Year 9 – Digital Literacy

What do I need to be able to do?
By the end of this unit, you should be able to:

- Use files and folders to organise your work
- Use Teams for your Homework and Online learning
- Use One Note for Computing lessons
- Use email
- Search the Internet effectively
- Use MS PowerPoint
- Use MS Word
- Use MS Excel

Keywords
Files: Used on the computer to store data
Folders: an area on the computer containing other folders and files and helps keep the computer organised
Image: picture that has been created or copied and stored in electronic form
Subject: Used to tell the recipient what the email is about
carbon copy: Used to send a copy of the email to somebody else
Web Browser: Used to access the Internet
Internet: A global computer network providing a variety of information
Format: Change the way something looks (colour, font, size)
Tools: Used to format the documents
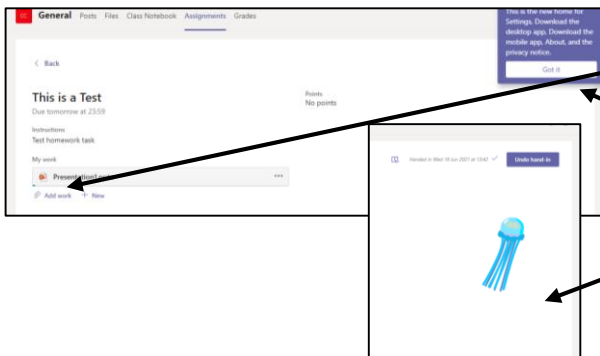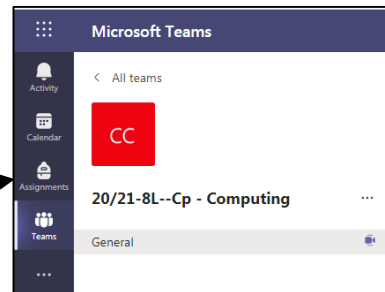**Formula** – used for calculations within Excel

www.office.com

firstname lastname20@shuttleworth.lancs.sch.uk

Using Teams - Homework

- Click on assignments

- You should see the list of homework that has been set

- When you click on one it will then tell you the instructions on what to do

- If you click 'add work', you can then find the work you have completed and want to hand in

- Once uploaded, click hand in (blue button on the right hand side)

- It will then tell you that you have handed it in

- If your teacher is giving you a mark for your homework – you can view it through grades

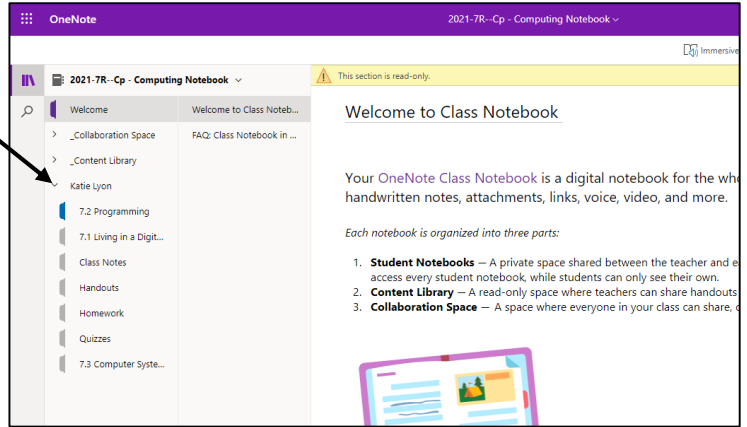- You can also view the ones you have handed in through your assignments tab
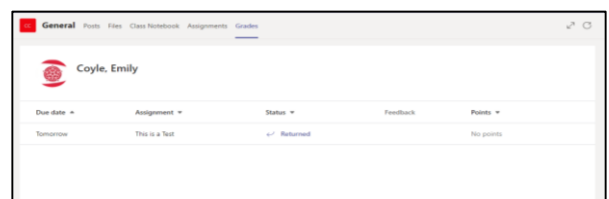
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Using One Note

- Click on your name on the left hand side

- This is now your Computing exercise book

- You should see the topics we are doing this year

- This is where you will access your work for the year

Using Email

Who the email is going to – if you start typing their last name it will come up with their address

Cc stands for carbon copy – used to copy somebody else into the email

Having a subject is important – it tells the user what the email will be about, similar to using a title at the beginning of your written work!

This is where you write your email.

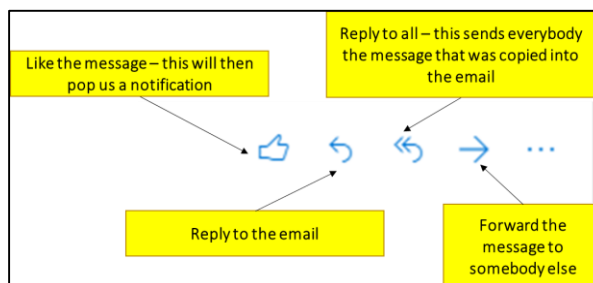*Email etiquette is important. If you are writing to a teacher or a company then it would need to be formal*

Dear [recipients name (Mrs Boothman)],

Your message (Please could you help me with my Computing homework as I am really stuck)

Thank you/Kind regards
Your name

If you want to attach a document then you would click on the paper clip

Reply to all – this sends everybody the message that was copied into the email

Like the message – this will then pop us a notification

Reply to the email

Forward the message to somebody else

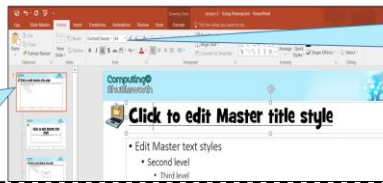# Year 9 – Digital Literacy

Using MS PowerPoint

PowerPoint skills: Master Slide

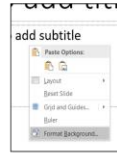Used to set the theme of your presentation so that you don't have to copy each slide for the same colours, fonts etc
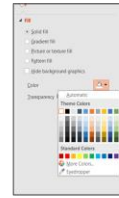
Click View – Slide Master

Ensure you choose slide 1

Select your fonts and size for title and paragraph

Click to edit Master title style

PowerPoint skills: Change background

add title
add subtitle
Paste Options:

Right click – Format Background

You can then choose the colours to use. For a background, you wouldn't want anything too bright – choose a light shade/pastel colour

PowerPoint skills: Adding Text

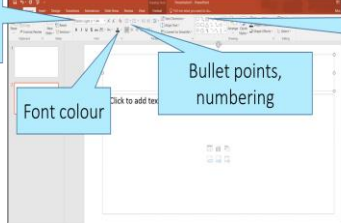When you add a new slide, you usually already have text boxes
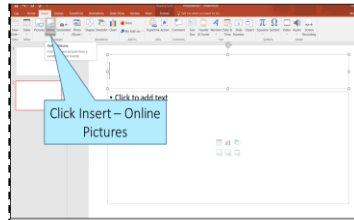
Change the font and size here
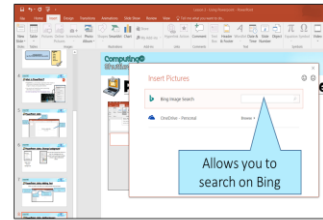
You can add a text box here

Bullet points, numbering

Font colour

PowerPoint skills: Adding Images

Click Insert – Online Pictures

Insert Pictures
Bing Image Search
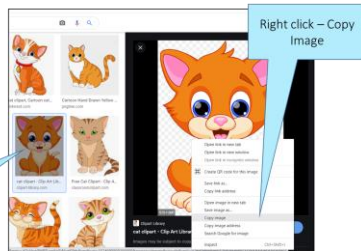
Allows you to search on Bing

OR you could use images off Google…

PowerPoint skills: Adding Images

Go on Google, type in what you want to find. Click on images

Click on the picture you want

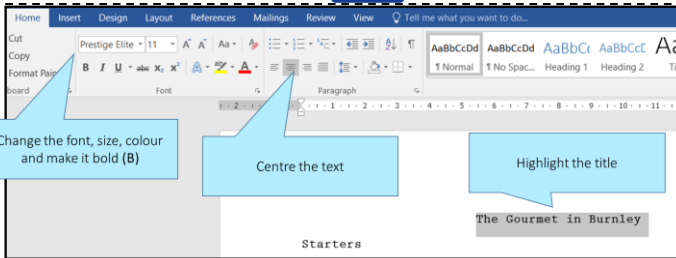Right click – Copy Image

PowerPoint skills: Adding Images

Right click - paste

Paste Options:
Use Destination Theme (H)
Reset Slide
Grid and Guides…
Ruler
Format Background…

Select the image, you then have all of these different options to format the picture

Using MS Word

Change the font, size, colour and make it bold (B)

Centre the text

Highlight the title

The Gourmet in Burnley

Starters

Click on the bullet point icon
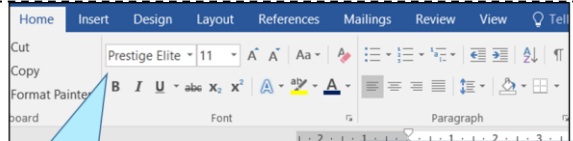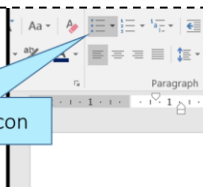
Change the font, size, colour and make it bold (B)
Don't make these as big as your title!

Highlight the text (starters, main courses and desserts)

Starters
Main Courses
Desserts

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Using MS Excel

Using Excel: Creating a page

Format the font and shade the cells

Make sure the first tab is clicked at the bottom

Using Excel: Creating a page

Add 3 names and for each one, their three scores

Each score needs to be formatted as a number
- Highlight all of the scores
- Right click – format cells
- Change it to number – 0 decimal places

Calculating the Sum:
Click in E2:
=sum
Highlight the cells B2 – D2 as these are the cells we are adding up
Press Enter

Calculate the total for the other two people using SUM.
Remember to use = at the beginning

Remember all formulae start with an = sign

Formula Skills

Click on the second tab along – Formula Skills

The first one is using add.
- Type = (all formulae start with this!)
- D5
- +
- F5
- Press Enter

Answer
=D5+F5

The next one is using subtract
=D7-F7

The next one is using multiply – this is the asterix * on your keyboard
=D9*F9

The next one is using divide – this is the forward slash / on your keyboard
=D11/F11

Using the built in functions

Total

How do we calculate the total?
- Type = (all formulae start with this!)

=sum(H5:H23)
SUM(number1, [

Finding the highest number in the list
=max(H5:H23)

Max	0
Min	0
Average	0

Finding the lowest number in the list
=min(H5:H23)

Finding the average of the numbers in the list
=average(H5:H23)