



FILE MANAGEMENT

You have been shown how **to organise your files and folders sensibly in your school account.**

- Why do you think this is important?

What does it mean to **backup up your data to the 'cloud'**?



Advantages of cloud storage include being able to access your files from any internet enabled device and knowing that your files are backed up. However, you are reliant on having access to the internet to access your files and you need to make sure that your data is stored securely and protected from online attacks!

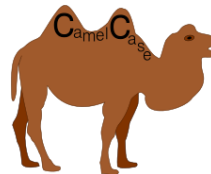
Useful Windows Shortcuts

Ctrl + C	Copy the selection to the clipboard
Ctrl + V	Paste content of the clipboard
Ctrl + X	Cut the selection into the clipboard
Ctrl + A	Select all
Ctrl + Z	Undo the last operation
Alt + F	Opens the file menu
Ctrl + P	Print

KEY WORDS

Try and complete the keyword table in your OneNote book at the end of each lesson.

file extension	camel case	folder
subfolder	root	recycle bin
backup	shortcut key combination	zip
social networking	cyberbullying	online profile
privacy settings	phishing	hacking
biometrics	encryption	virus
email provider	salutation	signature
email	Carbon Copy (CC)	Blind Carbon copy (BCC)
attachment	search engine	server



file_name_convention_12.4.19.doc

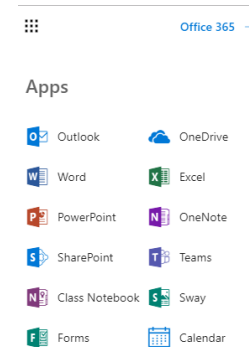
USING EMAIL

You can access your email by logging into **obhs.sharepoint.com**

Your email address will be in the format:

yourname19@obhs.co.uk

When you have logged in you can choose which application you would like to use.



Email Fields

CC: Carbon Copy – send a copy of your email to other people as well as the main recipient.

Careful about sharing other people's email addresses!

BCC: Blind Carbon Copy - secretly send a copy to another recipient without the main receiver knowing!

GETTING STARTED

All of your files, folders and settings are stored in **your user account**. You can **password protect** your user account to prevent other people from accessing its contents.

A strong password is:

- at least eight characters long
- a mixture of numbers, uppercase and lowercase letters and other symbols, eg !@#E\$
- not a real word
- impossible to guess



The word '**cracking**' is used to describe the process of obtaining a password by force.

A **brute force** attack tries every combination of letters, numbers and symbols until it identifies the password.

Access your **bookmarks** in most browsers using **Control + B**

Access your **internet search history** in most browsers using **Control + H**

Search Engine: an information retrieval system designed to help find information stored on a computer system. Examples of search engines include Google, Bing and Ask.com