

COMPUTING AUTUMN KNOWLEDGE ORGANISERS





Computer Care:

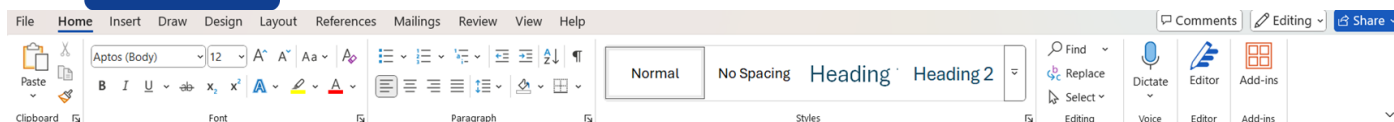
- Do not eat or drink near the computer.
- Use gentle hands on the keyboard and mouse.
- Log off or shut down properly when finished.
- Do not move the screens from their original position

Vocabulary:

- Login** – The process of entering your username and password.
- Icon** – A small picture representing a program.
- Ribbon** – The toolbar at the top of Word.
- Insert** – To add something (like an image) into your work.
- Wrap Text** – A tool to move text around an image.



A word document is a digital file you create to write and present text, images, and tables. You use word-processing software (e.g., Microsoft Word, Google Docs) to plan, draft, edit, and publish work.



What is the 'Ribbon'?

- Home**- All things to do with writing and formatting writing.
- Insert**- Adding pictures, tables, graphs and shapes.
- Draw**- Drawing with a pen or touch screen.
- Design**- Changing the look of the document you are working on.
- Layout**- changing margins and spacings between different things.

Useful shortcuts

1. Ctrl+C (Copy) | Ctrl+X (Cut) | Ctrl+V (Paste)
2. Ctrl+Z (Undo) | Ctrl+Y (Redo)
3. Ctrl+B (Bold) | Ctrl+I (Italic) | Ctrl+U (Underline)
4. Ctrl+S (Save) | Ctrl+P (Print) | Ctrl+F (Find)

E-Safety and Digital Etiquette

1. Use copyright-friendly images and credit sources.
2. Do not share personal information in headers, footers, or document text.
3. Keep language respectful and appropriate for school.
4. Ask before sharing or printing someone else's work.



OR



Online Pictures:
Online pictures is on Microsoft word. We search for the thing we want and it will give us images that have been **filtered** and doesn't contain anything that you shouldn't see.

Web Browsers:
Web browsers can be used to search for images as well. They give you more options but some of the images may not be appropriate.

Vocabulary:

- Layout**- Page setup (margins, orientation, columns).
- Insert**- Add items like images, tables, page numbers.
- Save/Save As**- Keep your work and choose name/location or a new version.
- Format**- How text looks (font, size, colour, alignment, spacing).



Fraud Emails

Fraud emails are becoming a bigger thing every year so what can we look out for when we are suspicious of an email?

- Spelling Mistakes
- Email address is wrong
- Too good to be true
- Not specific
- Ask for too much personal information

Debugging

Debugging is a multi-step process that involves:

Identifying a problem

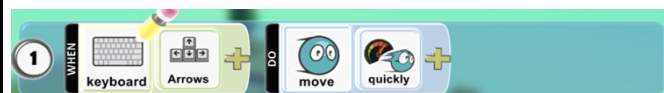
Isolating the source of the problem

Correcting the problem or finding a way to work around it.

The final step is to test the correction to make sure it works.

Programming a Character on Kodu

Programming a character in Kodu allows the characters to actively respond to certain situations that you programme within your world.



You character will follow a when/ do role within your world.

Top Tips

- Keep rules simple and clear.
- Test your game often.
- Use scores and timers to make it fun.
- Add challenges (like enemies or obstacles).
- Always debug if something doesn't work!



Vocabulary

Kodu – A visual programming language where you create games using characters and worlds.

World – The environment or place where your game happens.

Character – A creature or object in the Kodu world (e.g., robot, fish, apple).

Programming – Giving instructions to characters so they know what to do.

Debugging – Finding and fixing mistakes in your game rules.

Phishing – A fake message (email, text, or link) that tries to trick you into sharing personal information.

Scam – A dishonest trick used to steal money or details.

Virus – Harmful software that can damage your computer.

Personal information – Private details like your name, address, password, or bank details.

Spam – Junk or unwanted emails.

Key Skills for Making Games

Design your world – Build terrain (grass, water, hills). Add objects and characters.

Add rules – Use *When... Do...* to make characters act.

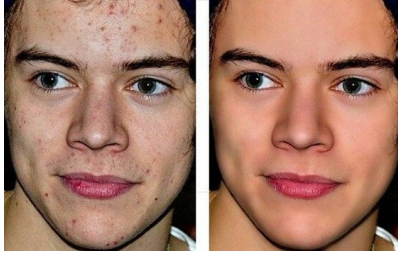
Test your game – Play it yourself. Does it work as you expected?

Debugging – Fix problems (characters not moving, wrong score, etc.).

Improve your game – Add scores, enemies, power-ups, or timers to make it fun.



Modifying Images



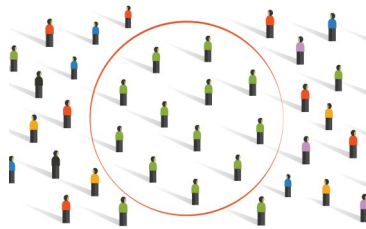
- People will modify images to create a false sense of reality,
- A lot of people do this because they are insecure about a part of themselves or a part of their lives.
- Some websites like gossip sites will modify an image to stir up fake news or drama in order for people to engage in 'clicks'.

Vocabulary

- Modify**– To change or augment something .
- Bias**- A preference or prejudice that can lead to unfair outcomes.
- Representation**- How different people are shown or included.
- Racism**- prejudice, discrimination, or antagonism by an individual, community, or institution against a person or people on the basis of their membership of a particular racial or ethnic group, typically one that is a minority
- Media**– The means of communication which reach a large sum of people.
- Free speech**– The belief that we can express our beliefs this stops at hatred and discrimination.

Stereotype

It is a false or generalized, and usually negative, conception of a group of people that results in the unconscious or conscious categorization of each member of that group without regard for individual differences.



Racism in the Media

Statistics show that racism within the media has been growing more over the past 5 years.

People believe that this is the result of social media and people express their own beliefs more 'behind a keyboard' as the general consensus is that they will not be reprimanded for their actions.

What is extremism

An extremist shows extreme behaviours or holds extreme or radical views.
E.g. a terrorist holds an extreme view.

A terrorist will create an act to impose fear on the public in the name of an extremist cause.

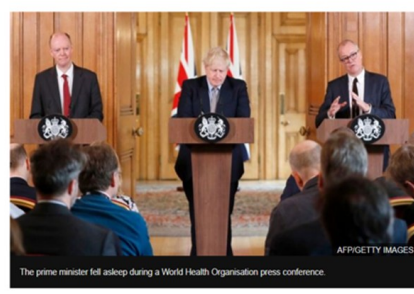


Extreme behaviour and attitudes don't have to be political.
Pro-Ana groups promote anorexia in children.
More than 1.6 million people in the UK are affected by eating disorders.

Boris Johnson falls asleep standing up at a podium.

8 minutes ago

Coronavirus pandemic




The prime minister fell asleep during a World Health Organisation press conference.

Boris Johnson was described as a "lazy buffoon" by the two world leaders stood next to him.

Fake News

Fake news or information disorder is false or misleading information claiming the aesthetics and legitimacy of news. Fake news often has the aim of damaging the reputation of a person or entity, or making money through advertising revenue.

With the emergence of AI, fake news is becoming more common to the point where videos can be created of a person talking on camera and they have never said it at all.





Stay SMART Online

S	M	A	R	T
Stay SAFE!	Don't MEET up!	ACCEPTING	RELIABLE	TELL someone!
Don't give your address, phone number, social media handles, or school name to online strangers.	Don't meet someone you met online without checking with a parent or guardian first.	Don't accept friend requests or files from people you don't know.	Stop the spread of misinformation by relying on trustworthy sources, family, and friends.	If you see something, speak up! If something seems off, tell a responsible adult.

Protecting Personal Information

It is so important to protect your information on the internet, and you must never share information online so that the world can see.

Never share:

Address, Your School address, Phone number, email or passwords

Being safe online

Report anyone who is being a bully online, protect your accounts by choosing a unique and safe password, do not share any information with people who are not your family, be careful about phishing emails, have a different password for each account you have.

Why do people augment photos

On social media it has become the common thing now to augment your photos and change them to give a different perception to others online.

We want to trick others and make them believe something that isn't necessarily true because we are not happy with something.

This originally started in magazine shoots but has slowly crept into society and is now a common thing to do before posting a picture.



Vocabulary– Editing images

- Edit** – To change or improve an image.
- Filter** – A preset effect that changes colours, tones, or mood.
- Crop** – Cutting out unwanted edges of a photo.
- Rotate** – Turning an image around.
- Clone** – Copying part of an image to cover or replace another part.
- Sponge** – A tool that makes colours stronger (saturate) or weaker (desaturate).
- Saturate** – Making colours brighter and more intense.
- Whiten** – Making teeth, eyes, or backgrounds lighter.

Influencers

An influencer is a person with the ability to influence the potential buyers of a product or a culture in society.

They normally are attractive or popular people that share Instagram (or other social media) posts using a product or being seen in a place to promote

Vocabulary– Internet safety

- Cyberbullying** – Bullying that happens online, through messages, social media, or games.
- Digital footprint** – The trail of information you leave online (posts, photos, comments, etc.).
- Privacy settings** – Controls on apps or websites that let you decide who can see your information.
- Strong password** – A password that is hard to guess, usually with letters, numbers, and symbols.
- Phishing** – Fake messages (emails, texts, links) that try to trick you into giving personal information.
- Malware** – Harmful software (like viruses) that can damage your computer or steal information.
- Spam** – Unwanted or junk emails/messages, often advertising or scams.
- Scam** – A trick used to steal money or information online.
- Hacker** – Someone who breaks into computers or accounts, usually without permission.