

St George's Central CE Primary School and Nursery

Computing Y3/4 – Computing – How will you improve the word?

What will we learn:

- 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

Prior Learning

In Y1/2 I learnt:

- How to type symbols using a keyboard
- How to edit content using the undo and redo
- How to save content in a folder?
- To format a text by changing the font
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Future Learning in Year 5/6

To use formatting to create an effective layout

To insert and format a table in a word document

To transform a layout of a document to improve it

Vocabulary

Caps lock	Changing the text to capital letters
Toolbar	The range a fonts at the top of the word document such as colour, text type and underline
undo	To change the last thing yiu did
redo	To redo the last thing you did
Table	A selection of information presented in different ways
text	Letters, words and sentences in a word document
case	Changing the case of words or letters such as lowercase and uppercase

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'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

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