

# 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	Сору
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.

Folder showing emails you've sent.

3 Sent Items

2 Inbox

Where incoming emails are received and read.

4

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**

# **OneDrive Features**

Online storage for files. Access anywhere with internet.

Access Backup

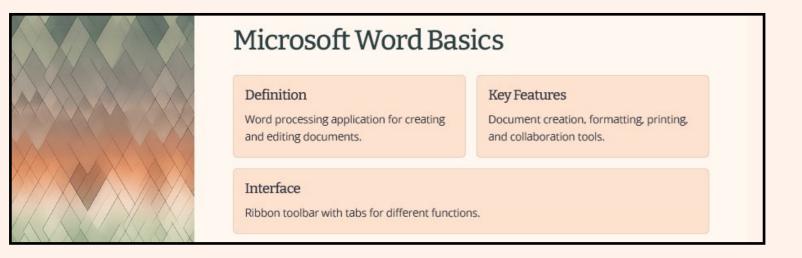
View/edit files from any device. Keeps files safe if device breaks.

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.



# Word Ribbon Tabs



Home









Font, paragraph, and style

Insert

Add pages, tables, pictures, and links.

#### Design

Apply themes and page backgrounds.

#### Layout

F

Set margins, orientation, and page size.

## **Word Shortcuts and Functions** Ctrl + N New document Ctrl + S Save document Ctrl + C Copy text Ctrl + V Paste text

# **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.

# **Email Etiquette**

Clear Subject Line

Summarise email content concisely.

Proofread

Check spelling and grammar before sending.

Professional Tone

Use proper greetings and closings.

Be Concise

Keep messages brief and to the point.

# OneDrive Usage Tips

Organise Files

Use folders and clear naming conventions.

Share Responsibly

Set appropriate permissions when sharing files.

Collaborate

Work on documents simultaneously with others.

Stay Secure

Use strong passwords and sign out on shared computers.

# **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.