Year 4: Computing and Online Safety

Multi-media
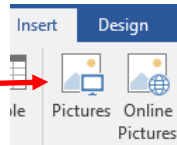
Ctrl **C** Copy

Ctrl **X** Cut

Ctrl **V** Paste

Pressing these keyboard buttons at the same time will create a shortcut for copying, cutting and pasting an object or text.
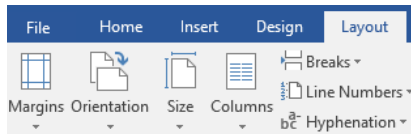
Insert pictures from your computer or the internet.

rotate the image

resize the image

The quick brown fox jumpt over the lazy dog.

If a word is underlined in red, it means there is a spelling mistake. You can solve it by clicking the right mouse button and selecting the correct spelling.

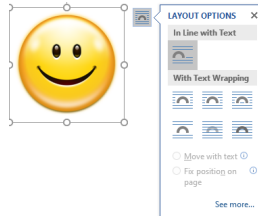Change the margins or orientation of your document in **layout**.

If you want to add a border, go to **design,** then borders.

To insert a table, select **insert**, then table.

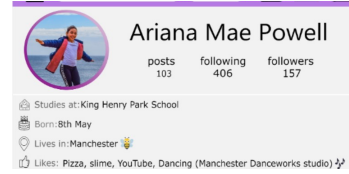If you add an image to text, you will need to check the text-wrapping.

To add a hyperlink, you need to copy the URL from a website:

https://www.timothyhackworthschool.co.uk/

Online Safety

Online profiles are what people show themselves as online. It can show:

- pictures
- where they live
- where they work
- date of birth
- interests

Ariana Mae Powell

posts 103   following 406   followers 157

Studies at: King Henry Park School
Born: 8th May
Lives in: Manchester
Likes: Pizza, slime, YouTube, Dancing (Manchester Danceworks studio)

'Real-life' is where you know the people and have met them in person, such as your family or friends.

Not everyone is who they say they are online. Some people may try to get to know your personal information for their own use.

Make your profile more private by:
- using an avatar as your picture
- using only your first name or nickname
- not sharing your personal information
- only allowing real-life friends to add you or find you

Be smart - when you post or comment online, it is there for everyone to see it. Think about how you might make others feel and how other people could perceive it.

Some people share fake news online, which can make people scared or open websites with viruses.

Make sure you know how to recognise true or false information online to keep yourself safe.

Vocabulary

align	moving text or images to the right, centre or left of the page
borders	lines or images on the outline of a page to frame it
copyright	when a company owns an idea, image or creation, they use copyright so others cannot use it without their permission
document	a piece of written, printed or electronic matter
edit	to change something
format	how something is set out on a page
margin	blank space between the text or images and the edge of the page
Microsoft Word	a word processor used for various paper documents
Office	software that includes Word, Excel, PowerPoint, Publisher, Outlook etc.
perceive	how people see or observe something
poster	a large sheet of paper, usually used to advertise
resize	make bigger or smaller
rotate	turn on its side or upside down
select	to choose something on a document
text wrapping	used to change where an image sits on a page
toolbar	shows different options to help edit your work

CRC - Article 29: All children have the right to be the best that they can be.
Article 19: All children have the right to be safe.

RIGHTS RESPECTING SCHOOLS