



# Class Tamar

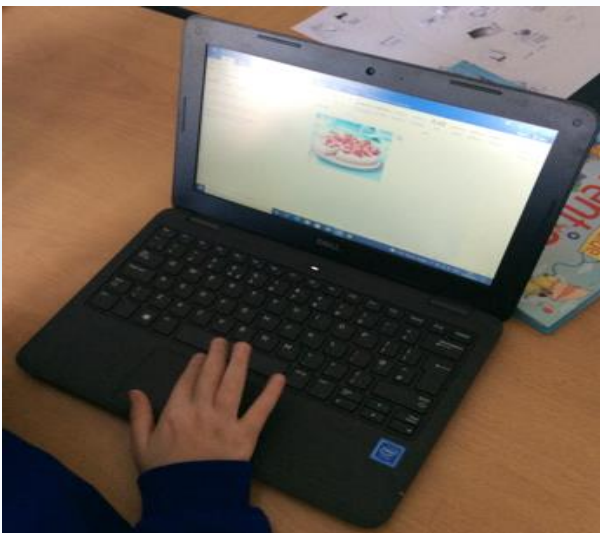
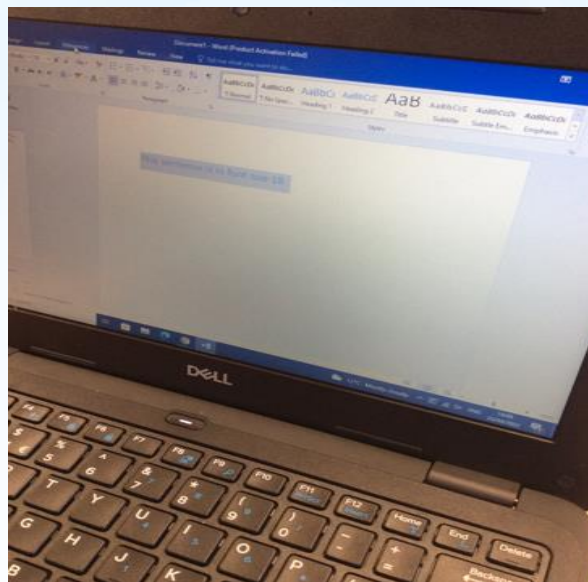
# Computing

# Word Processing

# Summer 1 2022

For our first computing lesson we learnt how to select, edit and manipulate text in different ways. We also learnt how to insert images onto a document and format images to achieve various effects.

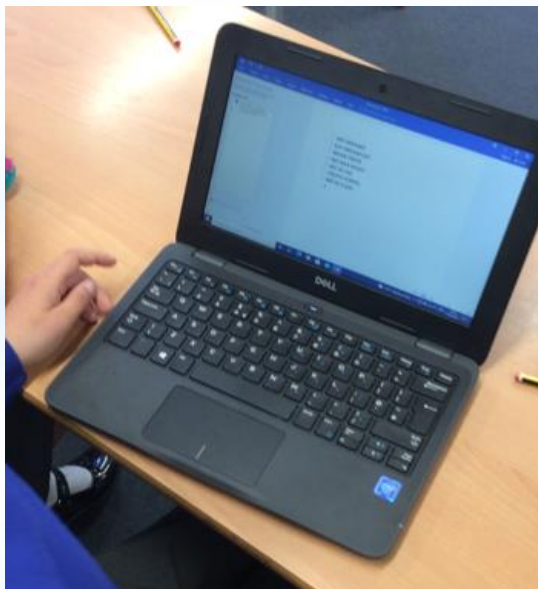
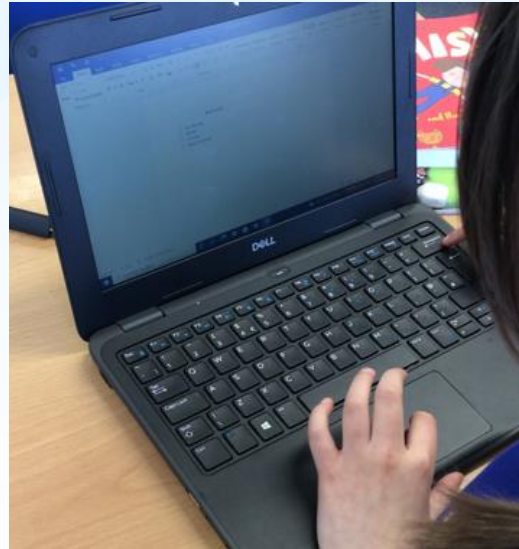
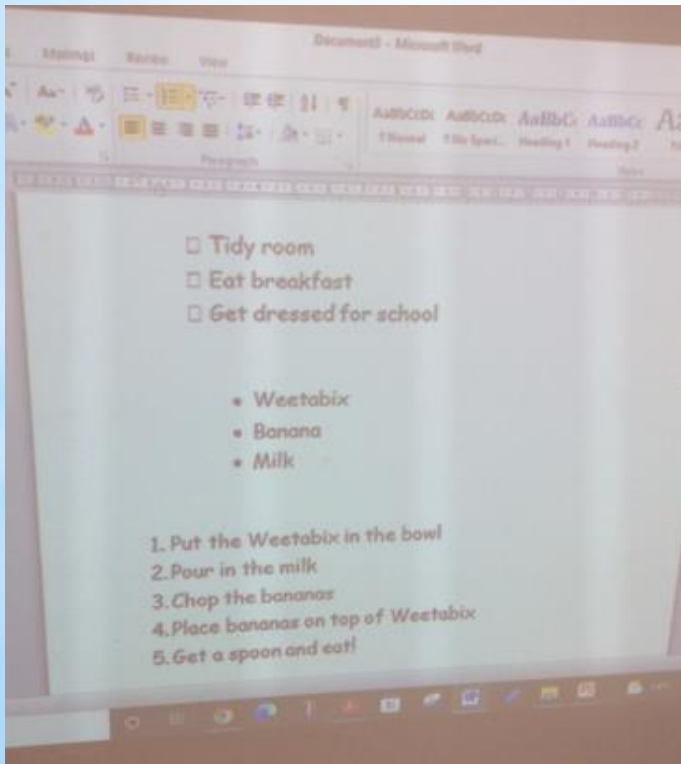
We had to edit the image position 'In front of text' so that we could move it around the page.





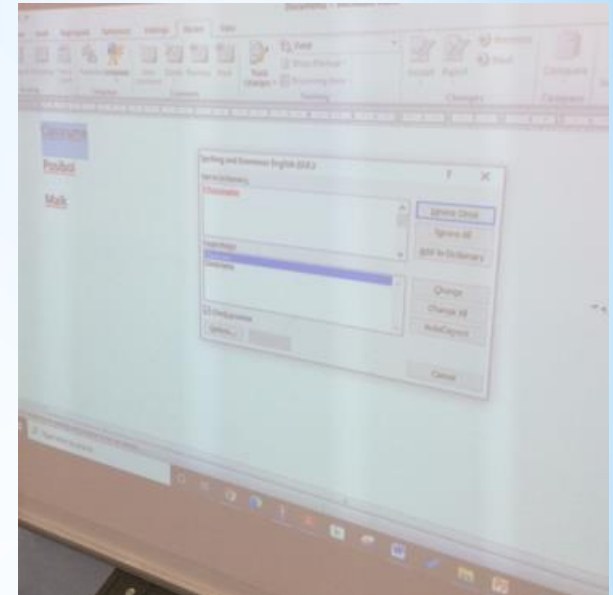
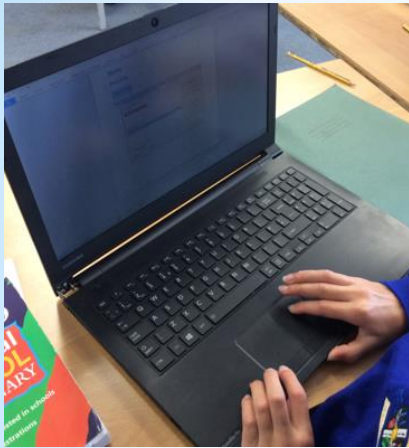
We learnt how to use different types of bullet points in Word and when we might need to use them.

Numbered bullet points are useful when you write instructions.



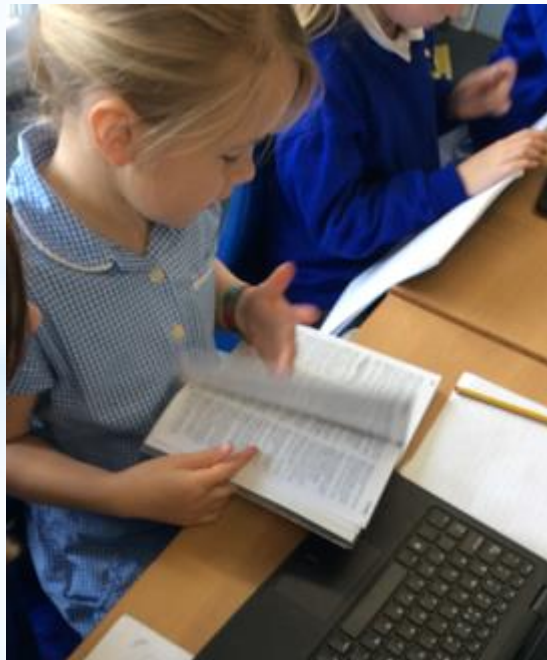
Box bullet points are good for checklists and to-do lists.

We learnt how to do repeated instructions and had a go at making our own patterns using this command.



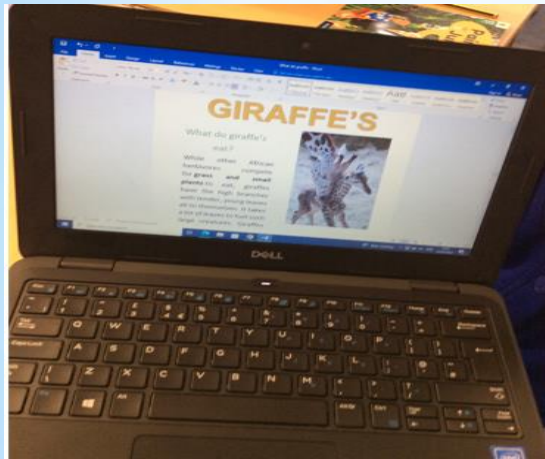
Spellcheck underlined the names of a person and a place even though they were spelt correctly.

Spellcheck won't pick up if you've used an incorrect homophone if it is spelt correctly.





We learnt how to choose different layouts for our pages: landscape and portrait. We also learnt how to set out the page into columns.



Using columns is really helpful for things like posters or leaflets.



We applied all of the skills learnt over the unit to create a informative poster about an animal of our choice!

Whenever I make a mistake I know to use the undo button to undo it!

## Computing

## FLE Y3/4

## Word Processing

### What I have learnt before:

I know how to store documents into a folder and retrieve them.



### Forever Facts

You can copy an image from a **copyright-free** image website. The image can then be pasted into your document.

**Spellcheck** is very helpful. If it spots a spelling mistake, it will add a wavy red line beneath the misspelt word.

You can use the **Undo** button if you need to take away something you have just added.

To insert a table in a word document you will need to go to the **toolbar**. On the toolbar there is an option to **Insert**. From the Insert menu, select **Table**.

To change the size of your page you need to go to **Page Layout**. Click the **Size** button, and choose a papersize from the drop-down menu.

### Skills

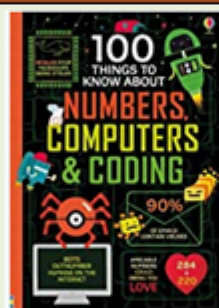
Format text towards a specific purpose

**Recognise** terms – e.g. cell, row, column

Use word count, bullets, numbering

Order and **organise** text using a word processing program.

### Exciting Books



### Our Endpoint

To apply the skills learnt over the unit to create a 'perfect poster'!

### Subject Specific Vocabulary

edit	To correct or revise/change something in a word document.
font	The design on the words – how they look on screen.
format	The way in which something is arranged in a document.
text	The words on in the document.
toolbar	A set of icons or buttons that allow you to do things in word e.g. save, open, undo <b>etc</b> .
page layout	The term used to describe how each page of your document will appear when it is printed.
spellcheck	A software program that corrects spelling errors in word.

**Culture Capital:** learning computing skills will ensure children become digitally literate so they are able to be active participants in a digital world and succeed in the future workplace.