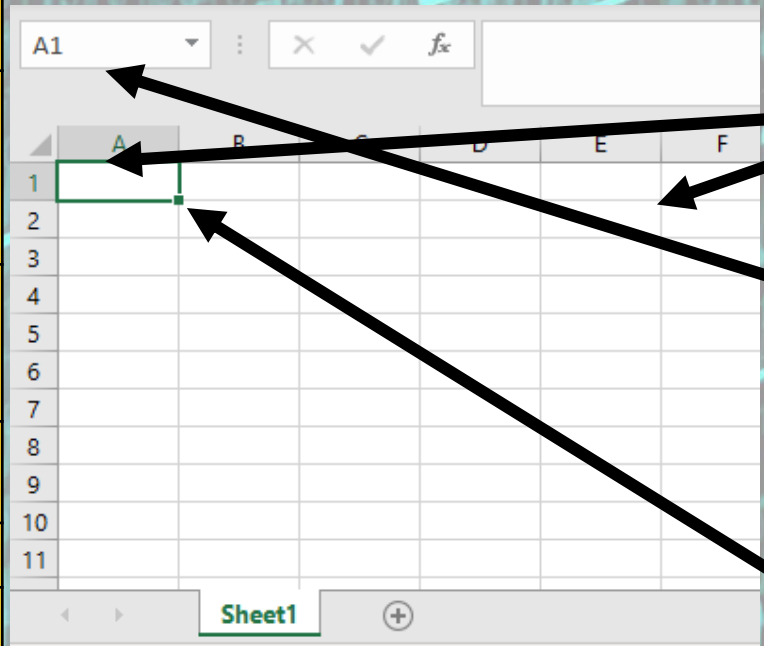


# Information Technology Knowledge Organiser



We will be using Excel

Golden Vocabulary - Links to previous learning	
Align Text	This formatting changes how the text is lined up on the page (left) <div style="display: flex; justify-content: space-around; align-items: center;"> <span>Left</span> <span>Centre</span> <span>Right</span> </div>
Format	Changes you make to text eg. <b>BOLD</b> <i>italic</i> <u>underlined</u> colour Size font
Keyboard Shortcuts	Ctrl+c (Copy), Ctrl+v (Paste) and Ctrl+s (Save).
Rows	Data that goes horizontally
Columns	Data that goes vertically



Vocabulary	
Cells	The boxes that you type in.
Sheet	The name for the different pages you can make
Cell Reference	Each cell is given a name which is from the column and row it is in
Formula	A calculation that you can input in to excel and it will work out the answer
Fill down	You can drag a cell with formula down or across which will copy it automatically

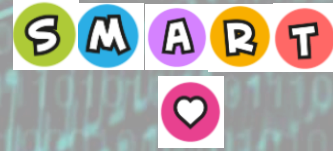
Useful formulae	
Add	=SUM(A1+A2)
Subtract	=A1-A2
Multiply	=A1*A2
Divide	=A1/A2

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

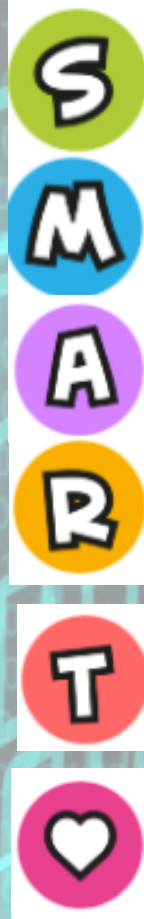


# E-Safety Knowledge Organiser

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



**S** 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.

**M** 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](http://www.thinkuknow.co.uk)

**A** 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.

**R** 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.

**T** 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](http://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.

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