

Knowledge Organiser

Year 4 – Autumn Term – Collaborative Learning

What I should already know	Key Knowledge				Key Vocabulary
<p>How to use an online account to send a simple email.</p> <p>What behaviour is inappropriate online and how to report it.</p>	<p>What is collaboration?</p>	<p>When you collaborate it means you are working with others to achieve a specific goal. You can work together online on presentations, documents and spreadsheets.</p>	<p>What is a Spreadsheet?</p>	<p>A spreadsheet is a file type where you can input, sort and analyse data across a series of cells. Formula can be written to output mathematical solutions.</p>	<p>e-Document – An electronic file which can contain text, images, tables and charts.</p> <p>Email – Electronic-mail which allows us to send messages and files from one account to another over a network.</p> <p>Icon – A small image which represents something or someone.</p> <p>Insert (file) – To attach or place a file into an email or document.</p> <p>Link – A line of text that, when clicked, directs you to another website or document.</p> <p>Reply – To say or write a message in response to something that has been said to you.</p> <p>Reviewing Comments – Looking at comments written by others on a document to help the collaborative process.</p>
<p>Things I need to know</p>					
<p>How to work on a collaborative document.</p> <p>How to create a Microsoft Form with a range of different question types.</p> <p>How to export data to a spreadsheet, highlighting data, using conditional formatting and calculating averages and sums of numbers.</p>	<p>How can you collaborate on an online document?</p>	<p>First you must share your presentation, document or spreadsheet. This means you show or give access to a part of something you have created to someone else. They can then</p>	<p>What is presentation software?</p>	<p>Presentation software is a program that allows you to insert information into slides ready to share with others.</p> <p>Effects such as transitions can be</p>	
<p>This will help me in the future:</p>					

<p>To collaborate on digital learning across the curriculum.</p>		<p>add to and edit what has been created. When working on an online document you can leave comments which are little notes to express your opinion on something.</p>		<p>applied to a presentation. Transition occur between slides, images or video clips.</p>	<p>Transition – Effects that can be applied to occur between slides, images or video clips.</p>
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