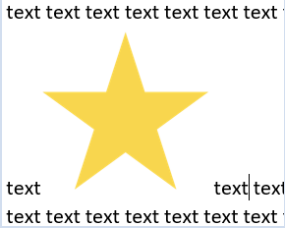
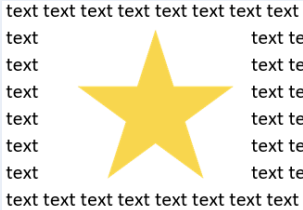
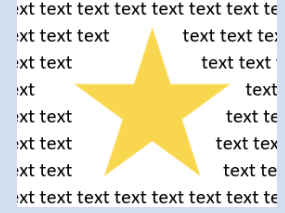
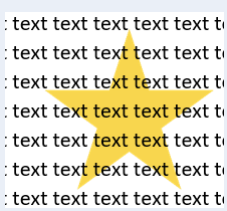







# GGA- Computing Knowledge Organiser for Year 3- Word – Spring A

## Wrap Text Tools

In line with text	Image can only be place on the lines of the page. Before, after or in between text.	
Square	Text is positioned in a square around the image.	
Tight	Text is a tight/close to the image.	
Behind Text	The image in behind the text.	
In Front of Text	The image is in front of the text.	

## Skills that I am going to learn.

Know how to insert a text box.	Know how to format a text box.
I can create a text box.	I can change the background and border colour of a text box.
	
Know how to enhance text.	Know how to position images.
I can make text <b>Bold</b> , <i>Italic</i> or <u>Underlined</u> .	I can use wrap text tools to move an image.
	
<b>Why are we learning this?</b>	<b>Why is this important?</b>
To be able to move images on Microsoft Word.	It allows you to position object where you want on your document.

# GGA- Computing Knowledge Organiser for Year 3- Touch Typing – Spring A

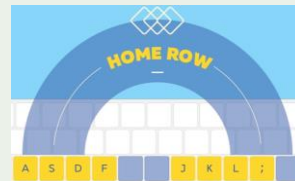
## Vocabulary

Touch Typing	Being able to type and not looking at the keyboard.
Keyboard	The set of buttons used type on a computer.
QWERTY Keyboard	The layout of the keyboard mostly used in England.
Home Row	The row on the keyboard that fingers use as a base when typing.
Caps Lock	A button that causes all letters typed to be capitals.
Shift	A button held in to type capital or alternative characters.
Space Bar	The button used to separate words.

## Skills that I am going to learn.

Know about the Home Row Position

I can place my fingers in the home row position.



Know never to look at the keyboard.

I can look at the screen to see what I am typing.



Know how to sit correctly.

I can show the correct posture when using a computer.



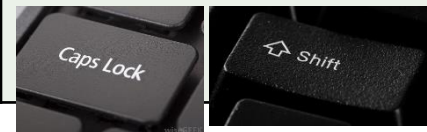
Know which hand to use for each letter.

I can type using both hands.



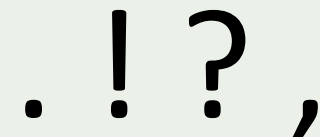
Know how to get a capital letter.

I can use caps lock or shift to insert a capital letter.



Know how to insert punctuation.

I can type a range of punctuation.



**Why are we learning this?**

To be able to type more efficiently.

**Why is this important?**

Typing efficiently saves you time when you are working.

