




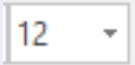
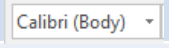



# GGA- Computing - Year 2 Spring Term - Microsoft Word

## Vocabulary

|                    |   |  |
|--------------------|---|--|
| <b>Cut</b>         |    | Removes an object from a document, ready to be Pasted            |
| <b>Copy</b>        |    | Makes a copy of an object that can then be pasted.               |
| <b>Paste</b>       |    | Paste lets you place the Cut or Copied object in a new location. |
| <b>Undo</b>        |    | Reverses the last change that you made to a document.            |
| <b>Redo</b>        |    | Reverses the effects of an Undo                                  |
| <b>Font Size</b>   |   | The size of the text.  |
| <b>Font Style</b>  |   | The style of the text.   |
| <b>Font Colour</b> |  | The colour of the text.  |
| <b>Edit</b>        |   | A synonym for Change.  |

**Why are we learning this?**







To be able to improve the appearance of a document.

**Why is this important?**


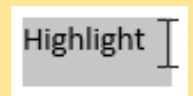

To make a document more engaging.



## Skills that I am going to learn.

|   |  |  |
|---|--|--|
| <b>Know how to change Font Size</b>   | <b>Know how to change Font Colour</b>  | <b>Know how to change Font Style</b>   |
| I can make font bigger or smaller.  | I can make a colour selection for a font.  | I can restyle a font.  |
|   |   |   |
| <b>Know how to Highlight Text</b>   | <b>Know how to move location of an image.</b>  | <b>Know how to Undo last change</b>  |
| I can highlight text by clicking and dragging.                                      | I can use Cut, Copy and Paste to move an image.                                      | I can undo to reverse the last change to a document.                                 |
|  |  |  |

## Highlighting Text





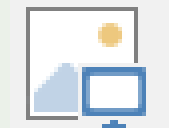










|   |  |   |
|---|--|---|
| 1 | Move the cursor to the start of text you want to edit.             |  |
| 2 | Click and drag the cursor to the end of the text you want to edit. |  |
| 3 | The text should now be highlighted.                                |  |

# GGA- Computing - Year 2 Spring Term - PowerPoint

## Vocabulary

|                      |  |
|----------------------|--|
| Microsoft PowerPoint | Software used to create a presentation.                      |
| Presentation         | A document often used to display information to an audience. |
| Slide                | The name given to each page in a presentation.               |
| Text Box             | A box that can be words can be typed into.                   |
| Bullet Points        | Used to define items in a list.                              |

## Skills that I am going to learn.

|  |   |   |  |                         |  |                             |  |                                    |
|--|---|---|--|-------------------------|--|-----------------------------|--|------------------------------------|
| <p>Know how to open PowerPoint.</p> <p>I can open a new presentation in PowerPoint</p>  <p>Blank Presentation</p>                         | <p>Know how to insert a new slide.</p> <p>I can insert a new slide into a presentation.</p>  | <p>Know about slide layouts.</p> <p>I can change the layout of a slide.</p>  <p>Title Slide      Title and Content</p>   |  |                         |  |                             |  |                                    |
| <p>Know how to add text to a presentation.</p> <p>I can include text in my presentation.</p>   | <p>Know how to insert an image.</p> <p>I can put on image into my presentation.</p>         | <h2>Type of Slide Layout</h2> <table border="1"> <tr> <td><br/>Title Slide</td> <td><b>Title and Author</b></td> </tr> <tr> <td><br/>Title and Content</td> <td><b>Slide Title and Text</b></td> </tr> <tr> <td><br/>Two Content</td> <td><b>Slide Title, Text and Image</b></td> </tr> </table> | <br>Title Slide | <b>Title and Author</b> | <br>Title and Content | <b>Slide Title and Text</b> | <br>Two Content | <b>Slide Title, Text and Image</b> |
| <br>Title Slide   | <b>Title and Author</b>   |   |  |                         |  |                             |  |                                    |
| <br>Title and Content   | <b>Slide Title and Text</b>   |   |  |                         |  |                             |  |                                    |
| <br>Two Content   | <b>Slide Title, Text and Image</b>  |   |  |                         |  |                             |  |                                    |
| <p>Know how to view a slideshow.</p> <p>I can show my presentation as a slideshow.</p>  <p>From Beginning      From Current Slide</p> |   |   |  |                         |  |                             |  |                                    |



Why are we learning this?

Why is this important?

To be able to record our learning.

To be able to share facts with others.