

Year 9 Revision List

Files and Folders

What each of the terms mean

Spreadsheets

Formatting features

Formula

Graphs

Advantages of graphs

Image Manipulation

Key terms i.e. crop, rotate etc.

Internet

What is the internet

3 services of the Internet

What the term social networking means and ways of staying safe online

What is cyberbullying and ways it can happen

What a hacker is

Username and passwords

Video conferencing

PowerPoint

Advantages and disadvantages of PowerPoint

Why planning is important

Tables

Be able to identify different parts of a table