

Information Technology Knowledge Organiser

We will be using Microsoft Word to create documents



Golden Vocabulary - Links to previous learning	
Backspace	Use this key to delete the character before the cursor.
Shift	Hold the Shift key to type a single capital letter or the additional symbol on some keys.
Space Bar	Use this key to enter a space between two word
Enter	Use this key to start a new line of text or to enter information.

Formatting Types:

Font Size colour

B *I* U S ab AV Aa [Color] [Text Color]

Font

BOLD *italic* underlined

Vocabulary	
Align Text	This formatting changes how the text is lined up on the page (left) Right
Text Boxes	A box which enables you to move the text around the page to design where you want it
Format	Making changes to how text looks
Copy	This allows you to have the same text again without having to retype it
Paste	You do this after copying to put it where you need it
Save	This keeps your work in a folder to find again
Undo and Redo	If you make a mistake you can undo it, if you want it back you get redo it.

Keyboard Shortcuts	Ctrl+c (Copy)	Ctrl+v (Paste)	Ctrl+s (Save)	Ctrl+z (Undo)	Ctrl+y (Redo)
	Copy				

E-Safety Knowledge Organiser

When using the internet we need to know how to be a digital citizen and understand how to use it responsibly and safely

S M A R T



Golden Vocabulary - Links to previous learning

E-Safety	Rules on how to stay safe while using the Internet
Internet	A network of computers connected to each other around the world
Devices	The hardware that u=you use when using the Internet - phone, tablet, computer, laptop

Vocabulary

	S is for safe
	M is for Meet
	A is for accepting
	R is for reliable
	T is for tell
	Be SMART with a heart



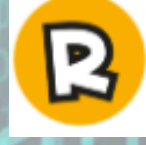
Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too.



Meeting up with someone you only know online, even a friend of a friend, can be dangerous as this person is still a stranger. If someone you only know online ever asks you to meet up, for personal information or for photos/videos of you then tell an adult straight away and report them together on www.thinkuknow.co.uk



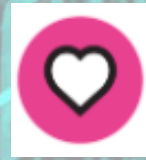
Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



You cannot trust everything you see online as some things can be out of date, inaccurate or not entirely true. To find reliable information compare at least three different websites, check in books and talk to someone about what you have found.



Tell a trusted adult if something or someone ever makes you feel upset, worried or confused. This could be if you or someone you know is being bullied online. There are lots of people who will be able to help you like your teachers, parents, carers or contact Childline - 0800 11 11 or www.childline.org.uk



Remember to always be smart with a heart by being kind and respectful to others online. Make the internet a better place by helping your friends if they are worried or upset by anything that happens online.