

Y7 Computing Term 1 Knowledge Organiser

Basic IT Skills

- **Access your Emails and other online apps at Office.com**
- **Keyboard Shortcuts**
 - **Snipping Tool (WINDOWS + SHIFT + S)**
 - **CTRL + C = Copy**
 - **CTRL + V = Paste**
 - **CTRL + P = Print**
 - **CTRL + X = Cut**
 - **CTRL + S = Save**
 - **ALT + F4 = Close Document**

Useful Reminders

- **Email Address: Username@chantryacademy.org**



E Safety

- **Cyberbullying: A form of bullying which takes place via social media or online**
- **Privacy: Knowing when and how to keep information from strangers or hackers**
- **Risks: Dangers we need to be aware of when online**
- **Reporting: The way we tell agencies, parents and teachers if we feel unsafe online**
- **CEOP: Child Protection Agency we report to when we feel unsafe online**