

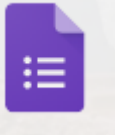
Year 4: Information Technology

Key Learning

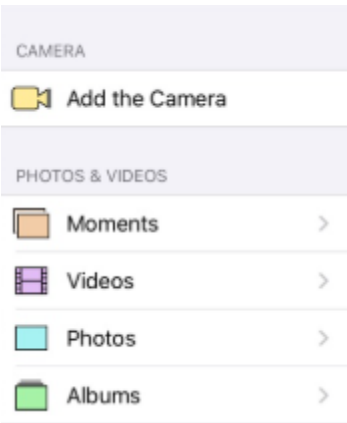
You can use **keyboard short cuts** to cut, copy, paste and delete text.



The font choice and size of the text needs to be appropriate for the audience. A title will need to stand out, but the rest of the writing will all need to be consistent and uniform.



Google forms is used to help create online questionnaires.



Google Slides can be used to create interactive books and **presentations**.



You can **import** pre written questions into google forms.

If you are using a Microsoft computer you would use Powerpoint.



The **Spellcheck** button will allow you to check your work for any spelling or grammar errors.

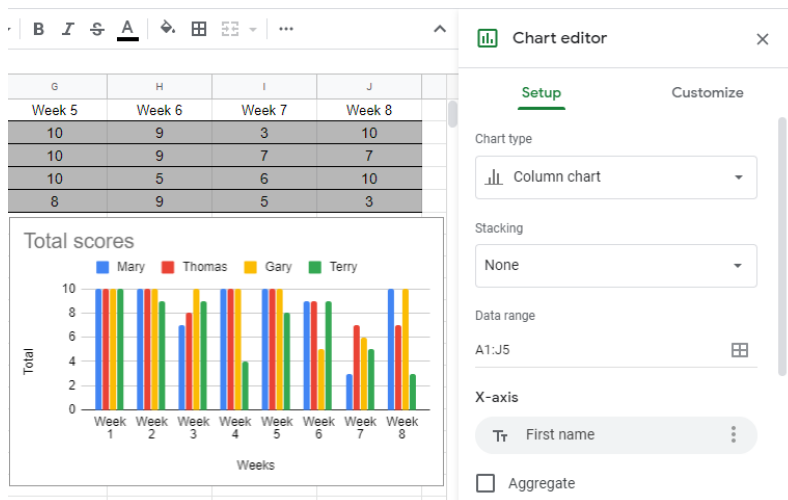


Hyperlinks are used to link a piece of text or an image to another part of the application or link to a website.

Using **animated backgrounds** is possible with a green screen, as well as fixed pictures.



Thinglink is an example of an app that allows you to add interactive **digital content** to images.



Data can be inputted into **spreadsheets**. Once inputted, the data can be **exported** in different ways.

You can **export data** into a graph or chart.

This could be a bar chart, pie chart or line graph.

Key Vocabulary

Keyboard Shortcuts	A key or combination of keys providing quick access to a particular function
Font	A style of writing portrayed on a digital device
Interactive	A two way flow of information between a computer and its user
Spellcheck	An application used to check the spelling in a text
Animated/Animation	A film or image using movement and sequence
Hyperlink	A word, phrase or icon that you can click on to jump to a new or different document or website
Digital content	Content that is presented on a digital device