

Knowledge Organiser Year 7 I.T. Term 2

Key Topics covered in Term 2:

Office 365

Understand how to access online platform to

MS Word Skills

Understanding key skills and short cuts.

Review Skills

Understanding how to take a step back and look at your work in a critical manner to understand how you can improve and what went well.

Presentation Skills

PowerPoint presentation skills, understanding transition, animation and hyperlinks

The Cloud

Files and programs that are only available on the internet are often referred to as being **in the cloud**.



These files or programs can be accessed from **anywhere** on **any device** with an **internet connection**. Common examples are BBC iPlayer, iTunes and Spotify.

You can access Office365 by clicking the link on your desktop and sign in using your hnumber@omacademy.org.uk and your network password.

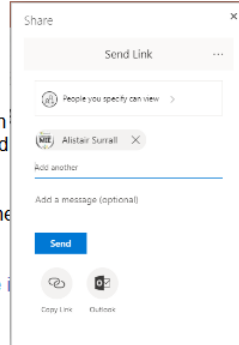
It is really useful as it saves your work automatically and regular intervals and you can access it at home as well as School.



Sharing information

Documents made on Office 365 are stored in the **cloud** so they are easy to **share** with other students or teachers.

Open the document you want to share and click the **share** button.



Enter the e-mail address of the person you want to send the document to and click **send**.

They will get an e-mail with a link to the document.



You can also e-mail anyone in the school using Microsoft Outlook.

Word processing	Creating or editing typed documents electronically.
Microsoft Word	Software within the Microsoft Office package used for word processing.
Text	The words in a written piece of work.
Font	The style and presentation of text (e.g., size, colour.)
Formatting	Arranging content into a format, such as the spacing and punctuation of information on a page.
Header	A section of a document which is repeated at the top of every page.
Footer	A section of a document which is repeated at the bottom of every page.
Page number	Numbers the pages of a document.
Headings	Used to make certain highlighted text into titles. Multiple heading styles can be used for main titles and sub-headings.
Table	Creates a structured area where text can be separated into rows and columns.
Page break	Used to start a new page from any point on a page.
Margin	The name given to the space between the edges of the page. Can be made wider or narrower.

Common keyboard shortcuts		
Ctrl + S	Save	Saves a document
Ctrl + C	Copy	Copies any selected text/image.
Ctrl + V	Paste	Pastes any copied text/image.
Ctrl + X	Cut	Copies and removes any selected text/image.
Ctrl + Z	Undo	Undoes the last action.
Ctrl + Y	Redo	Redo the most recent undone action.
Ctrl + P	Print	Prints a document.
Ctrl + A	Select all	Selects all text on a document/in a shape.
Ctrl + B	Bold	Makes text bold.
Ctrl + I	Italics	Italizes text.
Ctrl + U	Underline	Underlines text.
Ctrl + Enter	Page break	Makes a new page.

Presentation vocab		
Presentation		The presentation is a collection of individual slides that contain information on a topic.
PowerPoint		Software within the Microsoft Office package used to create presentations.
Image		A picture that has been created or copied and stored in electronic form.
Slide		A single screen of a presentation.
Content		The images, text, videos and animations, which are contained in a presentation.
Transition		The effects used when changing from one presentation slide to another.
Animation		Moving or changing content within a presentation using effects.
Master slide		Controls the look of features that will appear on every slide of a certain type (for example, putting the date onto a title slide).
Text box		Creates a box of text which can be typed into.
Layout		The structure of the content on a slide – where all of the images and text boxes will be located.

Text tools		
	Increase font size	Makes font size one stage larger .
	Decrease font size	Makes font size one stage smaller .
	Change case	Used to change text from upper-case to lower-case , or the other way round.
	Align Text	Alignment refers to the position of text. Text is moved to the left , centre or right of a page. Can also be done for the top , middle or bottom of a shape.
	Bold	Makes text bold – text is thicker and more obvious.
	Italic	Makes text italic – text is slanted.
	Underline	Underlines text.
	Bullets	Used to put bullet points in front of text. After one is created, they will be automatically added to each new line.
	Numbering	Used to put numbers in front of text. After one is created, the next line will start from the next number.
	Font colour	Changes the colour of text .
	Change font	Change the style of font used on text.
	Font size (number)	Change the size of a font by typing in the number wanted.