

Lashondra Smith
September 2, 2020
Computer Technology
Email Notes

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Part 1: Email Advantages

1. Email is a free tool
2. Email is a quick
3. Email allows for easy referencing
4. Email is accessible from anywhere
5. Email is paperless
6. Email allows for mass messages
7. Email allows for instant access of information and files

Part 2: Email Disadvantages

1. Email messages can contain viruses
2. Email requires timely responses
3. Email can cause misunderstandings

Part 3: Email Etiquette

1. Use a professional account
2. Use email for school purposes only
3. Always include 8-3 in the subject line
4. Use a clear and short subject
5. Use a greeting to start your message.
6. Check spelling, punctuation, and grammar.
7. Use a professional font
8. End with a closing
9. Be cordial

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Internet Safety Notes

Objective: I can demonstrate responsible use of technology.

Part 1: Private vs Personal Information

* Private - info about you that can be used to identify you because it's unique to you

* Personal - info about you that cannot be used to identify you because it's true for many other people

Private

home address
debit/credit card number
SOCIAL SECURITY NUMBER
email addresses

Personal

favorite music
number of siblings

* Identity Theft - a crime in which your private information is stolen and used for criminal activity. A stolen identity can lead to:

- someone stealing your money
- creating false ~~id~~ identification
- applying for loans (to buy a house or car)

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Part 2: Clickbait

* ~~clickbait~~ - an image or headline that tries to get you to click on it

* Avoiding clickbait because:

- it can infect your device with viruses, malware, and spyware
- it can lead to someone stealing your information
- it can lead to sites you didn't want to go to

* Clues to help you identify clickbait:

#1 It seems impossible or unbelievable

#2 It tries to shock you

#3 It refers to a celebrity or popular topic

Part 3: Social Media Etiquette

1. Don't post anything embarrassing or offensive.
2. Be careful about oversharing
3. Make sure your profile is secure (sign out).
4. Be cautious of friend requests.
5. Be considerate of others. Use good manners. Speak up when someone is not using good manners.

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Computer Technology Step Sheet

How to Create a Digital Folder

1. Click on 'File Folder' on the taskbar
2. Click on 'Documents'
3. Click on 'Home'
4. Click on 'New Folder'
5. Name Your Folder

How to Save a File

1. Click on the 'File' Tab
2. Click 'Save'
3. Select where the file is to be saved (in Documents...in Computer Technology folder)
4. Type a file name (include grade section, full name, and the name of the assignment)
5. Click 'Save'

How to Email a File as an Attachment

In a new message,

1. Click on the paper clip
2. Click on 'Browse this computer'
3. Find and select the file to attach
4. Click 'Open'

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How to Insert a Picture Watermark

1. Click 'Design'
2. Click 'Watermark'
3. Click 'Custom Watermark'
4. Select 'Picture Watermark'
5. Click 'Select Picture'
6. Click 'From a file'
7. Select your picture (either Downloads, Documents, Pictures)
8. Click 'Insert'
9. Click 'OK'

Microsoft Word Guidelines

When Formatting Font for Professional Documents ^{→ serious}

- Font: Arial, Calibri, Times New Roman (straight, block letters... NO FANCY CURVED FONTS)
- Font size: 12 pt
- Font Color: Black

When Formatting Spacing

- Set 'spacing After' to 0
- Set 'Line Spacing' to Single (or double depending on the purpose of the document)
- It's best to set spacing before you start typing

When Designing Documents

- Make sure the borders(s), picture(s), shape(s), and colors coincide with the purpose of the document
- Make sure there is not much 'white' or 'empty' space

When Formatting a Business Letter

- Follow previous font rules
- Follow previous spacing rules (0, single)
- Have one line space between each part
- Each line is left align

Formatting Business Letters



When Composing a Business Letter

- ① Capitalize proper nouns
 - First and Last name
 - Street names and suffixes (Dr., St., Ave.)
 - City and State
 - Month
 - Name of Company/Organization
- ② Write in complete sentences (read and review)
- ③ Use correct punctuation
 - comma behind the city
 - period behind abbreviations (Mr./Ms.)
 - comma after greeting and closing
 - punctuation mark at the end of each sentence
- ④ Be consistent with abbreviations (ex. state and street suffix)
- ⑤ If you cannot find the name of the recipient, leave off the name in the inside address and use "Dear Hiring Manager,"
- ⑥ Include in the body...
 - 1st sentence states the purpose of the letter
 - 2nd/3rd sentences give supporting details (why you are the best choice)
 - Last sentence concludes the body (I look forward to hearing from you soon.)

Formatting Business Letters

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①
Sender's Address { Sender's First and Last Name
Sender's Street Address
Sender's City, State Zip Code
Date

②
Inside Address { Recipient's First and Last Name
Name of Company/Organization
Recipient's Street Address
Recipient's City, State Zip Code

③ Salutation/Greeting (Dear Mr./Mrs./Ms./Dr. + Last Name)

④ Body (Introduction/Purpose, Supporting Details, and Conclusion/Call to action)

⑤ Closing (Thank you, or Sincerely,)

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Sender's First and Last Name

Parts of a Résumé

- ① Heading - Name, Address, Phone Number, and Email Address
- ② Objective - The purpose for the résumé
Ex. To obtain a position at _____
as a _____
- ③ Education - schools attended
Include: school name, dates attended, city and state, relative details like grade, special classes, school awards
- ④ Experience - paid and unpaid jobs you have done
Include: Name of company or organization, dates worked, city and state, job duties
- ⑤ Activities - clubs, sports, organizations, extracurricular activities
- ⑥ Skills - the ability to do something well
 - Microsoft Word
 - Time Management
 - Organizational Skills
 - Problem-solving
 - Active Listening
 - Customer Service

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⑦ **Reference** - a person who can verify what type of person you are and what character, skills, and ability you have

* Not a family member or friend

* Teachers and former bosses are ideal

* Ask the person first can he or she be a reference

* Include on the résumé the references:

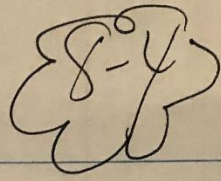
- Name, Title

- Name of Company or Organization

- Address (work)

- Phone number

- Email



When Formatting a Résumé

- Follow previous font rules
- Follow spacing rules
- Have your margins on 1" (top, bottom, left, right)
- Bold the title of each part and the name
- Center the heading
- Use the tab key to align lists

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Microsoft Powerpoint Guidelines

An effective PPT is one that people can see, understand, and pay attention to.

Guidelines:

1. Use no more than two font styles per slide
2. Avoid using cursive
3. Use at least size 32 pt
4. Avoid using all caps
5. Use bold when you want something to stand out
6. Avoid using paragraphs; use bulleted list
7. No more than 6 bullets per slide
8. Less than 10 words per bullet
9. Use contrasting colors
 - light text, dark background
 - dark text, light background
10. Place pictures on left and right
11. Pictures should go with content
12. One or two pictures per slide
13. Use transitions and animations, but don't overdo it

How to Insert a Hyperlink

1. Go to the website and copy website address
2. Go back to the PPT and select the text you want to hyperlink
3. Click 'Insert' Tab
4. Click 'Link'
5. Paste the website address in the address bar
Ctrl + V
6. Click 'Insert'