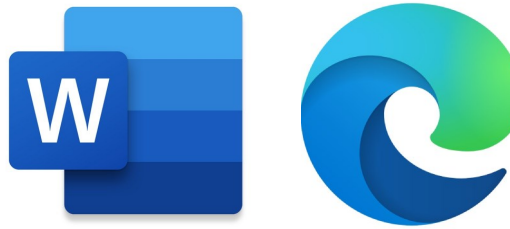


Vocabulary

search engine	a program that searches for and identifies information online
search term	the word or phrase entered into a search engine
link	(short for 'hyperlink') a tool which connects to a webpage by clicking on an image or text
tab	the open page or pages (tabs) in a web browser
browser	an application used to access and view websites (Microsoft Edge is a web-browser)
copyright	the legal right to be the only one to reproduce, publish, and sell something
format	the way text or images are set out in Microsoft Word

Knowledge Organiser Year 5 Online Searching & Microsoft Word



Learning at home

[How do we use search tools? - BBC Bitesize](#)
[The Adventures of Kara, Winston and the SMART Crew | Childnet](#)

Key Facts

We can find information online easily if we use appropriate **search terms**. Be specific! The more relevant words you use in your search, the more successful your results will be. **Search engines** (like Google) provide links to billions of websites! By carefully selecting our **search terms**, we are more likely to find relevant sites to browse.



Formatting tools can be used to edit the layout and appearance of both images and text in Microsoft Word. This can help make a document that is both visually pleasing and easy to read.



Text boxes can be useful when you want to be able to move and manipulate the position of your text easily.

Questions to deepen your learning...

Character	Critical Thinking	Creativity	Communication	Citizenship	Collaboration
What can you do to help keep safe when using search engines to research a topic?	How can we be sure that the information we find online is accurate?	How can you edit your text font and use images to make your work more interesting to look at?	How can we use the internet to communicate with others?	Why is it important to respect other people's work online?	<i>The internet has greatly improved the world's ability to collaborate. Do you agree? Why?</i>