

St George's Central CE Primary School and Nursery

Computing Y5/6 – Computing – How much do you know about the word?

What will we learn:

- To use formatting to create an effective layout
- To insert and format a table in a word document

- To transform a word document to improve it

Prior Learning

In Y3/4 I learnt:

- To change the case of words and sentences
- To align a text
- To add numbers and bullets to a document
- To add text boxes into a word document

Future Learning in Year KS3

Understand how instructions are stored and executed within a computer system; understand how data of various types (including text, sounds and pictures) can be represented and manipulated digitally, in the form of binary digits

create, reuse, revise and repurpose digital artefacts for a given audience, with attention to trustworthiness, design and usability

Vocabulary

hyperlink	A link from a hypertext document to another location, activated by clicking on a highlighted word or image.
format	The way in which something is arranged or set out.
bullet points	Different items in a list, preceded by a bullet symbol for emphasis.
layout	How a document is arranged
review	Looking at something and whether it can be improved
thesaurus	A tool that allows you to look for synonyms
spellcheck	A digital checker to check for spelling errors
insert	To add something in to a document

Resources that are going to help me achieve my learning.



Fun Facts:

- Word 1997 introduced "The Office Assistant," also known as "Clippit" -- and also nicknamed "Clippy." This tool looked like a little paperclip that popped up when he thought he could offer a "tip" about how to use Word
- The program was first released in 1981. Many of the ideas and features in Microsoft Word came from Bravo, the first graphical writing program. Microsoft bought the Bravo program, and changed its name to *Microsoft Word*.
- Although it was not very popular when it came out, it had a feature called *WYSIWYG* (What You See Is What You Get), which meant that people can change the visual style of writing (e.g. bold, italics), by clicking on buttons, when in other programs like WordPerfect, people had to add special 'codes' to change the style of writing. *WYSIWYG* is now a common feature of all computer writing programs.

'Never settle for less than your best'

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