



## GGA- Summer Computing Knowledge Organiser for Year Five Word Processing 5.8

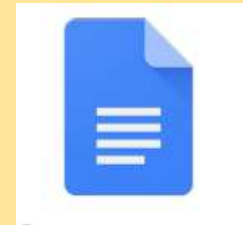
### Vocabulary

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.
Copyright	When an image, logo or idea has a legal right to not be copied or used without the owner's permission.
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.
Formatting	Changing the look of a document by selecting fonts, colours and how the text is spaced or aligned.
Word Art	A way to treat text as a graphic so that you can add special effects to text.

### Skills that I am going to learn.

Know what word processing tools are for	Know how to use the correct features depending on the criteria of the document
I can recall how word processing tools can be used	I can accurately name parts of a concept map
	
Know how to create tables to present information	
I can create a table in Google Docs	
	

### Key Resources



### Key Questions

What is a word processing tool used for?

What features can you use to make a document more readable?

How do you successfully add an image to a document?

### Why are we learning this?

To be able to use writing tools on computers effectively

### Why is this important?

It is a way for us to create different types of documents