

5.1 – Introduction to Computing

Key Vocabulary	
Network	A group of computers that share programs and digital content
Username	Allows you to access your files and folders on the school network
Password	A secret word or phrase used to gain access to your files and folders stored on the computer
Files	Storage area on the computer to save your work
Touch Typing	Typing without sight



Data and information	
Data	Facts without a context e.g. 12
Information	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
Publisher	Like Word but allows you to rearrange the layout
PowerPoint	Creates presentations
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