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| **Year 3 Knowledge Organiser** | **Computing systems and networks 2: Emailing (Google)** | | | **Focus: Computing** |
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| **Key Vocabulary** | **Buttons and Icons** | **Keyboard** | | |
| |  |  | | --- | --- | | 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 words  C:\Users\rjenkins\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\894654EC.tmp   |  |  | | --- | --- | | 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.**  |  |  | | --- | --- | | **C:\Users\rjenkins\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\FD6EE30D.tmp** | **Watch out for unexpected emails with unknown links. Tell a trusted adult.** | | | |