

Key Vocabulary

Username U/ser/name	Allows you to access your files and folders on the school network
Password Pass/word	A secret word or phrase used to gain access to your files and folders stored on the computer



Data and information

Data Da/ta	Facts without a context e.g. 12
Information In/for/ma/tion	Processed facts with a given context e.g. height is 12cm

Programs

Word	Used for word processing
Excel	Spreadsheet used for creating tables, creating charts and analysing data
Office 365	Allows an online source for Word, Excel etc. as well as emails and Teams
Teams	Allows meetings and sharing documents as a group