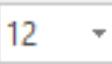
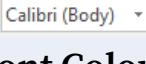


GGA- Computing - Year 2 Spring Term - Microsoft Word

Vocabulary

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

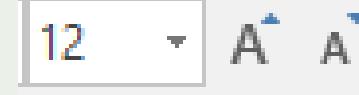
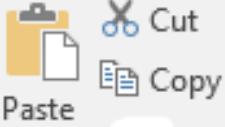
Why are we learning this?

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.

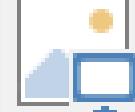
Know how to change Font Size	Know how to change Font Colour	Know how to change Font Style
I can make font bigger or smaller. 	I can make a colour selection for a font. 	I can restyle a font. 
Know how to Highlight Text	Know how to move location of an image.	Know how to Undo last change
I can highlight 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		Skills that I am going to learn.		
Microsoft PowerPoint	Software used to create a presentation.	Know how to open PowerPoint. I can open a new presentation in PowerPoint 	Know how to insert a new slide. I can insert a new slide into a presentation. 	Know about slide layouts. I can change the layout of a slide. 
Presentation	A document often used to display information to an audience.			
Slide	The name given to each page in a presentation.	Know how to add text to a presentation. I can include text in my presentation. 	Know how to insert an image. I can put on image into my presentation. 	Type of Slide Layout
Text Box	A box that can be words can be typed into.			 Title and Author
Bullet Points	Used to define items in a list.			 Slide Title and Text
Why are we learning this? To be able to record our learning.		 Why is this important? To be able to share facts with others.	Know how to view a slideshow. I can show my presentation as a slideshow.  From Beginning From Current Slide	 Slide Title, Text and Image