



Year 9 IT Basics Unit

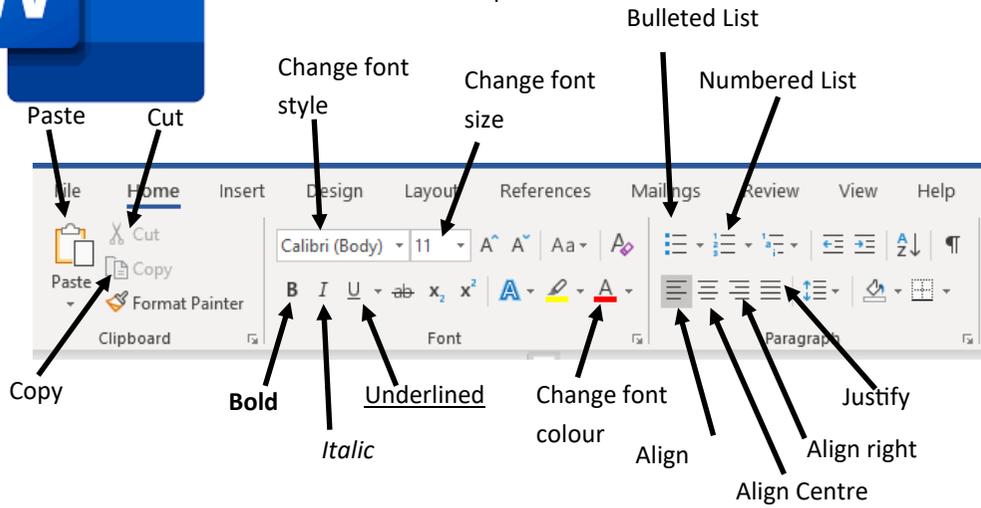


Key Word	Explanation
Save As	Used to save a document for the first time or when you want to save changes but keep the original.
Save	Used to save changes and updates to a document which has already been saved using 'Save As'
Layout	Refers to the layout of the document you are working on can include change orientation and margins
Portrait	Refers to the orientation of the document portrait means the shorter sides are at the top and bottom.
Landscape	Refers to the orientation of the document landscape means the shorter sides are on the left and right.
Print	Refers to printing out the document to a physical paper based copy.
Table	A frame used to layout objects or text into columns and rows.
Animation	Used in PowerPoint to build up objects on a slide. Animations can applied to entrances, exits and emphasis.
Transition	Used in PowerPoint to move from one slide to the next.
Bring Forward	Moves an object forward on the document so it can be in front of other object.
Send Back	Moves an object backwards on the document so it can be behind other object.
Bullet Point	A series of items preceded with a symbol instead of a number and usually tabbed in to help it stand out.
Numbering	A series of items preceded with a sequential number instead of a symbol and usually tabbed in to help it stand out.
Copy	Duplicating a section of a document and placing it in the clipboard so it can be pasted elsewhere (ctrl+C).
Cut	A command that allows you to "cut out" a selection of text or other data and save it to the clipboard (ctrl+X).
Paste	a command that allows you to insert data from the clipboard into an application (ctrl+V).





Word toolbar (however) you will see these same tools in almost all MS Office products.



MS Word is a word processor, we use it to create documents such as letters and memos. It can be used for types of documents but generally if it is text based its MS Word.



Notifications of what has been done within the team.

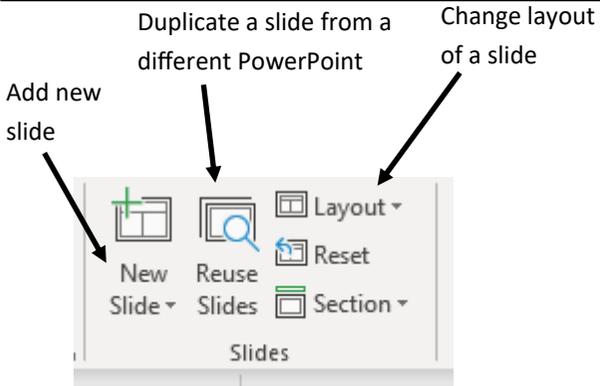


List of the teams you are a part of.

List of assignments that have been set.

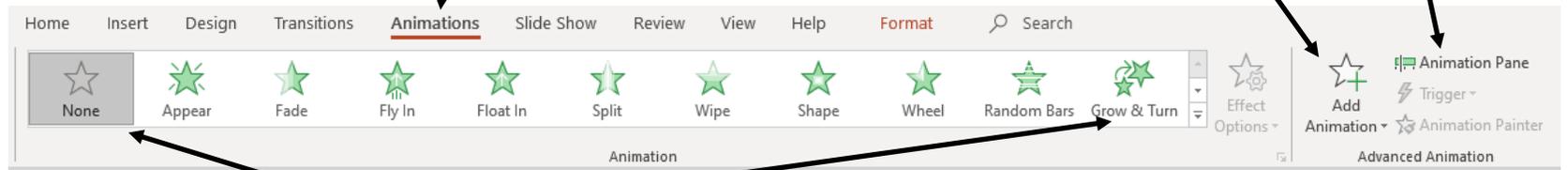
List of files that the teacher has attached to the class.

MS Teams is a piece of collaborative software used to share resources and hold meetings we also use NoteBook to set and complete work within Teams.



PowerPoint is software that helps create slideshows to support presentations you can set transitions between slides and animations to build the content of the slide.

Animations tab select to open animation options



Allows to add animations at different times: entrance, exit or emphasis.

Allows user to reorder the animations and how / when they appear

Different animation effects that can be applied.

