

Information Technology Knowledge Organiser

We will be using Microsoft PowerPoint to create documents

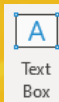


Golden Vocabulary - Links to previous learning

Align Text
This formatting changes how the text is lined up on the page (left)



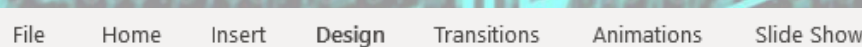
Text Boxes
A box which enables you to move the text around the page to design where you want it



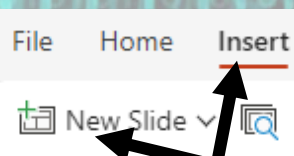
Format
Changes you make to text or a picture

Keyboard Shortcuts
Ctrl+c (Copy), Ctrl+v (Paste) and Ctrl+s (Save).

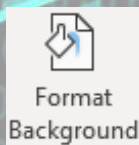
For formatting skills used in all Microsoft Software look at the other Information Technology Knowledge Organiser



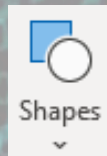
These are the tabs on Microsoft PowerPoint – You will use these to create your slideshow



To insert a new slide, click on "Insert" and then "New Slide"



To change the colour of the background, click "design" then "format background"



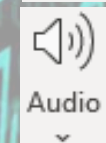
To insert a shape or lines, click on "Insert" and then "Shapes" and select what you want to draw



To insert a picture, click on "Insert", then "Pictures" and then select where the picture is from



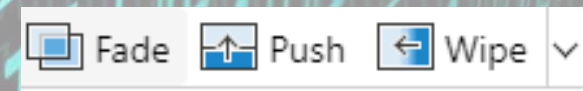
To insert a video or some audio, click on "Insert", then "Video" or "Audio" and select where it is from



Vocabulary	
Slide	This is the name of each page on a PowerPoint.
Animations	This is used to make pictures and text move when presenting the slideshow
Transition	This is similar to animations but is used when going from one slide to another.
Slideshow	This is what it is called when it is being presented



To animate a picture or shape, click on "Animations" then select the animation









To add transitions to a slideshow, click on "Transitions" then select the transition

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



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



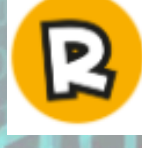
Keep your personal information safe. When chatting or posting online don't give away things like your full name, password or home address. Remember personal information can be seen in images and videos you share too.



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



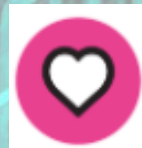
Think carefully before you click on or open something online (e.g. links, adverts, friend requests, photos) as you never know where they may lead to or they may contain viruses. Do not accept something if you are unsure of who the person is or what they've sent you.



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.