Cultural capital

Children see the value of safe internet searching and the ability to manipulate texts and images.

That word processing is an integral part of most jobs with opportunities to develop specific IT skills and STEM jobs.

Office

Word

Skills

Format a text
Create and position a text
Combine image and text
Save to a folder.

Forever Facts

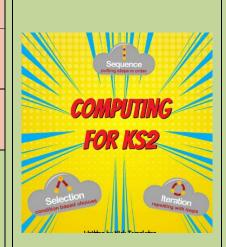That Microsoft Word is an example of word processing.

That if I feel unsafe on the internet I will stop and tell a trusted adult.

Computers can combine a variety of information including word processing, images and data.

What I have learnt before:

Internet safety, Word processing.

Safe internet searching.

Exciting Books

Sequence
putting steps in order

COMPUTING FOR KS2

Selection
condition based choices

Iteration
repeating with loops

Our Endpoint

I can use the desk top for images and text on the desktop.

Subject Specific Vocabulary

Word processing	Using a computer to generate and edit texts.
Font	The name given to the type of 'writing' on a computer
Enter / return key	This key will move the cursor down, or start a new line.
Cursor	The flashing line in word processing.
Save as	Giving the document a name and place to save so you can find it later.
Image	A picture, maybe from the internet or a photograph.
Text	A block of writing that can be edited (changed)