THE STRIVING

MUSLIM ACADEMY

Islamic and Academic Education

STAGE 2 · COMPUTING · USING TECHNOLOGY

Using technology

Everything the questions ask about is taught on the page before them, so nobody has to know the computing beforehand.

WHAT IS INSIDE

- Giving things names you can find again
- Folders
- Go and do this
- How each one is worked

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2 topics · something to do at the end

Written for a parent teaching at home. No training assumed, and nothing else to buy.

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Giving things names you can find again

Read this first. Then answer the questions underneath.



A computer will store anything you give it. Finding it again is your job, not the computer's.

A file called work is useless by the time you have three. A file called poem about rain, year 2, can be found in a year.

A good name says what it is, and it says it at the front. Rain poem and Poem about rain both work. Something about rain does not, because the useful word is last and lists are sorted by the first letter.

This is not only a school problem. A shop names its orders, a hospital names its records and a library names its books, and all of them do it so they can be found again. Common uses of information technology beyond school run on the same idea.

1. Whose job is finding a file again?

The first part says.

2. What does a good name do?

Two things.

3. WORK IT OUT Why does putting the useful word last make a name worse?

How does a computer put a list in order?

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Folders

Read this first. Then answer the questions underneath.



A folder is a box you put files in. A folder can hold other folders.

Folders are what stop a hundred files becoming a heap. Put all the poems in one folder and all the pictures in another, and you no longer have to read a hundred names to find one thing.

There is no single right way to sort them. By subject, by month, by who made it: all of those work, and the only wrong answer is not choosing one.

Naming and foldering are what the curriculum calls organise, store and retrieve. They are the whole of it: a file you can store but never retrieve might as well not be there.

1. What is a folder?

The first sentence.

2. What can a folder hold besides files?

Two words.

3. Name three ways to sort folders.

Three are given.

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Quick check

One right answer each, and every answer is somewhere in this pack. Ring the letter.



1. **Giving things names you can find again Whose job is finding a file again?**
   (A) A box you put files in (B) Your job, not the computer's (C) By subject, by month, by who made it (D) Other folders

2. **Folders Name three ways to sort folders.**
   (A) Your job, not the computer's (B) Other folders (C) A box you put files in (D) By subject, by month, by who made it

3. **Folders What can a folder hold besides files?**
   (A) Other folders (B) Your job, not the computer's (C) By subject, by month, by who made it (D) A box you put files in

4. **Folders What is a folder?**
   (A) A box you put files in (B) Other folders (C) Your job, not the computer's (D) By subject, by month, by who made it

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SAMPLE PAGES

You have read a few pages. The pack is longer.

What you are holding is a short sample, taken from different parts of the pack so that you can see how a week is planned and what a child is actually asked to do, before you decide.

The complete pack, and the rest of the academic materials, are on our website: schemes of work for a parent teaching at home, and practice packs for the skills children get stuck on.

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Members of the homeschool community do not buy these. If you have joined the community, the pack for the term you are working on is given to you at no cost.

Our Islamic Education classes are free. These packs are part of what pays the teachers who teach them.