"Whatever you do, work at it with all your heart"

Colossians 3:23

Online Safety

Year 3

Autumn 2

Key Knowledge:

To know that:

- I must save my work in my documents and create new folders to organise it.
- I can change the size and style of font in a document by clicking on the drop down options.
- To insert a picture from the Internet into a Word document, I must save it into My Pictures folder first.
- Family members and school staff are trusted adults who can help me to stay safe online.
- To find specific information online, I need to insert key words into the search engine.
- I use the ENTER button to start a new line.
- It is important to save my work at regular intervals.
- It is important to name my documents appropriately so that I can find them easily again.
- It is important to organise my documents into folders so that I can find them easily again.
- I can identify the most relevant results in a search by reading the summaries (and discounting some)



Key Vocabulary:

Trust—Something or someone you can rely on.

Online— a network that connects millions of computers (the internet)

Folder - where you choose to save your documents to organise them

Save – to put in a folder to use again

My documents— a folder for saving my personal work

Insert – add in

Font – an assortment of letter styles

Enter / return key – sends the cursor to start a new line or executes a command

Search engine - an online program that helps people find the information they are looking for.

