# Handling information and content

The skills you need to find, manage and store digital information and content securely.

**Can you?**

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| Use a **web search engine** to find the information you want on the web, e.g. news? | |

☺ A **web search engine** is a software system that allows you to enter one or more words relevant to the information you are trying to find (search terms) and returns a number of links to web pages which you can follow by clicking. The best known search engine is **Google**.

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| Use **bookmarks** to save and retrieve information on your web browser? | |

☺ Setting a **bookmark** for a web page allows you to go to it quickly again without having to search.

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| Access information and content from **different devices**? | |

☺ Sets of information such as your **emails**, **contacts** and **calendar** can be accessed from your smart phone, tablet and laptop; they will automatically be kept in step.

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| Use a **cloud** storage account for a music or photo collection? | |

☺ The **Cloud** allows you to store information and content on computers elsewhere (and managed by whichever Cloud company you are using) in such a way that it can be accessed from different devices (e.g. laptop, tablet or smart phone). Cloud icons can look like this:

| Use the internet to legally access content for **entertainment** e.g. films, music, games? | |

☺ Using the internet in this way is normally called **streaming**. A **stream** is a sequence of data elements made available over time, e.g. watching a movie film or listening to music. Well known music sites are **Spotify** and **Apple Musi**c; popular movie sources are **Netflix** and **Amazon Prime**.

| **Evaluate** what information or content may, or may not, be **reliable**? | |

☺ Not everything you see on the web is true, so check the source of what you are reading and make a judgement accordingly. Beware of **fake news** – anyone can make a website and put anything on it without it being checked. Just because it's on the web doesn't mean that it must be true.

☺ **Wikipedia** is a multilingual online **encyclopaedia** with exclusively free content and no advertisements. It is the largest and most popular general reference work on the web. It is moderated and checked by a large voluntary community and is usually accurate!