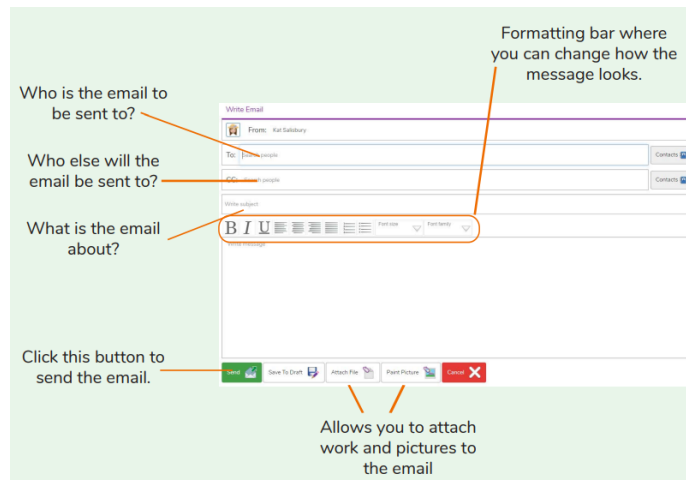
The bar at the bottom of the keyboard.

Typing

The action or skill of writing something by means of a typewriter or in this case a computer.



Posture



Key Vocabulary

Address book

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

Attachment

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

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.

CC

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

Communication

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

Compose

To write or create something.

Email

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

Inbox

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

Password

A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email.

Personal Information

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

Save to draft

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

Trusted Contact

A person who you know and trust, making an email from them safe to open.