

Year 6 – 7  
Computing & IT  
Transition Project



# Fundamentals of IT



Your name: \_\_\_\_\_

# Introduction

Hello Year 6! We hope you are safe, well and working as hard as you can be in these circumstances. We are very much looking forward to meeting you all at Lydiard Park Academy, especially here in the Computing and IT department.

Our first topic when you join us in Year 7 is 'Fundamentals of IT'. We have some great top tips which will help you get the most out of using a computer – you'll be able to use this knowledge in all your future lessons. 😊

This project is designed for you to show off some of your IT knowledge that you know to date.

By completing the 6 tasks within this project, you will be aiming to develop the following skills:

- ✓ Recognising the parts of a computer
- ✓ Creating a strong password
- ✓ Developing folder structures and naming files
- ✓ Applying keyboard shortcuts
- ✓ Identifying software applications
- ✓ Drafting and sending emails

You may wish to print this booklet out, or follow it and complete every activity neatly on paper or type it up on a computer – it is up to you. All we ask is that you **bring this work with you in September**, as we will be using the work in the first term.

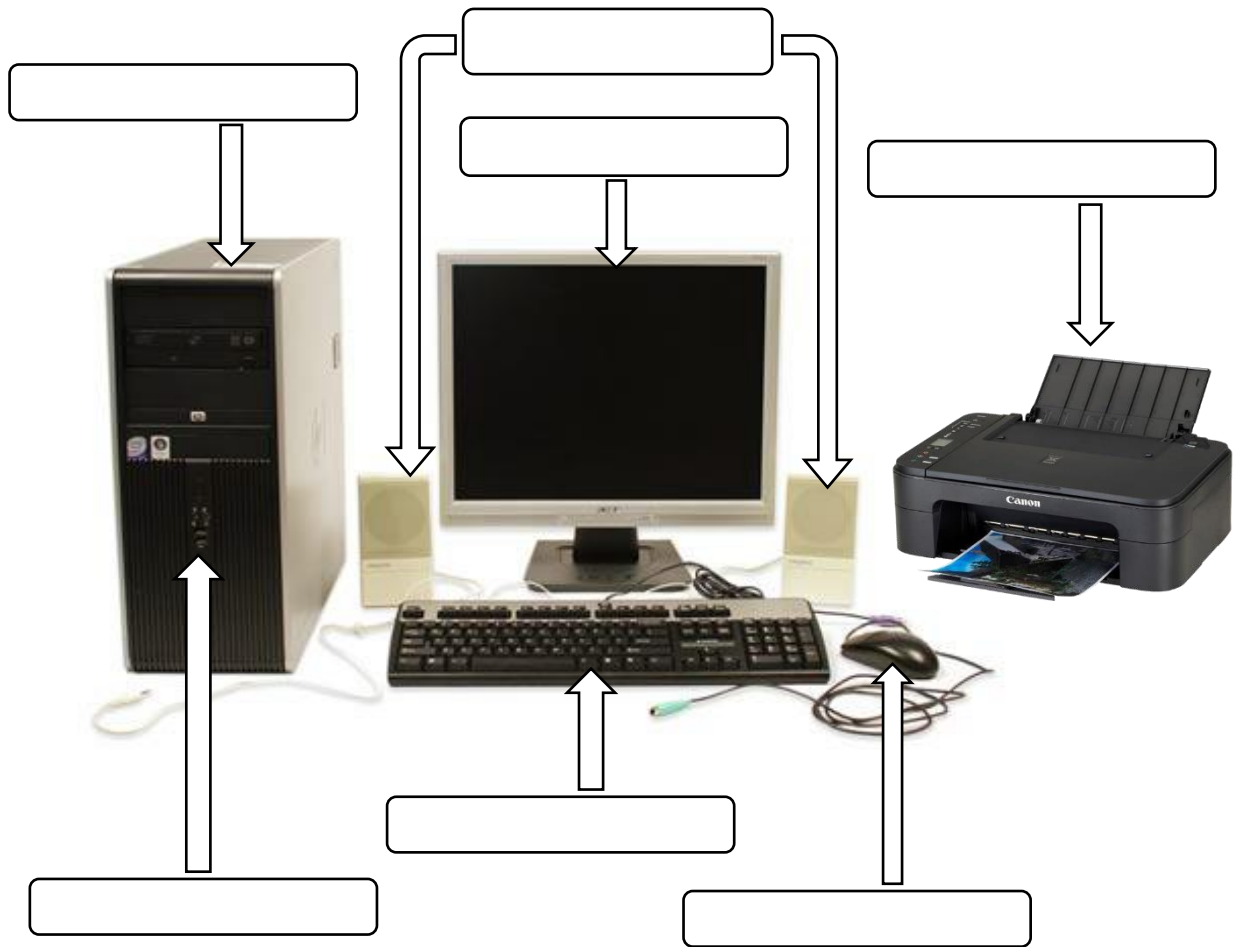
We look forward to meeting you all. If you have any questions, please feel free to contact us:

Miss H Plumb – Co-Head of Computing, IT, Business & Economics  
[PlumbH@lydiardparkacademy.org.uk](mailto:PlumbH@lydiardparkacademy.org.uk)

Mr R Jones – Co-Head of Computing, IT, Business & Economics  
[JonesR@lydiardparkacademy.org.uk](mailto:JonesR@lydiardparkacademy.org.uk)

## Task 1: Parts of a Computer

Can you label the parts of a computer?



Can you match each part of a computer with the definition of what it does?

a.	Keyboard
b.	Mouse
c.	Tower Unit
d.	USB Port
e.	Monitor
f.	Speakers
g.	Printer

1.	Contains CPU, power supply, memory, hardware + more
2.	An output device that lets you see your work as you go
3.	Used to produce audio output
4.	Produces printed copies of computer output
5.	Used to type instructions into the computer
6.	A pointing device used to make on-screen selections
7.	A socket to connect equipment to a computer

Can you think of one additional piece of hardware that you might want to connect to a computer system like the one above? Write it below and explain what it would be used for?

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Completed

## **Task 2: Passwords**

One of the most important things you should do when using computers is to make sure you have set a strong password.

Below are 6 statements about passwords. **4** of them are correct and **2** are incorrect. Can you find the ones that are **wrong**? Circle or highlight them:

1. Use a mixture of **CAPITAL** and **lowercase** letters in passwords
2. Always tell someone else your password in case you forget it
3. Include numbers in your passwords
4. Add special characters for example !, £, %, ? or #
5. Longer passwords are usually better than short passwords
6. Using personal information for your password such as your date of birth is a good idea because it is easier to remember

Joe Bloggs is a year 7 pupil at Lydiard Park Academy. He is choosing a password for the school network. He has thought of 4 possible passwords. Can you sort them from the **least secure** (1) to **most secure** (4)? Write the number from 1 to 4 alongside them:

SuPeRmAnJoE

123456ABCDE

HaRRy-P0tt3R!2009

password

To help you make sure you have chosen a good password there are websites that can check the strength of them. After you have tried to sort Joe's passwords into the right order use [howsecureismypassword.net](http://howsecureismypassword.net) to check if you were correct. This website will also suggest how long it would take a computer to crack each password. Enter your results in the table.

Joe's Password Options	How Quickly It Would be Cracked
SuPeRmAnJoE	
123456ABCDE	
HaRRy-P0tt3R!2009	
password	

Now that you know how to create strong passwords, what is the main piece of advice you would give Joe so that his future passwords are good enough?

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Completed

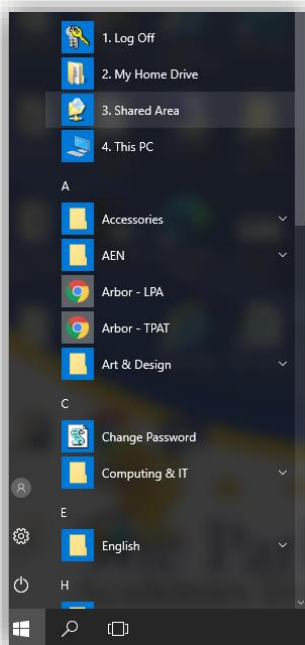
### Task 3: Folder Structures / Naming Files

All of your hard work deserves to be kept safe. When you use the computers at LPA it is important that you know how and where to save what you have created. Once you are familiar with the location of folders on the school network then you are much more likely to find what you are looking for and to preserve a portfolio of your best work each year.

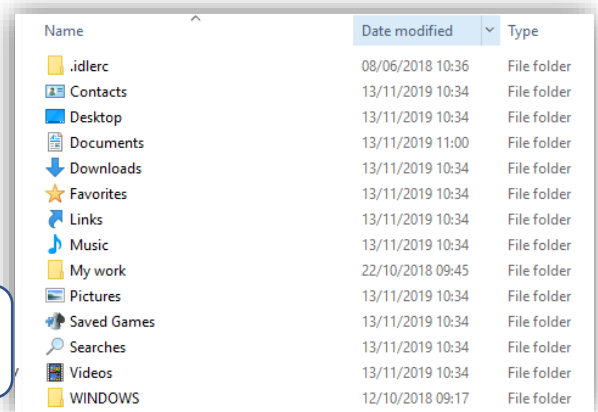
Here are 5 statements about saving your work on a computer at school. **4** of them are correct and **1** is incorrect. Can you find the one that is **wrong**? Circle or highlight it:

1. You have a personal login that works on any computer so that your own "Home Drive" is available on every computer in every location
2. Most students create a folder called My Work, inside which they create subfolders called Year 7, Year 8, Year 9 etc
3. The school Remote Student login feature and ITS Learning website allow students to access their work and teacher resources from anywhere
4. Work can be attached to emails for sending to teachers
5. Before wireless networking, the school relied mainly on long pieces of string to carry the data between classrooms.

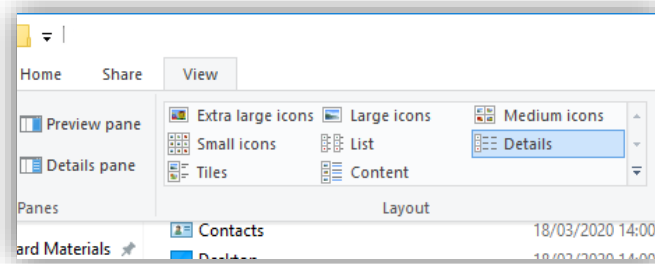
Hopefully you didn't find that too difficult! The next challenge is to circle the correct part of each picture:



1. The part of the Start Menu that takes you straight to your Home Drive



2. The folder that contains most of a student's work



3. Menu buttons under the View tab that show image files as small pictures

Finally naming files is an important way to record information about their content. Label these file names with faces to show how well the file name was chosen:

englishpoemfinal

erfwergf

dt\_thing



document1

book1

hist\_proj\_Feb21\_ver2

Completed

## Task 4: Keyboard Shortcuts



Computers have made the lives of humans much more efficient for years due to their ability to process data and instructions much faster than any man, woman or child. Modern computers can process over 3 billion times a second, this means that computers can solve Maths problems and decipher encrypted messages much faster than any human ever could.

In this section of learning you are going to explore how to make a computer performs tasks even faster for you, by learning about **keyboard shortcuts**. The keyboard is an input device that sends instructions such as letters and numbers to the computer for processing. There are many combinations of keys that when pressed perform a task for you.

For many keyboard shortcuts you need to make use of the Control key, which is located in the bottom left corner of your keyboard. When performing keyboard shortcuts you must hold down the Control (Ctrl) button and additional keys at the same time. For example, holding down Control and A at the same time, selects all items on a page.

Your task is to complete the below table to learn about what actions keyboard shortcuts perform.

Keyboard shortcut	What action does it perform?
Control and A	Selects all items that are on a page
Control and C	
Control and P	
Control and V	
Control and Z	
Control and Y	
Control and B	
Control and I	
Control and U	

Completed

## Task 5: Software Applications Word Search

See how many words you can find which are software applications you will meet when at LPA.

### Software used at LPA

O	R	N	L	E	A	N	N	W	E	O	L	R	I
S	R	S	O	X	X	T	P	D	W	O	E	X	E
N	G	E	C	C	R	P	F	Y	U	R	H	H	L
I	N	R	O	E	L	S	D	A	T	C	A	T	C
P	I	I	R	L	W	N	U	N	T	H	O	A	B
P	N	F	E	P	U	S	D	A	E	P	O	O	E
I	R	D	H	P	A	A	R	O	H	U	I	N	H
N	A	R	S	U	H	C	F	L	O	W	O	L	I
G	E	A	I	W	S	A	U	D	A	C	I	T	Y
T	L	W	L	P	O	W	E	R	P	O	I	N	T
O	S	P	B	O	C	A	C	D	W	Y	U	W	R
O	T	L	U	S	R	R	P	K	S	O	S	O	O
L	I	U	P	P	O	I	L	F	R	P	R	L	O
A	P	S	H	A	O	U	T	L	O	O	K	D	U

PYTHON  
SCRATCH  
WORD  
AUDACITY  
SNIPPINGTOOL  
ITSLearning  
PUBLISHER  
SERIFDRAWPLUS  
OUTLOOK  
POWERPOINT  
EXCEL  
FLOWOL

Play this puzzle online at : <https://thewordsearch.com/puzzle/1226375/>

Now pick 3 software applications you have identified in the word search. Find out what you would use the software application for and insert or draw a copy of its logo.

1. Software Application:

Logo:

2. Software Application:

Logo:

3. Software Application:

Logo:

Completed

## Task 6: Emails

During your time at LPA you will need to keep in contact with your teachers. The most efficient way to do this is via Email.


Below are 6 statements about Emails. **4** of them are correct and **2** are incorrect. Can you find the ones that are **wrong**? Circle or highlight them:

1. We use informal language when writing emails as it's easier for people to understand.
2. You shouldn't let another person log in to your email account.
3. Emails should always have a subject entered so the recipient knows what the message is about.
4. You should avoid using slang and text speech in emails as it is not professional. E.g. "u" should always be "You".
5. School emails are used to keep up to date with gossip and chat with our friends.
6. You can attach other documents to emails. For example pictures or word documents.

Joe needs help writing an email to his teacher. He needs help with his homework.

Can you write the email in the template below making sure it has a subject and structured email message?

Look at the example on the right to help you.


	To...	<a href="mailto:myteacher@lydiardparkacademy.org.uk">myteacher@lydiardparkacademy.org.uk</a>
	Cc...	
Send	Subject	Coding Club

Hello Miss Robertson,

Please could you tell me what days Coding Club is on this term?  
I think it is something that I would really enjoy.

Thank you

Stephanie

	To...	<a href="mailto:myteacher@lydiardparkacademy.org.uk">myteacher@lydiardparkacademy.org.uk</a>
	Cc...	
Send	Subject	

Well done! You have come to the end of this project. The Computing and IT teachers are really looking forward to meeting you in September.

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