

Office Skills

Knowledge Organiser: Year 7 Autumn Term - Computing

Online Safety

Personal Information = don't give out details such as your full name or where you live

Cyberbullying = taken very seriously and can be evidenced, even if posts/messages deleted

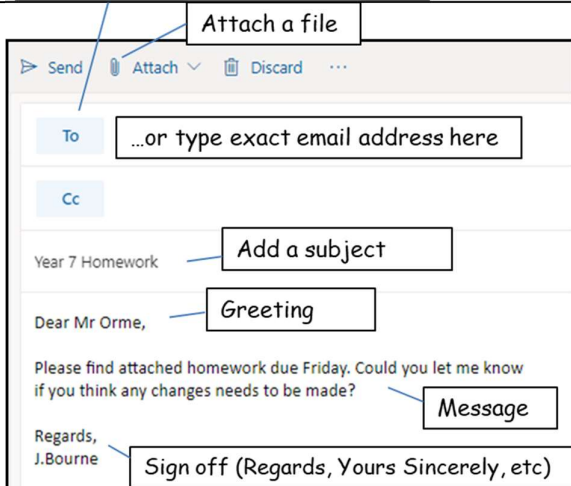
Password = should be long and hard to guess

Malware = can damage computer or files on it

Trustworthiness = How sure are you the information is correct and not biased

Digital Footprint = information people can find about you on the web

Click "To" and search for recipient... readable



Digital Literacy



Microsoft Word

Word Processing software
e.g. for creating letters, essays



Microsoft PowerPoint

Presentation software
e.g. teacher lesson slides, business meetings



Microsoft Excel

A spreadsheet software used to calculate data
e.g. budgets, tracking grades



Microsoft Outlook

Emailing - School emails
Email etiquette = polite and professional



Web Browser

Software used to access the internet
e.g. Microsoft Edge, Google Chrome



Website

Set of web pages under a single domain name
e.g. <https://www.youtube.com>

Theme = particular colour scheme, design or style consistent throughout all pages.

Transitions = change how the presentation goes from one slide to the next

Animations = add movement to text and images within a slide

Transitions = change how the presentation goes from one slide to the next

User = the person using the program

Automatic = performed without user input, e.g. the images automatically appear

Manual = controlled by the user, e.g. mouse click to transition from one slide to the next

User Interface = how the user controls the program (such as an interactive menu)

Hyperlinks = can be added to help the user navigate between pages or another website

Alignment = position on the page text or images are neatly lined up to

