Year 7 Computer Science Using Media Knowledge Organiser
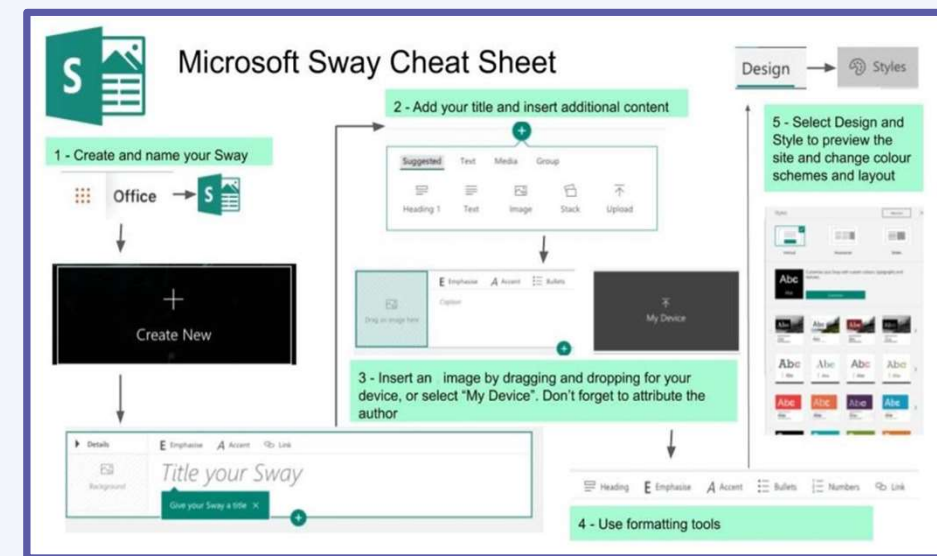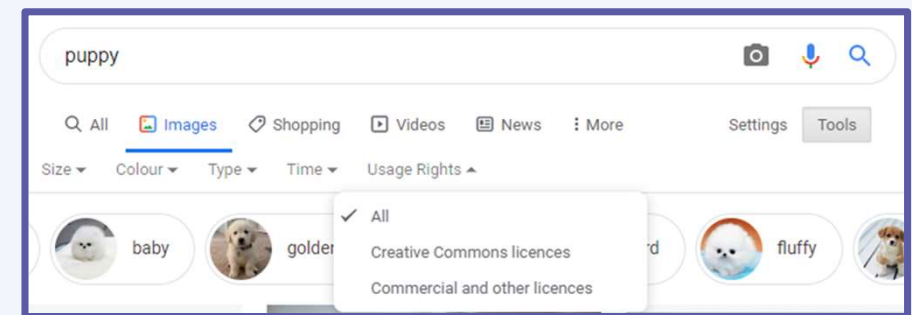
Key Word	Definition
Application Software	A kind of software that performs specific functions for the end user by interacting directly with it.
Word Processor	A type of software application used for composing, editing, formatting and printing documents.
Formatting	Changing the appearance of a document.
Fonts	A set of printed letters, numbers, and other symbols of the same style.
Icons	An image on the computer screen that represents an application, a capability, or some other concept.
Appropriate	Suitable or proper in the circumstances.
Copyright	A legal right, which protects the copyright owner and/or the creator of a work.
Licensing	A contractual agreement between the copyright owner and user which sets out what the user can do with a work.
Creative Commons	One of several public copyright licenses that enable the free distribution of an otherwise copyrighted "work".
Text Wrapping	A feature supported by many word processors that enables you to surround a picture or diagram with text.
Cropping	The trimming or masking of unwanted edges or areas of an image.
Recolouring	The process of adjusting image colours
Credibility	The fact that someone/something can be believed or trusted.
Source	A place, person, or thing from which something originates or can be obtained
Audience	The group of people for whom you are developing your work.
Citation	A word or piece of writing taken from a written work.
Paraphrase	To repeat something written or spoken using different words, often in a humorous form or in a simpler and shorter form that makes the original meaning clearer.

Key Word	Definition
Plagiarism	The process or practice of using another person's ideas or work and pretending that it is your own.
Referencing	Indicating which information or ideas are derived from an 'outside' source and providing details about that source.
Blog	A regularly updated web page that is written in an informal or conversational style.

Icon	Name	Description
	Spreadsheet software	Made up of rows, columns and cells. Used mainly for holding formulas to automatically complete calculations. Real-world use: A building company would use this software to add in all of the materials and costs for a project in order to give their invoice/bill to the customer.
	Word processing software	A modern-day typewriter used for typing text and changing the appearance of the text (such as making text bold or changing the colour). Real-world use: A supermarket would use this software to write a letter to their customers to let them know of new offers that they have in store.
	Email software	Software that allows you to read and compose electronic messages that are sent between recipients across the network. You can send messages to multiple people at the same time and include attachments. Real-world use: A teacher would use this software to send homework as an attachment to all members of the class. Each member of the class would then have their own copy of the worksheet.
	Image editing software	Software that allows you to create or edit images. It includes tools such as overlaying text, cropping, and recolouring. Real-world use: A publisher would use this software to create the front page of a magazine.
	Presentation software	Software that allows you to present information in the form of a slide show. The presenter would use this to provide a visual aid to support what they are saying. Real-world use: A history teacher would use this software to show examples of castles so that learners can understand the key parts of the castle that the teacher is discussing.
	Web authoring software	Software that creates web pages/websites without you having to write code. You can write, edit, and position text, add images, and embed videos, and the software will write the required code for it. Real-world use: A start-up business would use this software to build a website to promote their services and display their contact details.

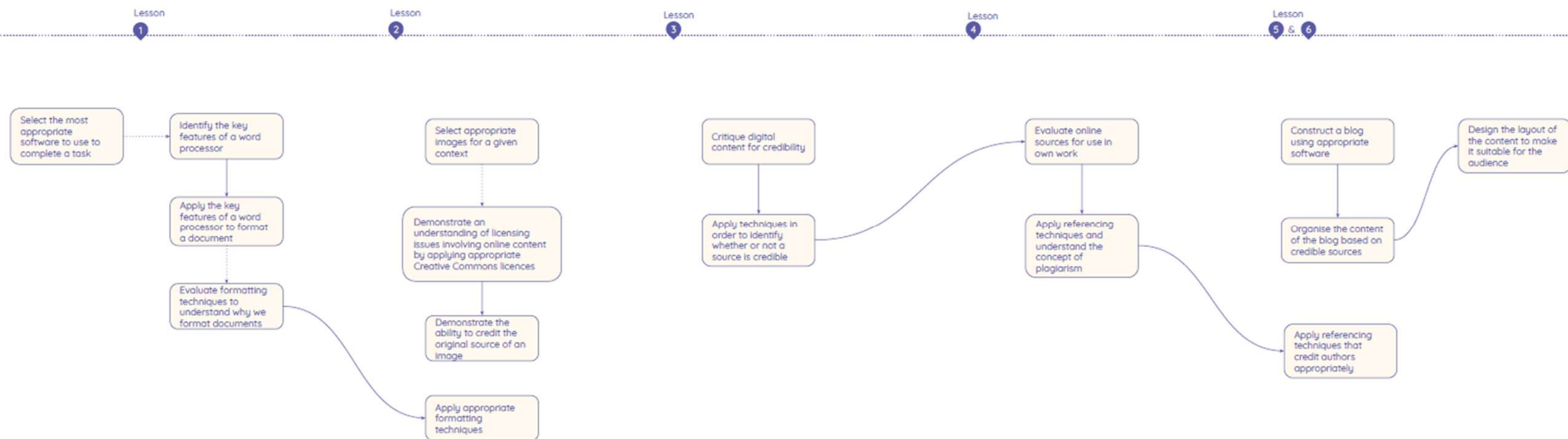| Tool Icon	Tool Name	Brief Description
B	Bold	Changes the text to be bold, i.e. thicker and more noticeable
Arial	Font	Allows you to change the style/appearance of the text
	Centre Align	Moves the text so that it is in the middle of the page, rather than having a margin on the left- or right-hand side of the page
A	Text Colour	Allows you to change the colour of the text
	Bulleted List	Allows you to create a bullet-pointed list

Creative Commons licence	Licence icon/image	Credit the original author	Use it commercially	Edit/remix the original	Distribute/share with others in edited form	If remixed, must apply the same Creative Commons licence
Attribution	CC BY	YES	YES	YES	YES	
Attribution-ShareAlike	CC BY SA	YES	YES	YES	YES	YES
Attribution-NoDerivs	CC BY ND	YES	YES			
Attribution-NonCommercial	CC BY NC	YES		YES	YES	
Attribution-NonCommercial-ShareAlike	CC BY NC SA	YES		YES	YES	YES

Microsoft Sway Cheat Sheet

1 - Create and name your Sway
2 - Add your title and insert additional content
3 - Insert an image by dragging and dropping for your device, or select "My Device". Don't forget to attribute the author
4 - Use formatting tools
5 - Select Design and Style to preview the site and change colour schemes and layout

Assessment Rubric

	Emerging [1-3]	Expected [4-7]	Exceeding [8-10]	Score
Audience	☐ Some evidence of thought for the audience	☐ Has appropriately identified the audience ☐ There is some evidence that content is tailored for the audience	☐ Has identified the audience ☐ It is clear that the content is fully appropriate for the audience	
Sources	☐ Has used at least one source to support argument ☐ Source is not fully or appropriately referenced ☐ There is no indication of credibility	☐ Has used two or more sources of information ☐ Sources are referenced appropriately ☐ It can be proven that some information came from credible sources	☐ Has used a range of sources to support their argument ☐ All sources are fit for purpose ☐ All sources are referenced appropriately ☐ Credibility of sources has been justified	

Formatting	☐ Blog has a number of formatting errors still left to correct
	☐ Some additional features have been added to the document, but not always appropriately
		☐ Blog has been formatted appropriately
		☐ Few improvements are needed
		☐ Has appropriately included most of the following features:
		   ○ bullet points
		   ○ alignment
		   ○ font style and size
		   ○ titles
		   ○ colour
			☐ Blog has been formatted appropriately
			☐ No improvements are needed
			☐ Has appropriately included most of the following features:
			   ○ bullet points
			   ○ alignment
			   ○ font style and size
			   ○ titles
			   ○ colour
			☐ Has also independently investigated other features to utilise	

Images	☐ Images have been added, but they are not fit for purpose ☐ Other than resizing, no image editing has taken place ☐ Not all images are attributed to the author	☐ Images are mostly suitable for the blog ☐ At least one image has been edited (cropped/text wrapped, recoloured) appropriately to fit with the text ☐ All images are attributed to the author	☐ Images are all suitable for the blog ☐ Where appropriate, the images have been edited (cropped/text wrapped, recoloured) to fit with the text ☐ All images are attributed to the author	

Learning Graph

Select the most appropriate software to use to complete a task

Identify the key features of a word processor

Apply the key features of a word processor to format a document

Evaluate formatting techniques to understand why we format documents

Select appropriate images for a given context

Demonstrate an understanding of licensing issues involving online content by applying appropriate Creative Commons licences

Demonstrate the ability to credit the original source of an image

Apply appropriate formatting techniques

Critique digital content for credibility

Apply techniques in order to identify whether or not a source is credible

Evaluate online sources for use in own work

Apply referencing techniques and understand the concept of plagiarism

Construct a blog using appropriate software

Design the layout of the content to make it suitable for the audience

Organise the content of the blog based on credible sources

Apply referencing techniques that credit authors appropriately

Design and Development

Selected appropriate images

Applied formatting techniques

Checked digital content for credibility

Found useful information online for use in blog

Used citations to credit sources

Created a blog

Evaluated your own and other's work against a rubric

Responded to feedback by tweaking your work

Effective Use of Tools

Identified used and evaluated key features of a word processor

Selected appropriate images for a context

Demonstrate the ability to credit the original source of an image

Use techniques to tell if a source is trustworthy

Created a presentation using presentation software

Constructed a blog and created content

Design layout and content for audience

Creating Media

Selected appropriate images

Applied formatting techniques

Constructed a blog

Created content for the blog

Designed layout of content for the audience

Responded to feedback by altering your work

Safety and Security

Selecting appropriate images

Crediting sources of images

Checking content for credibility

Use techniques to check a source is trustworthy

Searching the internet safely

Use citations and recognise plagiarism

Evaluate online sources of information