Wodensfield Primary School

Y5 - Knowledge Organiser – Information Technology

Key Facts

- The CTRL key can be pressed with other keys for keyboard shortcuts.
- A database is a collection of data that is stored in a computer and that can easily be used and added to.
- Some searches will involve using more than one criteria. Both statements can be combined using the word 'AND'.
- If a search meets one of two statements, they can be combined using the word 'OR'.
- Charts can be used to compare data.

Key Vocabulary

- Data
- Database
- Grouping
- Sorting
- Accuracy
- Align
- Format
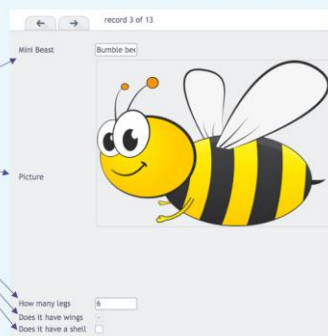- Justified text
- Orientation (landscape/portrait)

Keyboard Shortcuts

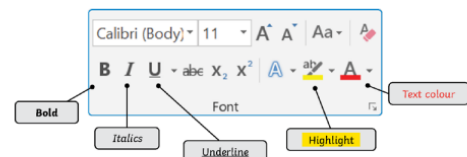|		
Ctrl + A = Select All	Ctrl + U = Underline	
Ctrl + C = Copy	Ctrl + I = Italics	
Ctrl + X = Cut	Ctrl + K = Hyperlink	
Ctrl + V = Paste	Ctrl + S = Save Post	
Ctrl + B = Bold	Ctrl + Z = Undo	

Databases contain 'records'.

This is a record about a bumble bee.

This record has five fields.

record 3 of 13
Mini Beast — Bumble bee
Picture
How many legs 6
Does it have wings
Does it have a shell

Formatting Text

Click and drag to highlight the text you want to **format**. Then, select from these tools.

Calibri (Body) 11 A˄ A˅ Aa˅
B I U ˅ abc X₂ X² A˅ aᵇˊ˅ A˅

Bold
Italics
Underline
Highlight
Font
Text colour

Aligning Text

Align Left: This is the default alignment for most text.

Justify: Text aligned on the left and right sides as in printed books.

Centre: Text aligned on a centre line. Good for poetry writing or headings.

Align Right: Text aligned on the right side. Good for writing the address in letters.