Subject: Computing
Topic: Internet Searching/ E-Safety/ Microsoft Office

Summary of key information:

The Boolean Operators allow you to extend and refine your searches.
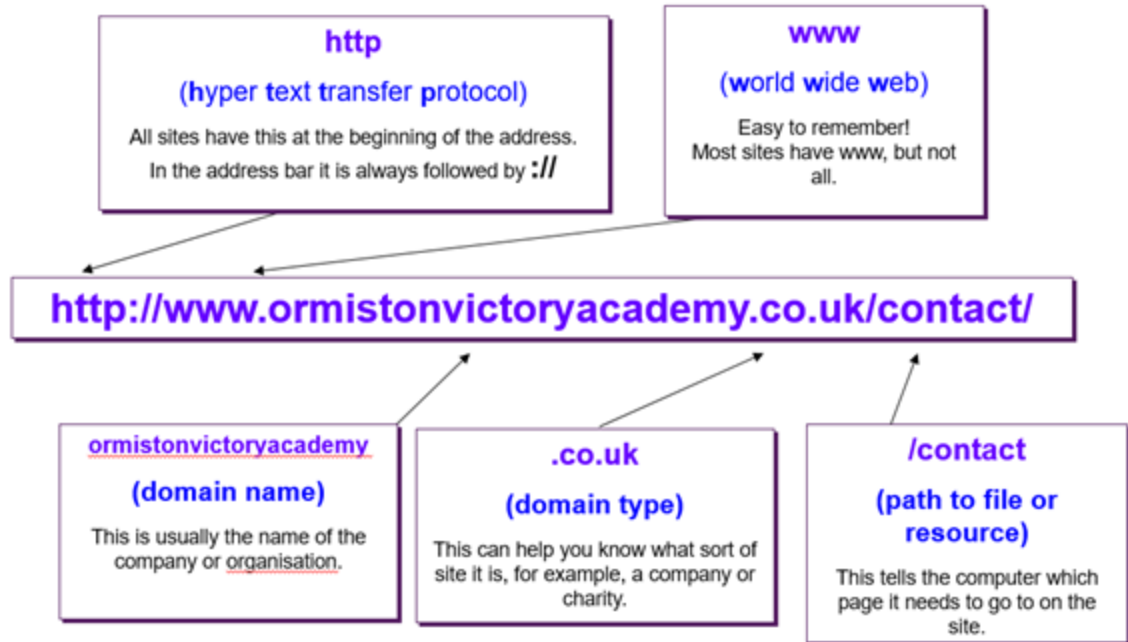
The Boolean Operators are:

AND (+) - Both words

OR - Either

NOT (-) - Not that word

AND & NOT will refine your searches.

OR will extend your searches.

http
(hyper text transfer protocol)
All sites have this at the beginning of the address.
In the address bar it is always followed by **://**

www
(world wide web)
Easy to remember!
Most sites have www, but not all.

http://www.ormistonvictoryacademy.co.uk/contact/

ormistonvictoryacademy
(domain name)
This is usually the name of the company or organisation.

.co.uk
(domain type)
This can help you know what sort of site it is, for example, a company or charity.

/contact
(path to file or resource)
This tells the computer which page it needs to go to on the site.

Reliable information is information we can trust. The source of the information is very important.

Relevant information is information that relates to the place and time we are looking at, and to the questions we are asking.

Key terms: Domain name, Web Browser, Search Engine, URL, Keyword, Protocol, Boolean Operators,

Summary of key information:
E-Safety:

How to use the Internet Safely and Responsibly:

- Never give out your password
- Talk to your parents or teachers if you have any concerns
- Don't give out your contact details
- Respect Copyright
- Don't download software without permission
- Respect people's privacy
- Use a child safe web browser

How to deal with cyber-bullying:

- Don't send your photos to anyone
- Don't respond back to cyber-bullies
- Contact the website
- Tell someone – don't suffer in silence
- Save everything as evidence
- Don't give out personal information

Tasks to complete in preparation for your end of half term multiple choice quiz are:

TASK 1:
Define key terms associated with Email?
TASK 2:
What are the basic rules of E-Safety?

Head over to Google classroom or use your revision guide to find other activities to help you extend and secure your knowledge.
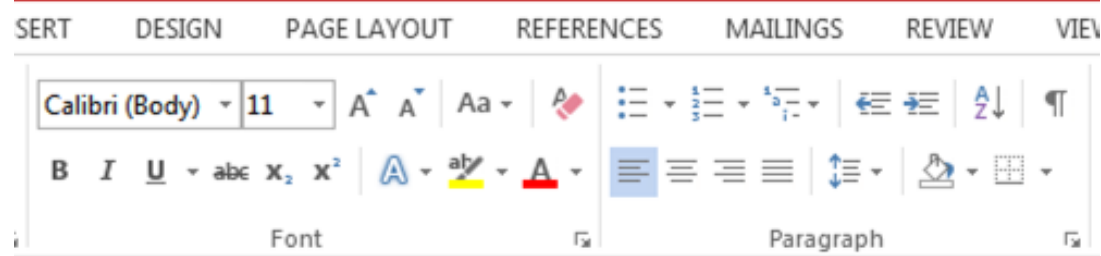
Summary of key information:

Microsoft Word:
Microsoft Word is used to write written documents, such as formal letters and school reports. A formal letter is a letter that is professional and structured. It used appropriate vocabulary and wording to get a message across e.g. a letter home from school.

Formatting features found in Microsoft Office

Microsoft PowerPoint:
Microsoft PowerPoint is used to create presentations, which can be used to inform a group of people about a message or point e.g. a rewards assembly. PowerPoints have many slides, with animations creating effects on slides and transitions linking the slides together.

Microsoft Publisher:
Publisher is used to create physical documents like posters, leaflets and coupons. Publisher can be used to design a folding leaflet like those found in tourist attractions or at the doctors.

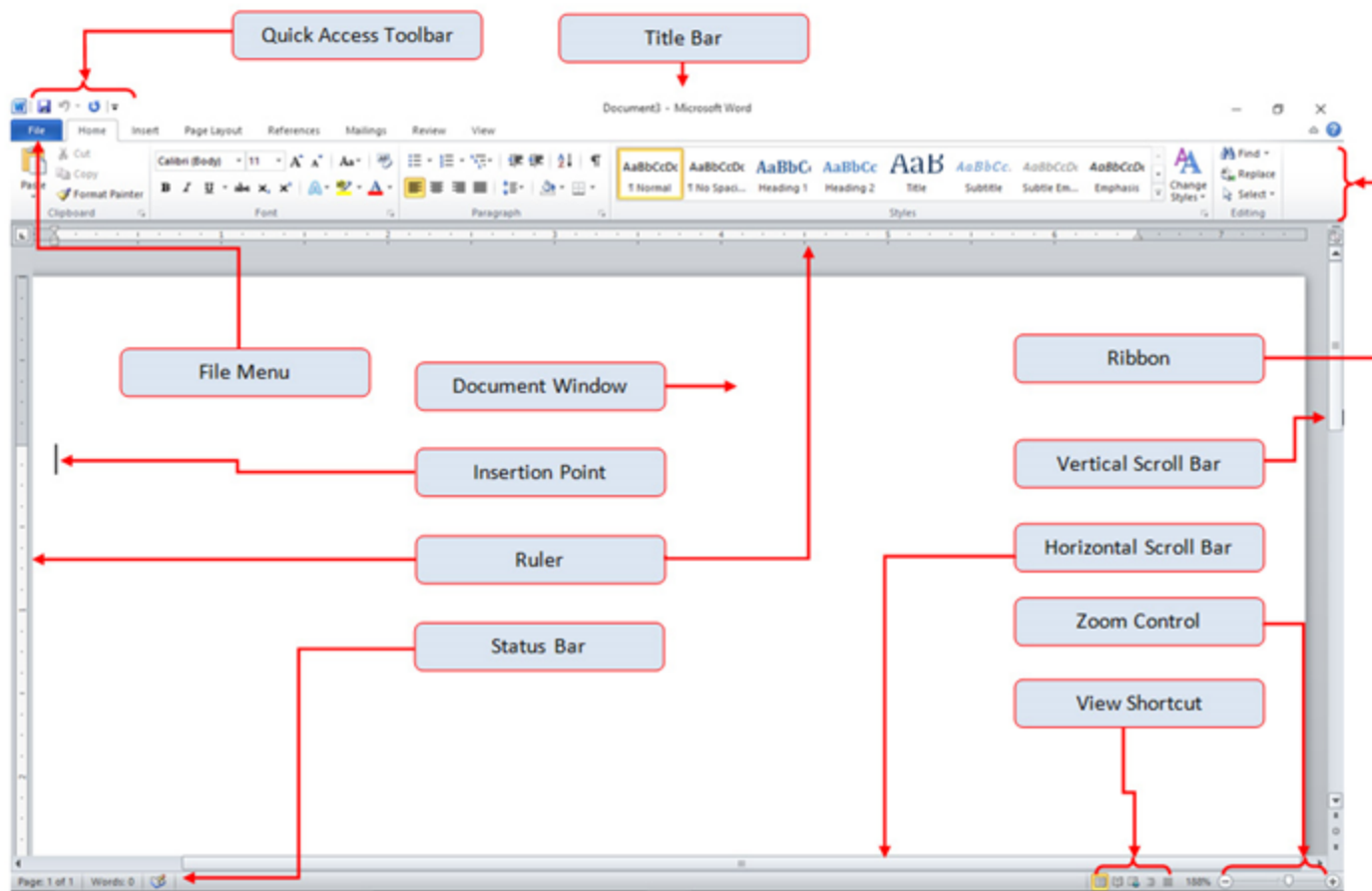**Key terms:** Purpose, Audience, Formatting features, Ribbon,

Summary of key information:

Purpose:
The purpose of a piece of work is the point of actually doing it.

Audience:
The audience is the group of people for whom you are developing your work.

Quick Access Toolbar

Title Bar

File Menu

Document Window

Ribbon

Insertion Point

Vertical Scroll Bar

Ruler

Horizontal Scroll Bar

Status Bar

Zoom Control

View Shortcut

Tasks to complete in preparation for your end of half term multiple choice quiz are:

TASK 1:
Define key terms associated with the Microsoft Office?
TASK 2:
What formatting features can you use on a Word document?

WANT MORE?

Head over to Google classroom or use your revision guide to find other activities to help you extend and secure your knowledge.