Over Hall Community School	Year: 5	Strand: Computing – Digital Literacy

What should I already know?

- General use of Purple Mash, Simple text entry. Use of a writing template
- Efficient use of a search engine, Leaflet creation
- Presenting ideas in a variety of styles including through typed text
- Introducing typing terminology, Development of typing efficiency
- Considering communication styles, Responding to email simulations
- Discussion of effectiveness of different written material. Opportunities to type in a variety of styles
- Efficient structure of search queries, Answering written questions
- Using concept maps to make visual connections, Creating and presenting an information text
- Use of 2Dos, saving, opening and editing work, sharing work, copying and pasting , mouse, keyboard and device skills.

What will I know by the end of the unit?

What is a word processing tool is for?
- You know what a word processing tool is for. · You will be able to create a word processing document altering the look of the text and navigating around the document.

How do I add and edit images to a word document.
- You know how to add images to a word document. · You can edit images to reduce their file size. · You know the correct way to search for images that they are permitted to reuse. · You know how to attribute the original artist of an image.

How do I use word wrap with images and text?
- You can edit their images within Word to best present them alongside text. · You understand wrapping of images and text.

How can I change the look of text within a document?
- You can add appropriate text to their document, formatting in a suitable way. · You can use a style set in Word. · You can use bullet points and numbering.

How do I add features to a document to enhance its look and usability?
- You can add text boxes and shapes. · You can consider paragraph formatting such as line spacing, drop capitals. · You can add hyperlinks to an external website. · You can add an automated contents page.

How do I use tables within MS Word to present information?
- You can add tables to present information. · You can edit properties of tables including borders, colours, merging cells, adding and removing rows and columns. · You can add word art for a heading

How do I introduce you to templates?
- You can use a Word template and edit it appropriately.

How can I consider page layout including heading and columns?
- You can format a page using a combination of images, headers and columns.

Key Vocabulary

- **Bulleted lists** A list with bullet points, used when the items do not have an order. **Caps Lock** A button on the computer keyboard which changes the letters to upper case (capital letters). Captions Text under an image to provide more information about what is shown.
- **Copy and Paste** A way of transferring words or images from one location to another.
- **Copyright** When an image, logo or idea has a legal right to not be copied or used without the owner's permission
- **Creative Commons** Images where the copyright holder, often the creator, has given permission for the image to be used as long as the creator is attributed.
- **Cursor** The flashing vertical line that shows your place in a Word document.
- **Document** A type of file which shows written information and/or images and sometimes charts and tables.
- **Font** A set of type which shows words and numbers in a particular style and size.
- **Hyperlink** A clickable link from a document to another location, often a webpage.
- **Merge cells** A tool you can use when making a table to join cells which are next to each other in columns or rows.
- **Page Orientation** The direction that the rectangular page is viewed. Portrait means longer side going upwards, Landscape means the longer side going sideways.
- **Word Processing tool** A program which allows you to write, edit and print different documents.
- **Text wrapping** A feature which helps you place and position an image neatly on a page or within a paragraph of text.
- **Word Art** A way to treat text as a graphic so that you can add special effects to text.

Key Questions

- **What is a word processing tool used for?**
A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.
- **What features can you use to make a document more readable?**
You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to wrapping to ensure they are positioned well on the page.
- **How do you successfully add an image to a document?**
If you have an image saved onto your computer, you click on insert - pictures - insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.

Purple Mash Resources

- Word
- 2 Connect