



Knowledge Organiser Computing Year 4 Digital Literacy

Key Vocabulary

Cloud Computing	Cloud Computing - Provided for you as a service by another company and accessed over the Internet.
Local Storage	A hard drive or solid state drive (SSD) directly attached to the device.
Hard Drive	This stores all your data. It houses the hard disk, where all your files and folders are physically located.
Desk Top Publishing	The process of editing and layout of printed material intended for publication, such as books, magazines, brochures
Search Engine	A program that searches for and identifies items on the World Wide Web.
Internet Browser	A software application used to locate and display Web pages.
Instant Messaging	A system for sending messages quickly over the Internet from one computer to another.
Browser	A software application for accessing information on the World Wide Web.
Header/Footer	The spaces at the top and bottom sections of a document that are separate sections from the main document,

Key Knowledge

- A keyboard shortcut is a combination of keys that, when pressed together, perform some task that ordinarily requires use of a mouse or other input device and may take longer to do. They help you save time and work more productively. This leads to more efficient work on your computer.
- It is important to know that if you post something on the internet, it will stay there. On the Internet a digital footprint is the word used to describe the trail, traces or "footprints" that people leave online.
- Search engines are special websites that make it easy for you to find a website or page in an instant. Popular search engines include Google, Yahoo! and Bing.
- You need to think carefully about the keywords you enter in your search. They need to be relevant. For example, to find out how hot it is on the planet Mars, you might search for the words 'Mars', 'surface' and 'temperature'.
- You also need to think about the number of keywords that you use, too. If you use too few keywords you could get too many results and they won't all be relevant. However, if you use too many keywords, you might get no results at all. To help make your search more specific, you can use "quotation marks" around a set of words to find an exact phrase.