YEAR 7   **Autumn Term 2: Using Office functionality**

Key Vocabulary for Lessons

Desktop	The first screen presented to a user on a computer usually containing icons and menus
Digital	Information stored using 1s and 0s (binary)
Word processor	A program allowing the manipulation of text on a screen. The text can be formatted – make bold, size increased, colour added – along with many other tools. Has replaced the old-fashioned typewriter
Presentation	Program enabling the user to create simple slideshows or complex presentations
Layout	The arrangement of text, graphics, and other digital media on a digital product
Content	The information presented in a digital product such as the text, the choice of images and other media used with a purpose for a specific audience.
Audience	The target at whom a digital product is aimed which may be identified by gender, age, location, economic means or lifestyle
Purpose	The reason for creating a digital product

GCSE Pod Homework

- Homework will be set via Seneca every *two* weeks.
- You will be given a set of questions alongside short videos.
- These will be based on what you have learnt over the previous two weeks.

Additional Opportunities

If you wish to further develop your skills and knowledge for GCSE Computer science, you can use the following links:

https://www.teach-ict.com/v/ks3/ks3_home.html - Teach ICT

https://www.bbc.co.uk/bitesize/subjects/z8mtsbk BBC bitesize