Keywords

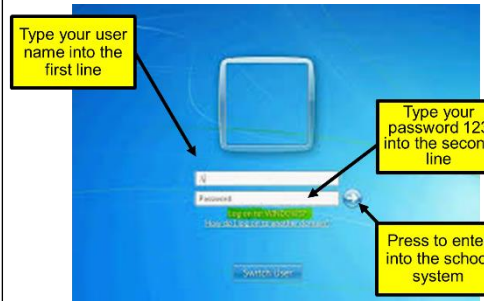| KEYWORD	DEFINITION
1. Animation	This is when you get text or images to move on your screen, you should not use too many.
2. Design	This is the built-in design for presentations and gives you a set colour scheme and layout.
3. Email	This is an electronic message that you use to send files or messages to one or more people.
4. File	This is any document that you make on the computer (word, image, presentation etc)
5. File management	This is about making sure that your work is saved neatly into correctly named folders.
6. Folder	These are where you save your work into. They should have suitable and memorable names
7. Font Style	This is the way that the text on the screen looks. You should not use swirly font styles.
8. Keyboard	This is an input device that allows you to type into the computer system.
9. Password	This is the secret code that you put in, if it matches with your username you can log on.
10. PowerPoint	This is a piece of software that you would use to make presentations containing text and images.
11. Purpose	The reason why you are completing a task or piece o rwork (eg to advertise)
12. Slide	This is one page within a PowerPoint presentation, work must fit onto the slides.
13. Spell Check	This tool allows you to check spellings before printing or emailing in your work.
14. Target Audience	The age/gender of the audience we are delivering a product
15. Transition	This is the special effect that you can apply that changes how you move between slides.
16. Username	This is the name that you use to log into the school ICT system. They are unique.
17. Word	This is a piece of software that you would use when you wanted to type up a document

Skills Checklist – by the end of this unit you will…
1. Be able to define the keywords.
2. Be able to demonstrate good keyboard skills.
3. Be able to create a range of Microsoft Office based documents
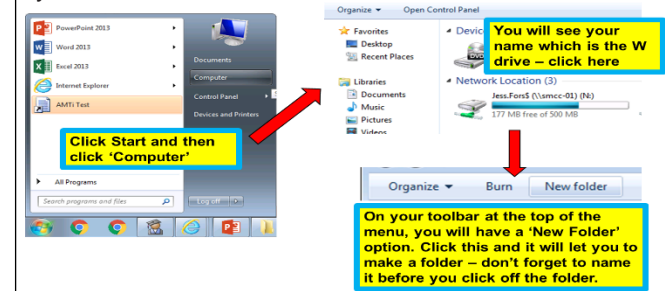
Logging On (1)

For you to access the school ICT system you must be able to type in your username and password accurately. Your teacher will issue these to you but it is your job to ensure that these are kept safe as they have to be remembered every single lesson. If you type these in wrong then you will not be allowed to log onto the computers.

Type your user name into the first line

Type your password 123 into the second line

Press to enter into the school system

File Organisation (2)

It is very important when using a computer that you store your work in an organised way. File Organisation means you can create folders to store your work in and that you can independently save your work into the correct locations. If file management is poor then this will make it harder for you to find your work and it might even mean that your work is lost.

You will see your name which is the W drive – click here

Click Start and then click 'Computer'

On your toolbar at the top of the menu, you will have a 'New Folder' option. Click this and it will let you to make a folder – don't forget to name it before you click off the folder.

Keyboard Skills (3)

It is very important that you are able to develop your keyboard skills in ICT as these will help you to be able to type up your work quickly and accurately. All keyboards within the school have the same setup, called QWERTY, which means that the keys are always in the same locations. By the end of Unit 1 you should be confident using the keyboard to type up documents accurately.

When using a keyboard, you have some shortcuts which you can type in which allow you to save time the most common shortcuts you could use in ICT are listed below:

Ctrl + A = Select All
Ctrl + X = Cut
Ctrl + C = Copy
Ctrl + V = Paste
Ctrl + Z = Undo
Ctrl + Y = Redo
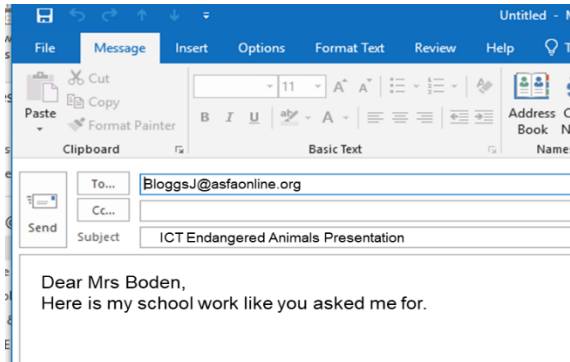Shift = hold down to put in a capital

School Email (4)

Emails are electronic messages that you can send to two or more people. The software that we use in school for email is called Outlook and you can find the shortcut on the desktop. You each have been given a personal school email address. To access this, you will use the same username and password as you do to log onto the school system. Your school email address will be in the following format: Computerlogin@asfaonline.org , E.g. If your school login was BradleyB your email would be: bradleyb@asfaonline.org.

School emails are closely monitored and therefore you should only use them to email your teachers or to complete tasks set by your teacher.

When you create an email it is important that you follow some email rules as these help to keep them looking professional, these rules are:

1. Always type the name of the person you send the email to in the "To:" box.

2. Always add a short but suitable "Subject" as a title.

3. Always add a suitable message that is written in a sentence. Use correct punctuation.

4. Spellcheck your emails before you send them.

5. Never type in all CAPITALS when sending an email as it is rude.

Extra Fact Website Links
www.teach-ict.com
https://www.bbc.co.uk/bitesize
https://www.educationquizzes.com/ks3/ict/
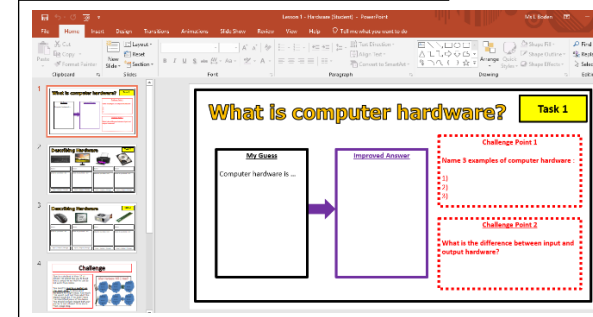www.twinkl.co.uk

Microsoft PowerPoint (5&6)

Microsoft PowerPoint is a piece of presentation software used to make a range of items.

A good PowerPoint should include a consistent layout, that is the same on each page. To help with this in mind, we can use the features on PowerPoint such as slide master which gives you a consistent page layout. We should always have our purpose and target audience in mind so the presentation includes appropriate content and meets the requirements and the purpose. We can link the pages together using hyperlinks.

We should try to make our presentations interesting but it is important that they look professional too, we can do this by following these rules:

1. Keep font styles and formatting consistent.
2. Use slide transitions
3. Use animations on key sections
4. To use the space on the slide
5. Not to have too many pictures / too much text
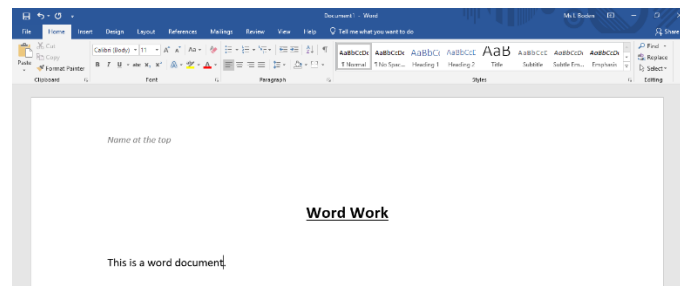6. Not to use too many colours

You should always spellcheck a presentation once you have finished making it so there are no mistakes.

Microsoft Word (7&8)

Microsoft Word is a piece of software that is used to create typed documents such as reports, letters, memos and to write stories. A good word document must look professional and be fit for purpose, it should not have any spelling mistakes in it and it should be written in full sentences. Our Word documents should look professional, to do this you can follow these rules:

1. Using alignment to put text in position.
2. Use bold, italic and underline to enhance words.
3. Use the same font style throughout.
4. With the exception of titles do not use a font style bigger than 12.
5. Pick an easy to read font style.

You should always spellcheck a document once you have finished making it so there are no mistakes.