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| **Year 3 Knowledge Organiser** | **Computing systems and networks 2: Emailing (Google)** | **Focus: Computing** |
|  |
| **Key Vocabulary** | **Buttons and Icons** | **Keyboard** |
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| attachment***email*** | Files added to an email before sending. |
| bcc***blind carbon copy*** | Send a copy of the email to another person. Other readers will not see this person’s email address. |
| cc***carbon copy*** | Send a copy of the email to another person. Other readers will see this person’s email address. |
| domain | The online location or website that the email address belongs to. |
| email | Electronic-mail to send messages from one account to another. |
| emoji | Small icons representing feelings or objects. |
| username | A unique name or email address for your account. |

 | **Spacebar** – gaps between wordsC:\Users\rjenkins\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\894654EC.tmp

|  |  |
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| Undo circular arrow icon | **undo** |
| C:\Users\rjenkins\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\47DE6813.tmpEmoji - Wikipedia | **emoji** |
| C:\Users\rjenkins\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\84D19BC4.tmp | **email** |
| Secret Passcode Keypad Password Access Svg Png Icon Free Download (#477055)  - OnlineWebFonts.COM | **hidden password** |

 | **Find the @ symbol on your keyboard here:****Email address examples****example@glps.com****example@domainname.co.uk** |
| **Compose Email Window** | **Online Behaviour** |
|  | * **Speak to an adult if something upsets you.**
* **Not all information online is true.**
* **Think carefully about what you type.**
* **Be positive.**

* **Do not share personal information.**
* **Do not click on links unless you know it is safe.**
* **Do not respond to messages from strangers.**
* **Do not download files without checking with an adult.**

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| **C:\Users\rjenkins\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FD6EE30D.tmp** | **Watch out for unexpected emails with unknown links. Tell a trusted adult.** |

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