






Information Technology Knowledge Organiser






We will be using Microsoft Word and PowerPoint to create documents thinking about the audience and purpose.



Golden Vocabulary - Links to previous learning	
Align Text	This formatting changes how the text is lined up on the page (left)    Centre 
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).
Slide	The name for a page in PowerPoint

If you are listing points in your text you can add bullet points. These can be:

- Shapes or icons 
- 1. Numbers 
- a) Letters 

If you want to layer up your pictures and text you might want a particular one on top - you can arrange whether they are "brought forward" or "sent backward".







Rotating pictures can help you design how you want your document to look - it doesn't have to all be in straight lines



When moving pictures around you will need to make sure that you select the correct text wrapping - this can also help them to stay in a certain position

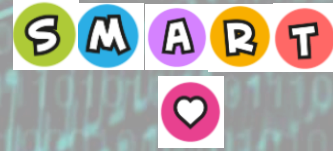
Cropping a picture means that you cut off bits that you don't want.

Formatting Types:
BOLD *italic* underlined colour Size font

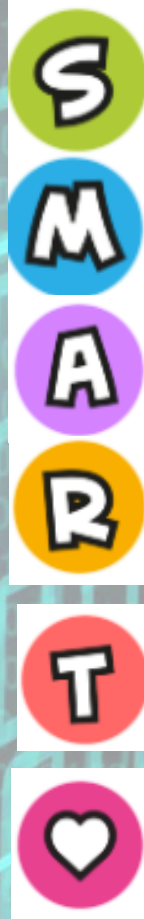
Keyboard Shortcuts	Ctrl+c (Copy)	Ctrl+v (Paste)	Ctrl+s (Save)	Ctrl+x (Cut)	Ctrl+z (Undo)	Ctrl+y (Redo)
	 Copy			 Cut		

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

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

♥ 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