**Computer System**

When you use a computer you are not using just a computer, you are using a Computer System. A system contains many different parts and a computer system is no different. A computer system contains four basic components. These are:

1. Data/Information  
2. Hardware  
3. Software  
4. People

**Data/Information**

Data is what we call raw facts. This is what is typed in. Even though you know the words you are typing in the computer does not. The computer only recognizes the individual letter as you type them in and displays them on the screen. Data is what goes into the computer.

Information is processed data. This is what comes out of the computer and we can see, touch, feel or hear it.

**Hardware**

Hardware is the physical components of a computer system. If you can touch it, it is hardware. Examples are mouse, keyboard, monitor, printer and computer case is a few that you are probably familiar with. Did you know that inside your computer case are such things as the CPU (central processing unit), RAM (random access memory), hard disk drive and CD/DVD drive? You can touch these items so they are classified as HARDWARE devices.

All hardware can be classified into one of the following 5 categories:

1. **Input:** devices used to give or input data into the computer  
2. **Output:** devices used to see (monitor), touch (paper), feel (hand device – Wii) and hear (speakers) data that has been processed into information  
3. **Processing and Memory:** these two items are inside your case. They are the Central Processing Unit and Random Access Memory. The CPU changes (processes) the DATA into INFORMATION. The RAM is where the DATA and the INSTRUCTIONS are temporarily held before the central processing unit uses them.  
4. **Storage:** devices used to hold our files and software permanently  
5. **Communication:** devices used to connect two or more computers to each other. This is called networking.

**Hardware device and their category**

<table>
<thead>
<tr>
<th>Input</th>
<th>Output</th>
<th>Processing and Memory</th>
<th>Storage</th>
<th>Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Keyboard, Mouse, Joystick]</td>
<td>[Printer, Monitor, Speakers]</td>
<td>[CPU and RAM on a motherboard, CPU, RAM (all inside computer case)]</td>
<td>[Hard Disk Drive (C drive – inside computer case), USB stick, CD/DVD]</td>
<td>[Cat5 cabling, Wireless Modem, Network Card (inside computer)]</td>
</tr>
</tbody>
</table>
Software

So how do we use the computer? We use the computer by using what we call software. The main software we use on our computer is the operating system. When we turn on the computer, the first software program to run is the operating system. This is the main software and it coordinates the hardware, other software and the user to be able to use the computer.

The other type of software used is application software. Application software is software that helps us to complete a task. Types of application software are word processing, spreadsheet and desktop publishing. Think about what you have done so far in Year 7 Integrated Technology. You have used each of these types of software to complete your work.

People

Believe it or not, people are the most important component of a computer system. Think about it, if you don’t have people using the computer system how do the programs run?

1. Explain the difference between data and information. [2 Marks]

Data is what goes into the computer [1]
Information is processed data that comes out as information [1]

2. How can software and hardware be identified in a computer system? [2 Marks]

Hardware is the parts of a computer system we can touch. It is the physical components. [1]
Software is programs. We use programs. We cannot touch them [1]

3. Name and explain the difference between the two main types of software used on a computer system. [4 Marks]

Operating Software: [1] The main software that runs the computer and coordinates the hardware, software and people so we can use the computer. [1]
Application Software: [1] Software that helps the user to complete tasks. [1]

4. Name and define the 5 categories of hardware: [10 Marks]

Input: [1] devices used to give or input data into the computer . [1]
Output: [1] devices used to see (monitor), touch (paper), feel (hand device – Wii) and hear (speakers) data that has been processed into information . [1]
Processing and Memory: [1] These two items are inside your case. They are the Central Processing Unit and Random Access Memory. The CPU changes (processes) the DATA into INFORMATION. The RAM is where the DATA and the INSTRUCTIONS are temporarily held before the central processing unit uses them. [1]
Storage: [1] devices used to hold our files and software permanently. [1]
Communication: [1] devices used to connect two or more computers to each other. This is called networking. [1]

5. What is a peripheral device? Give an example of a peripheral device [2 Marks]

Any piece of hardware that is connected to the computer case from the outside [1]
Example: Printer or Mouse or Keyboard or Scanner [1]

6. Make a list of the hardware devices used with your HOME computer system [8 Marks]

keyboard[1], mouse [1], monitor [1], CPU [1], RAM [1], and printer[1].
They should also have a modem[1], network card[1], cabling[1] if they have a network connection. (Maximum 5 Marks) Discuss these with the class.
Bibliography

What is a bibliography?
A bibliography is a list at the end of an essay or assignment of all references used, with additional details provided to help identify each source. The references are arranged alphabetically by their author or by title if there is no specific author.

Why do we need a bibliography?
You use a bibliography to:
- acknowledge the source of quotations, facts or ideas
- enable readers to identify and locate the material you have referred to
- protect yourself against claims of plagiarism

How do I record books in a bibliography?
Format: Author(s). Year of publication, *Book Title*. Publisher, Place of publication.

Note:
- The author's name consists of the surname separated from the initials or given name with a comma. As a general rule initials are used. Be consistent.
- The year of publication is written immediately after the author's name in brackets.
- The title of the publication is *italicised*

**Single author**

**Multiple authors**

**Editor only**

How do I record websites in a bibliography?
Format: (whole website)
Author/organization (if known). (Last update or copyright date), Title of homepage, [Online] URL, Date of access.

Format: (document within a website)
Author/organization (if known). (Last update or copyright date), 'Title of document', Title of homepage, [Online] URL, Date accessed.

Note:
- If no readily identifiable author can be found, use the page title.
- If a web document includes both a date of last update and a copyright date, use the date of last update.
- If no date is given, use the abbreviation n.d. (for no date)

**Whole website**

**Document within a website**

Always give a last update date, if one is available, in preference to a copyright date as it tells your reader which version of the page you were looking at. Make it clear to your reader that you are using an update date. If no date is given, use the abbreviation n.d. (for no date)
Compiling your bibliography while you research online

Keeping a record of websites used while researching will make compiling your bibliography simple. Try the following steps as you research:

- Highlight URL
- Copy
- Paste into a Word document called Reference.doc
- Add title of webpage
- Add today’s date
- Assemble into alphabetical order when complete

Questions:

1. Describe three reasons we use a bibliography. [3 Marks]

   - acknowledge the source of quotations, facts or ideas [1]
   - enable readers to identify and locate the material you have referred to [1]
   - protect yourself against claims of plagiarism [1]

2. If you cannot find an author for a book or website, what information do you list first in your bibliography? [1 Mark]

   - The title of the book or website [1]

3. If a website shows a “last updated” date and a copyright date, which do you use in your bibliography and why? [2 Marks]

   - Always give a last update date in preference to a copyright date as it tells your reader which version of the page you were looking at. [1]

   - Make it clear to your reader that you are using an update date. [1]

4. List three items other than books or websites that you might use for research and include in a bibliography. [3 Marks]

   - Any 3 of the following (1 mark each, maximum of 3)
     - Videos; DVDs; newspapers; magazines; movie; CDs; encyclopaedias; speech/talk; interview; email; online database; brochure; pamphlet; poster etc etc

5. What does n.d. mean in a bibliography? [1 Mark]

   - No date [1] (No copyright or “last updated” date listed on website)
What is plagiarism?
Plagiarism is using another person's ideas and presenting these ideas as your own. When taking sections directly from another person's work (quoting) or rewording (paraphrasing) another's ideas in your own words you must acknowledge or reference the author.

Why should I worry about Plagiarism?
Plagiarism is a serious offence. Assignment work or other work which is not your own work, but is presented as such, will not be accepted. You should anticipate a mark of zero for that item or task. Parents will be made aware of the situation.

All Chisholm College students must ensure that they do not plagiarise.

Common forms of plagiarism
Common mistakes made by students that can lead to plagiarism include:
- cutting and pasting material directly from the Internet
- using another student's work or a past student's assignment
- taking chunks of material from journal articles or books without citing this material
- paraphrasing someone else's words or ideas and without acknowledging the author

To ensure that you can identify what is and isn't plagiarism please look at the following example:

The original text
In 2004, Australians used one disposable plastic shopping bag for every person in the country for every day of the year? Most of the 5.6 billion bags used each year are high-density polyethylene bags, the type used in supermarkets.

Source: Jakab, Cheryl (2007) Natural resource, Macmillan, South Yarra

Example of a student essay
Did you know that in 2004, Australians used one plastic shopping bag for every person in the country for every day of the year! Most of the 5.6 billion bags used each year are the type used in supermarkets.

Is this plagiarism?
Yes. Most of the work was copied directly from the text without referencing or using quotation marks and only basic rearranging of the sentences occurred.

Correct use in a student essay
Did you know that plastic supermarket shopping bags made up most of the 5.6 billion bags used by Australians in 2004? That equals one plastic bag per person per day for the whole year! (Jakab, 2007)

Why this is not plagiarism?
Ideas have been synthesized into the words of the student (paraphrased) and the source of the information has also been cited.
How do I avoid plagiarism?
- Use your own words and ideas.
- Learn how to cite your sources correctly.
- Give credit whenever you use someone else's theory, idea or opinion.
- Give credit whenever you use or paraphrase another person's spoken or written words.

Questions:

1. Describe three forms of plagiarism [3 Marks]
   - cutting and pasting material directly from the Internet [1]
   - using another student's work or a past student's assignment [1]
   - taking chunks of material from journal articles or books without citing this material [1]
   - or paraphrasing someone else's words or ideas and without acknowledging the author

2. Name two things that will happen if you plagiarise [2 Marks]
   - Work will not be accepted [1]
   - You will get a mark of zero for that item or task [1]
   - or Parents will be made aware of the situation

3. Suggest three ways to avoid plagiarism [3 Marks]
   - Use your own words and ideas. [1]
   - Learn how to cite your sources correctly. [1]
   - Give credit whenever you use someone else's theory, idea or opinion. [1]
   - or Give credit whenever you use or paraphrase another person's spoken or written words.

4. Why should you not plagiarise? [2 Marks]
   - (Any 2, [1] each)
   - Plagiarism is a serious offence
   - It is dishonest/immoral/against the law
   - You will get into trouble – from the school or parents
   - Your assignment will not be accepted
   - You will get no marks for the assignment
# Word Processing Word Match

Match the words in the first column to the best available answer in the second column:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6</strong></td>
<td>Cursor</td>
<td>1) All of the text</td>
</tr>
<tr>
<td><strong>2</strong></td>
<td>Insert</td>
<td>2) To add characters to a document by moving the old characters over to make room for the new</td>
</tr>
<tr>
<td><strong>3</strong></td>
<td>Font</td>
<td>3) Different styles and sizes of type</td>
</tr>
<tr>
<td><strong>9</strong></td>
<td>Tab</td>
<td>4) A measurement of how big the font will be</td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Delete</td>
<td>5) To remove characters from a document</td>
</tr>
<tr>
<td><strong>7</strong></td>
<td>Characters</td>
<td>6) The placeholder on the computer monitor</td>
</tr>
<tr>
<td><strong>10</strong></td>
<td>Text</td>
<td>7) The letters, numbers and all the special signs that you see on the keyboard</td>
</tr>
<tr>
<td><strong>4</strong></td>
<td>Point</td>
<td>8) The space around the printing—above, below, left side and right side</td>
</tr>
<tr>
<td><strong>1</strong></td>
<td>Document</td>
<td>9) A key that allows you to move more than one space at a time</td>
</tr>
<tr>
<td><strong>8</strong></td>
<td>Margin</td>
<td>10) Words that are made by the characters</td>
</tr>
</tbody>
</table>
# PowerPoint Icon Quiz

## Worksheet #6 ANSWERS

<table>
<thead>
<tr>
<th></th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>![Icon 1]</td>
<td>![Icon 2]</td>
<td>![Icon 3]</td>
<td>![Icon 4]</td>
</tr>
<tr>
<td></td>
<td>You have completed the PowerPoint and want to make certain that you have not made spelling or grammar errors. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>![Icon 5]</td>
<td>![Icon 6]</td>
<td>![Icon 7]</td>
<td>![Icon 8]</td>
</tr>
<tr>
<td></td>
<td>Text is highlighted and you want to remove the selection from the active PowerPoint and place it on the clipboard. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>![Icon 9]</td>
<td>![Icon 10]</td>
<td>![Icon 11]</td>
<td>![Icon 12]</td>
</tr>
<tr>
<td></td>
<td>You have made a change to the active PowerPoint and want to make certain that those changes are saved. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>![Icon 13]</td>
<td>![Icon 14]</td>
<td>![Icon 15]</td>
<td>![Icon 16]</td>
</tr>
<tr>
<td></td>
<td>A phrase will appear several times in the PowerPoint. To save time you have highlighted the phrase and want to copy it. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>![Icon 17]</td>
<td>![Icon 18]</td>
<td>![Icon 19]</td>
<td>![Icon 20]</td>
</tr>
<tr>
<td></td>
<td>The PowerPoint had been checked for spelling errors, it has been saved, and now you are ready to print. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>![Icon 21]</td>
<td>![Icon 22]</td>
<td>![Icon 23]</td>
<td>![Icon 24]</td>
</tr>
<tr>
<td></td>
<td>A PowerPoint which has been saved into a folder on your computer is to be opened so changes can be made. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>![Icon 25]</td>
<td>![Icon 26]</td>
<td>![Icon 27]</td>
<td>![Icon 28]</td>
</tr>
<tr>
<td></td>
<td>The PowerPoint had been checked for spelling and has been saved. Before sending it to the printer you want to see how it will look. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>![Icon 29]</td>
<td>![Icon 30]</td>
<td>![Icon 31]</td>
<td>![Icon 32]</td>
</tr>
<tr>
<td></td>
<td>You wish to call attention to a statement in your show by making the text bold. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>![Icon 33]</td>
<td>![Icon 34]</td>
<td>![Icon 35]</td>
<td>![Icon 36]</td>
</tr>
<tr>
<td></td>
<td>A slide show is to be prepared inviting parents to a performance. You want the headline to be centered on the title slide. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>![Icon 37]</td>
<td>![Icon 38]</td>
<td>![Icon 39]</td>
<td>![Icon 40]</td>
</tr>
<tr>
<td></td>
<td>You want to make sure that your instructions are clear and plan to place them in a bulleted list. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>![Icon 41]</td>
<td>![Icon 42]</td>
<td>![Icon 43]</td>
<td>![Icon 44]</td>
</tr>
<tr>
<td></td>
<td>Font numbers don't mean much to you, you just want to click until the text grows large enough. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>![Icon 45]</td>
<td>![Icon 46]</td>
<td>![Icon 47]</td>
<td>![Icon 48]</td>
</tr>
<tr>
<td></td>
<td>You want text to have a slight shadow to make it look classy. Which button do you select?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fonts
Fonts are a collection of letters, numbers or symbols that use a common design. Fonts have a size (measured in points), a style (bold, Italic, underline) and type (Arial, Times New Roman)

To change font size
1. Select the text
2. Click the Font Size menu arrow:
3. Scroll and click the new size

To change font style
1. Select the text
2. Click **bold**, **underline** or **Italics**

To change font type
1. Select the text
2. Click on the font type menu arrow on the toolbar:
3. Scroll and click to change the font type

Fonts
Use the font menu to change fonts
Paragraphs

Word begins a new paragraph each time you press the Enter key. Paragraphs have an alignment (such as centred) an indentation (their distance form a margin) and line spacing (the distance between two lines)

To align a paragraph

1. Select the paragraph
2. Click on (left), (right) or (centred)

Exercises

1. Name the Font Style, Font Size and Font Type in each of these exercises: [3 Marks]
   a. Arial, Bold, 14
   b. Comic Sans, Bold, Underline, 12
   c. Times New Roman, Italics, 14

2. Identify the alignment (left, right or centred) shown in these examples of text: [3 Marks]
   a. Left
   b. Centred
   c. Right
3. Identify the button shown in the examples [5 Marks]

   a. Numbering

   b. Bullets

   c. Line Spacing

   d. Subscript

   e. Change Case

4. Briefly explain the purpose of the following Page Layout options [3 Marks]

   a. 

   b. 

   c. 

   d. 

   e. 

   f. 

   g. 

   h. 

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   V. 

   W. 

   X. 

   Y. 

   Z.
1. Log on to the internet and go to: http://www.cybersmart.gov.au/
2. Click on
3. Select
4. Select

Read the information about cyber bullying.

Make a note of the Tips and ways to stop cyber bullying
Activity

1. Log on to the internet and go to: http://www.cybersmart.gov.au/
2. Click on
3. Click on
4. Select
5. And do the Quiz!
6. At the end you will be given a score out of 10.

Write your score here: /10
Read the article on the following page and answer the questions:

1. What are three different forms of being cyber bullied? [3 marks]
   - Cyber stalking (any 3 x 1 mark each)
   - Harassment
   - Outing
   - Flaming

2. If you are cyber bullying someone you are breaking the law. True or False? [1 mark]
   
   True (1 mark) (Answer in opening paragraph)

3. What are three consequences for the person who is being cyber bullied? [3 marks]
   - Fear (any 3 x 1 mark each) (Answer in opening paragraph)
   - Anger
   - Embarrassment
   - Trauma

4. What is Cyber Stalking? [2 marks]
   
   Is a form of harassment (1 mark)
   It incorporates persistent behaviour that instills apprehension and fear (1 mark)

5. What can you do to prevent Cyber Stalking? [1 mark]
   
   Block communication from people that you don’t now want to hear from (1 mark)

6. What is Harassment? [1 mark]
   
   Is sending offence messages targeted to an individual or group (1 mark)
7. What can you do if you are being harassed? [3 marks]

*Ignore it if it happens only once.* (1 mark)

*Keep a record of the harassment* (1 mark)

*Or get a trusted friend or family member to hold onto the records* (1 mark)

8. What is Outing? [1 mark]

*Is the public display, posting or forwarding of personal messages or images.* (1 mark)

9. What can you do to prevent Outing? [2 marks]

*Think about what you are sending/posting before you do so* (2 marks)

10. What is Flaming? [2 marks]

*Is a heated or intense argument which often uses offensive or rude language.* (1 mark)

*Flaming usually takes place in chat rooms, over instant messages or email* (1 mark)

11. Where does Flaming take place? [3 marks]

*Chat rooms, instant messages or email* (1 mark for each)

12. What can you do to prevent Flaming? [3 marks]

*Never send a reply to anyone when you are angry*

*Always wait a period of time to cool down before you reply* (1 mark)

*Have a good think about whether or not you even need to reply* (1 mark)
CYBER BULLYING
DIFFERENT FORMS OF CYBER BULLYING [PART 1]

JUST as there are different ways to be cyber bullied (i.e. SMS, blogs, websites, IM etc) there are different forms of cyber bullying. Knowing about these can help with staying safe and aware online and ensure that you don’t inadvertently participate in the behavior. This issue will look at flaming, harassment, cyber stalking and outing.

If you are doing any of these things yourself, it is likely that you are breaking the law. Have a think about the potential consequences for the person who receives it (i.e. fear, anger, embarrassment, trauma). And think about what you are doing to yourself — did you know you can be traced and prosecuted?

CYBER STALKING is a form of harassment. It incorporates persistent behaviors that instil apprehension and fear. Often there is also a fear that the virtual stalking could become real stalking. Cyber stalking includes threats of harm and is really intimidating and intrusive on a person’s privacy.

TOP TIP
Cyber stalking is a crime and can be reported. Most chat sites, SMS and phone apps have features that let you block communication from people you don’t want to hear from.

HARASSMENT is the sending of offensive messages or images, especially communications that contain sensitive personal information or images that are sexual in nature. It can even include things like reading out saved messages on someone’s mobile phone, printing out an IM chat or copying others onto email messages.

OUTING is the public display, posting, or forwarding of personal messages or images, especially communications that contain sensitive personal information or images that are sexual in nature. It can even include things like reading out saved messages on someone’s mobile phone, printing out an IM chat or copying others onto email messages.

TOP TIP
If it only happens once, you would probably ignore it, but harassment usually means you receive the same message repeatedly. Keep a record of the harassment (or get a trusted friend or family member to hold onto the records).

FLAMING is a heated or intense argument which often uses offensive or rude language. Flaming normally takes place in chat rooms, over instant message or email — it can be private or public. Often capital letters are used along with images and symbols to add emotional intensity and anger to the messages. A “flame war” occurs when flames are sent back and forth.

TOP TIP
Never send a reply to anyone when you are angry. Always wait a period of time to cool down before you reply. Have a good think about whether or not you even need to reply or if the message at all.

WANT to help others who are experiencing bullying and don’t know what to do? Send us your stories to provide hope to others who may be going through a similar situation. You can share how you handled it and what steps you took to seek help.

Go to www.headspace.org.au to find help and support.