

COMPUTING AUTUMN KNOWLEDGE ORGANISERS



Microsoft Word, Email and OneDrive Knowledge Organiser

Essential guide to Microsoft Word, Email, and OneDrive for Year 5 & 6 students.

Microsoft Word Basics

Document

File containing text, images, tables.

Ribbon

Toolbar with tabs for different functions.

Cursor

Blinking line showing insertion point.

Word Shortcuts

Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + X	Cut
Ctrl + Z	Undo
Ctrl + S	Save

Key Word Features



Bold

Makes text thicker and darker.



Italics

Makes text slanted to right.



Underline

Adds line under text.



Align

Controls text alignment on page.

Email Basics

1 **Address**
Unique identifier for sending/receiving messages.

2 **Inbox**
Where incoming emails are received and read.

3 **Sent Items**
Folder showing emails you've sent.

4 **Drafts**
Unfinished emails saved for later.

Email Etiquette

- Be polite and use respectful tone
- Write clearly and to the point
- Check spelling and grammar
- Reply promptly to messages

OneDrive Overview

Online storage for files. Access anywhere with internet.

OneDrive Features

Access

View/edit files from any device.

Backup

Keeps files safe if device breaks.

Sharing

Easily share files with others.

Microsoft Word, Email and OneDrive Knowledge Organiser

Essential guide to Microsoft Word, Email, and OneDrive for Year 7 & 8 students.

Email Basics

Definition

Electronic mail for sending messages over the internet.

Components

Email address, inbox, sent items, drafts, trash.

Functions

Send, reply, forward, and manage messages.

Microsoft Word Basics

Definition

Word processing application for creating and editing documents.

Key Features

Document creation, formatting, printing, and collaboration tools.

Interface

Ribbon toolbar with tabs for different functions.

Email Etiquette

- 1 Clear Subject Line**
Summarise email content concisely.
- 2 Professional Tone**
Use proper greetings and closings.
- 3 Proofread**
Check spelling and grammar before sending.
- 4 Be Concise**
Keep messages brief and to the point.

Word Ribbon Tabs



Home

Font, paragraph, and style options.



Insert

Add pages, tables, pictures, and links.



Design

Apply themes and page backgrounds.



Layout

Set margins, orientation, and page size.

OneDrive Usage Tips

- 1 Organise Files**
Use folders and clear naming conventions.
- 2 Share Responsibly**
Set appropriate permissions when sharing files.
- 3 Collaborate**
Work on documents simultaneously with others.
- 4 Stay Secure**
Use strong passwords and sign out on shared computers.

Word Shortcuts and Functions

Ctrl + N	New document
Ctrl + S	Save document
Ctrl + C	Copy text
Ctrl + V	Paste text

OneDrive Overview

Definition

Cloud storage service for file access and sharing.

Features

File storage, sharing, and real-time collaboration.

Benefits

Access anywhere, automatic backup, easy sharing.