

Knowledge Organiser - Key Points To Learn

Year 7 Autumn 1

Topic:

E-Safety & Microsoft PowerPoint

My logon	1. v20masejo v20....	Staying Safe	12. What to do if there is a problem. <ul style="list-style-type: none"> • Report (Press the report abuse button on the website or app) • Record (Take a screenshot or print a copy of the abuse) • Block (Stop the person from sending you anymore abusive messages) • Share (Talk to an adult about what to do)
My email	2. v20masejo@castlemanor.org.uk		
office.com	3. The website address I use to go and check my email or do school work.		
Office 365	4. The name of the software I use to check my emails or do school work.		
go4schools.com	5. Where I can check my homework, check my timetable and read my reports	Microsoft PowerPoint	13. The program uses slides to convey information rich in multimedia.
e-safety	6. The topic about knowing how to stay safe online, using digital devices.	File	14. For opening, saving, sharing, exporting, printing and managing your presentation
Digital Footprint	7. The trail or traces or personal data that people leave online when they use the internet.	Home	15. This tab has Cut and Paste features, Font & Paragraph options, and what you need to add or move slides.
Netiquette A set of rules for how people should behave when communicating online.	8. <ul style="list-style-type: none"> - Refrain from personal abuse. - Don't spam. Don't send lots of messages or email. - Write clearly and succinctly. Don't use too much Slang. - Remember that your posts are public and can be read by anyone - Stay on-topic in Forums and Group pages - Don't expect other people to do your homework for you - Do not post copyrighted material - Respect the rules of the site's/group page owner. They have the final say. 	Insert	16. Click Insert to add something to a slide. This includes pictures, shapes, charts, links, text boxes, video and more.
		Design	17. On the Design tab, you can add a theme or color scheme, or format the slide background
		Transitions	18. Set up how your slides change from one to the next on the Transitions tab.
		Slideshow	19. On the Slide Show tab, set up the way that you want to show your presentation to others.
		Review	20. The Review tab lets you add comments or run spell-check
Cyberbully	9. Cyberbullying is bullying that takes place using electronic technology	View	21. Views allow you to look at your presentation in different ways.
Internet Troll	10. Is a person who deliberately starts arguments on the internet with the aim of deliberately upsetting someone.	Tools	22. When you click some parts of your slides, such as pictures, shapes, SmartArt or text boxes, you might see a colourful new tab appear.
Password	11. It's important to protect your password. <ul style="list-style-type: none"> • Don't share it with anyone • Make sure it is difficult to work out but easy to remember • Don't use the same password for all accounts • Change your password regularly 		Drawing Tools tab appears when you click a shape or text box. Picture Tools tab appears when you click a picture. Other tabs include SmartArt Tools , Chart Tools , Table Tools and Video Tools . These tabs disappear or change when you click something else in your presentation.

Big Picture – E-Safety

If used well, the internet is a safe, fun and informative place.

But caution is needed because the internet can also be a dangerous place.

It's a place where fraud can happen

A place where people can pretend to be someone they're not in order to trick other people (including adults & children)

A place where people can stumble on something they would rather not see.

E-safety is about practical ways we can try to make the internet a safer place.

Presentations

In Business making a good presentation is important to get your ideas and message across.

Avoid the temptation to dress up your pages with cheesy effects and focus instead on simple design basics such as:

- Use a sans serif font for body text. ...
- Use decorative fonts only for slide headers, and then only if they're easy to read.
- Put dark text on a light background. ...
- Align text left or right. ...
- Avoid clutter.