



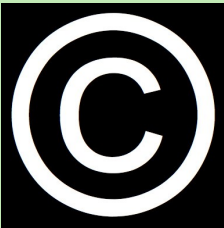
What are the Hazards

The Copyright, Designs and Patents Act 1988, is the current UK copyright law. It gives the creators of literary, dramatic, musical and artistic works the right to control the ways in which their material may be used.



Types of work covered - Literacy / Dramatic / Musical / Artistic / Magazines / Sound Recording / Films

“Copyright infringement can lead to substantial penalties.”



Penalties can include:

A fine up to £50,000

and/or

A jail sentence of up to 6 months

Key Terms

Credibility	the quality of the source from where the information is gathered
Source	a place, person, or thing from which facts or information can be obtained.
Audience	A group of people of whom your project/work would be aimed at
Plagiarism	The process or practice of using another person’s ideas or work and pretending that it is your own
Referencing	When you provide (a book or article) with citations of sources of information.
Citation	A word or piece of writing taken from a written work
Paraphrase	To repeat something written or spoken using different words, often in a humorous form or in a simpler and shorter form that makes the original meaning clearer
Blog	A regularly updated website or web page,

Different Software and its uses


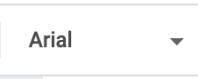


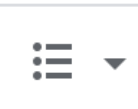
ICON	Software Name & Description
	Microsoft Excel Made up of rows, columns and cells. Used mainly for holding formulas to automatically complete calculations. Eg A building company would use this software to add in all of the materials and costs for a project in order to give their invoice/bill to the customer.
	Microsoft Word A modern-day typewriter used for typing text and changing the appearance of the text (such as making text bold or changing the colour). Eg: A supermarket would use this software to write a letter to their customers to let them know of new offers that they have in store.
	Email Software Software that allows you to read and compose electronic messages that are sent between recipients across the network (usually the internet). You can send messages to multiple people at the same time and include attachments (such as files for people to open, read or edit). Eg: A teacher would use this software to send homework as an attachment to all members of the class. Each member of the class would then have their own copy of the worksheet.
	Image Editing Software Software that allows you to create or edit images. It includes tools such as overlaying text, cropping, and recolouring. Eg : A publisher would use this software to create the front page of a magazine.
	Presentation Software Software that allows you to present information in the form of a slide show. The presenter would use this to provide a visual aid to support what they are saying. Eg : A history teacher would use this software to show examples of castles so that learners can understand the key parts of the castle that the teacher is discussing
	Web Authoring Software Software that creates web pages/websites without you having to write code. You can write, edit, and position text, add images, and embed videos, and the software will write the required code for it. Eg: A start-up business would use this software to build a website to promote their services and display their contact details.

Evaluating & Recoding the credibility of a source

Check the author and the source / What’s the purpose of the article? /
Check when the article was written / Check the facts

Article/website title	WHY IS THE PLASTIC WASTE IN OUR WATERWAYS
URL	http://www.itsgettinghotinhere.org/go-green/why-
Notes/quotations/who to credit or cite	“It is estimated that the current population has produced a 320 million tonnes of plastic waste ! And if we carry on as we are and do not change, this figure could double by 2034”
Evaluate the credibility of the source. How can you prove that this is a reliable source?	<ul style="list-style-type: none">Written in June last yearThese facts also appear on other websites

Microsoft Word Formatting Tools

Tool icon	Tool name	Brief description
	BOLD	Changes the text to be bold, i.e. thicker and more noticeable
	FONT	Allows you to change the style/appearance of the text
	CENTRE ALIGN	Moves the text so that it is in the middle of the page, rather than having a margin on the left- or right-hand side of the page
	TEXT COLOUR	Allows you to change the colour of the text
	BULLETED LIST	Allows you to create a bullet-pointed list








Trinity TV

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Trinity TV > Year 8 > Computer Science



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