

Year 4 - Knowledge Organiser – Information technology

Key Facts

- MS Word is a word processing program used for creating documents.
- Spell check is used to correct misspelled words.
- A keyboard shortcut is a combination of keys that allows the user quick access to a particular function.
- Images can be inserted into documents.
- Data is information such as facts and numbers.
- Data is collected to answer questions.
- A data logger is a digital device that can collect data over time and store it.
- The data loggers should be used to log data over time, rather than being used to take individual readings.
- Input devices allow data to be entered into a computer. Keyboards, mice, and microphones are all input devices.
- A sensor is a type of input designed to allow computers to capture data from the physical environment.

Key Vocabulary

- Word processing
- Shortcuts
- Data
- Data logger
- Input
- Sensor
- Analyse
- Filter
- Review
- Conclusion

Keyboard Shortcuts

Ctrl + A	= Select All	Ctrl + U	= Underline
Ctrl + C	= Copy	Ctrl + I	= Italics
Ctrl + X	= Cut	Ctrl + K	= Hyperlink
Ctrl + V	= Paste	Ctrl + S	= Save Post
Ctrl + B	= Bold	Ctrl + Z	= Undo

Data loggers

