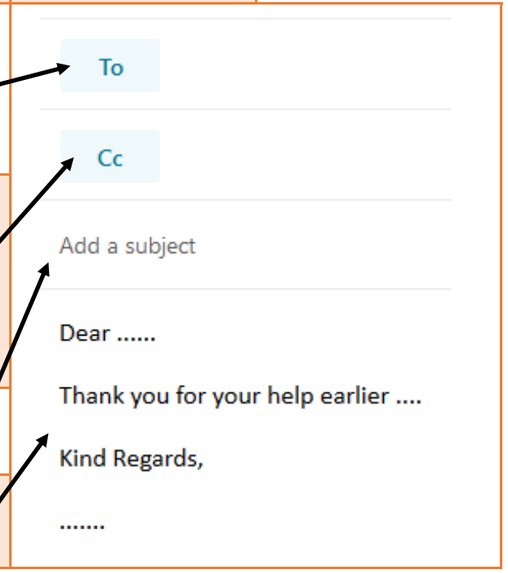
Unit 7.1 - IT Fundamentals

Year 7 Computer Science
Knowledge Organiser

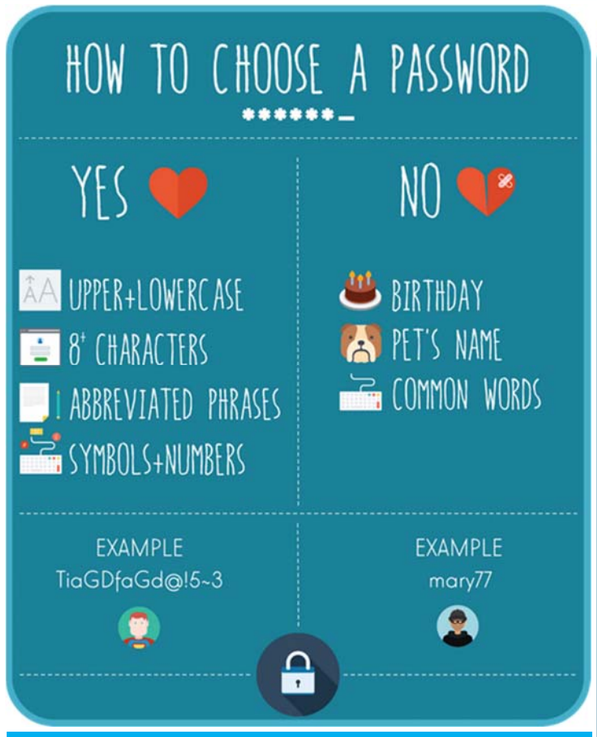
Key Vocabulary - Emails

Email	Electronic mail that is sent online to another person's account.	
To (email address)	The email address that you want to send your message to.	
Carbon Copy	Sends a copy of an email to an extra person so that they can see what you sent.	
Subject	The title of your message.	
Body	Where you type your message.	



You School Email Address

username@emmanuel.nottingham.sch.uk



Key Vocabulary - Microsoft Office

Toolbar	The row of options at the top of the screen.	File Home Insert
Ribbon	The row of extra options that appears under the **toolbar**.	New Slide, Layout, Reset, Section, Slides, Font
Tool	Any of the options on the **ribbon**.	Layout, Reset, Section, New Slide, Slides
Alignment	Which side of the page the text lines up with.	

Key Application Programs

	Microsoft Word
	Microsoft PowerPoint
	Google Chrome

Key Objectives

Identify the key dangers of being online.	
Explain how to avoid or deal with online dangers.	
Create and send a formal email.	

Key Vocabulary - Fonts

Font	The style of the text on the screen.	**Hello**
Bold	Makes the letters **thicker** so that they stand out.	**Bold**
Italic	Makes the letters slanted to show a word is being *emphasised.*	*Italic*

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