




GGA- Computing Knowledge Organiser for Year One-Spring Term Microsoft Word

Vocabulary

Keyboard	
Left Click	
Right Click	
Cursor	Shows where your writing will appear.
Space Bar	Inserts a space between your words.
Backspace	Deletes the letter before the cursor.
Delete	Deletes the letter after the cursor.
Font	The size and style of a writing.

Why are we learning this?

So we can write on a computer.

Why is this important?

Word Processing is used in almost every job.

Skills that I am going to learn.

Open Microsoft Word.

Find the Icon and double click on it.



Saving your Work

File -> Save As
Type your name
Click Save.

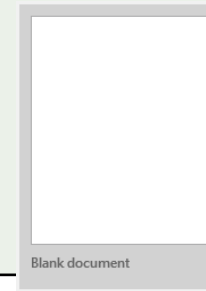


Save as



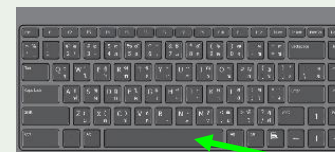
Opening a New Document

When you open word choose 'Blank Document'



Use the Spaces between words.

When you have finished a word click the space bar once



Input words and phrases.

Use the keyboard to choose the letters that you want to write.



Deleting Letters

Use delete or backspace to delete unwanted letters.







Capital Letters

Press the Shift or Caps Lock to get capital letters.



GGA- Computing Knowledge Organiser for Year One- Spring Term-eSafety

Vocabulary		Skills that I am going to learn.		
eSafety	Safe and responsible use of technology.	<p>Know to ask to use technology.</p> <p>I will only use technology if an adult lets me.</p> 	<p>Know who your trusted adults are.</p> <p>I can identify at least 5 trusted adults.</p> 	<p>Know about the AUP</p> <p>I will understand and sign the AUP.</p> 
AUP	Acceptable Use Policy is the agreement we sign to stay safe using technology in school.			
Trusted Adults	Adults that we trust and can talk to if we have any problems with technology.	<p>Know how technology is used in the world.</p> <p>I can identify where technology is used at home and in jobs.</p> 		
Private Information	Information about ourselves that we should share online. Name, Age, School, Address			
Why are we learning this?		Why is this important?		
To help us make green and safe choices when using technology.		To help us stay safe on technology.		

