

Stanchester Academy
Year 7 Unit 1 Office 365 Knowledge Organiser

Key words – SET 1 – Word processing (MS Word)

1	Alignment	used to describe how text is placed on the screen, centred left or right aligned.
2	Bullet	a bullet is an asterisk, black dot, circle, or another mark found before the text.
3	Document	correct term for a file that you have created using a word processor or other text editor.
4	Font	a graphical representation of text that may include a different typeface, point size, weight, colour, or design.
5	Hard copy	alternatively referred to as a paper copy or print out.
6	Italic	<i>italic is a style of font that slants the letters evenly to the right.</i>
7	Orientation	the direction in which a document is displayed or printed, either vertical or landscape
8	Ribbon	the area just under the title bar that contains the Office menu, the Quick Access toolbar and a row of tabs,
9	Text wrap	wrapping controls how images are positioned relative to text.

Key words – SET 2 – Spreadsheet software (MS Excel)

10	Ascending order	the order from the smallest number to the largest number or from A to Z.
11	Cell	the intersection of a column and a row. (The rectangles/blocks on the page)
12	Cell reference	cell identification that is the intersection of the column letter and row number; sometimes called cell address.
13	Cell Styles	a defined set of formatting characteristics, such as fonts and font sizes, number formats, borders, and shading.
14	Data	numbers, text, dates, or times of the day that are used in Excel.
15	Fill handle	the small black square in the lower right corner of a selected cell used to copy text or a formula to adjacent cells.
16	Formatting	the process of determining the appearance of cells and the overall layout of a worksheet.
17	Truncated	cell contents that do not fully display in the cell.

Key words – SET 3 – Presentation Software (MS PowerPoint)

18	Animation	any type of motion or movement that occurs.
19	Editing	the process of making changes to the contents of a presentation.
20	Effect options	contains more advanced options you can use to fine tune your animations.
21	Graphic	the general term used to describe a drawing, clip art, or a photo.
22	Transitions	an animation effect that occurs when a presentation moves from slide to slide in Slide Show view.

Key words – SET 4- Online safety

23	Digital footprint	the trail of data you leave when using the internet.
24	Online Safety	the act of staying safe when using the World Wide Web (www) and social media.
25	Plagiarism	taking someone else's work or ideas and passing them off as one's own.
26	Cyber bullying	the use of electronic communication to bully a person, typically by sending messages of an intimidating nature.
27	Malware	software that is specifically designed to disrupt, damage, or gain unauthorized access to a computer system
28	Netiquette	the correct or acceptable way of using the internet i.e. being polite and respectful towards other users