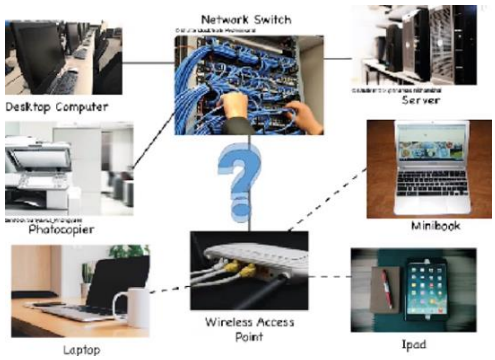
Knowledge organiser – Y4 CREATING MEDIA

My Key Learning

What do I already know?

A computer network is made up of connected components:



Requests to access a website travel to routers through cables and wireless systems.

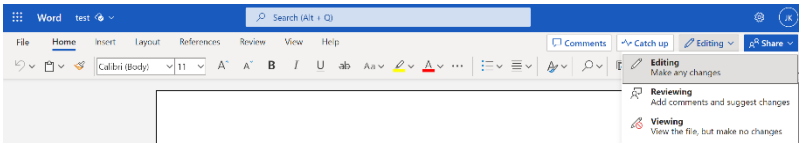
Key Vocabulary	Definition
collaboration	work with another person or group to achieve or do something
comment	written to give an opinion
edit	correct, add or make a change to something
format	how things are arranged for input or output
insert	to put something into a document or sentence
review	to look back over something to check it
survey	software used to find out someone's opinions or thoughts
suggestion	offer a way of making a change

Collaboration:

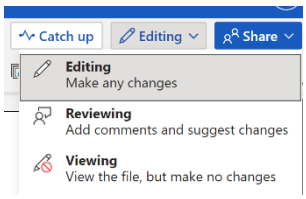
Working together on one piece needs rules and care for others' contributions.

Sharing and editing:

Creating a new document in Teams. Click on the blue share button. You can edit and review using the list in editing:



First, select share and choose who you will be sharing with:



Choose options for editing by Using the menu below

Reviewing comments

Review the comments from your partner.

If you do not agree with the comments, you do not need to accept the suggestions.

Commenting and suggesting makes it easier to collaborate on a document.

Collaboration on all documents:

Word documents

Spreadsheets

Surveys

Presentations

Personal Excellence · Respect & Friendship · Inspiration & Innovation · Determination & Resilience · Equality