Chapter 1 Notes: Getting Started With Digital Media

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Jan 27, 2023

Learning Outcomes:

1. List the characteristics needed to become a skilled digital master.

2. Identify how to name and save a file.

3. Explain how to ensure digital security.

4. Practice the techniques for good keyboarding.

Key Terms:

- **Adware:** Software that displays unwanted advertisements

- **Cyber Predator:** A person who uses the Internet to make contact with others (usually with children and teens) in order to harm them

- **Digital Media:** any com-bination of audio, video, images, and text used to convey a message through technology

- **Encryption:** Converting text into an unreadable series of numbers and let-ters to protect information. Digital encryption uses soft-ware that can scramble and unscramble the data

- **Ergonomics:** A science that studies the best way to design a workplace for maximum safety and productivity

- **Hacker:** A person who finds an electronic means of gain-ing unauthorized access to a computer.

- **Keylogger:** Software that tracks keyboard use and transmits it to be used for illegal purposes

- **Malware:** The abbrevia-tion for malicious software, designed to damage a com-puter or steal information.

- **Naming Convention:** A set of rules used in the naming of files and folders

- **Online Backup:** A means of backing up or storing data using the Internet.

- **Phising:** A social engi-neering activity where the perpetrator uses fake websites or emails to trick a user into providing personal information or passwords

- **Repetitive Stress Injury:** Muscle or joint injury that results from performing actions repeatedly.

- **Rootkit:** Type of malware that hides its presence on a computer

- **Server:** A computer designed to store files from multiple computers

- **Social Engineering:** Tricking users into providing information in the belief that a request is legitimate.

- **Spyware:** Software that gathers information about a user without their knowledge

- **Trojan:** Type of malware that disguises itself as legitimate software

- **Virus:** Type of malware that replicates itself and spreads to other computers

- **Worm:** Type of malware that also replicates itself but primarily spreads through networks

Key Concepts:

- The five commitments to learning include: be flexible, keep an open mind, use initiative, listen and read attentively, and seek to acquire new knowledge and skills.

- The six behaviors that contribute to your ability to acquire a job and grow in the field of your choice include good attendance, promptness, proper attire, a clean and safe work environment, appropriate voice, and pride.

- You can demonstrate your digital media skills by seeking certification from a secondary and/or post-secondary school or through a provider such as Adobe or Microsoft.

- Managing digital files is an essential part of creating a good work environment.

- Strong passwords are those that meet a set of rules designed to make it difficult for others to figure out the word.

- Repetitive stress injury (RSI) (including carpal tunnel syndrome) results from repeated movement of a particular part of the body.

Commitment:

In order to learn new software and computer skills, you must:

- Be flexible

- Keep an open mind

- Use initiative

- Listen and read attentively

- Seek to acquire new knowledge and skills

Work Skills For Multimedia Careers:

- Good attendance

- Promptness

- Proper attire

- Clean and safe work environment

- Appropriate voice

- Pride