

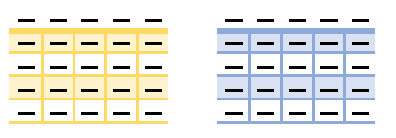
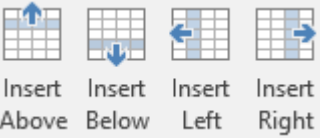

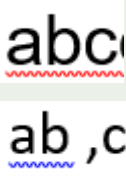


GGA- Computing Knowledge Organiser for Year Five- Word

Vocabulary

Column	Text can be organised into 2 or more columns on a page. Often used for newspaper reports.
Spell Check	A function that checks the spelling and grammar in document.
Red Line	A red line shows a spelling error.
Green Line	A green line shows a grammatical error.
Table	A grid of cells used to organise information.
Row	A horizontal line of cells in a table.
Column	A vertical line of cells in a table.

Skills that I am going to learn.

<p>Know how to format a page into columns</p> <p>I can insert columns into a Word Document.</p>  <p>Columns</p>	<p>Know how to insert a table.</p> <p>I can insert a table on Microsoft Word</p>  <p>Table</p>	<p>Know how to format a table.</p> <p>I can change the appearance of a table.</p> 
<p>Know how to add columns and rows.</p> <p>I can add tables and rows to a table.</p>  <p>Insert Above Insert Below Insert Left Insert Right</p>	<p>Know how to use Spell Check.</p> <p>I can correct spellings and grammar.</p>  <p>ABC Spelling & Grammar</p>	<p>Know how to correct an error.</p> <p>I can right click to correct a spelling or grammar error.</p>  <p>abc ab,c</p>

Why are we learning this?

To develop an understanding of new skills on Microsoft Word.

Why is this important?

It will allow you to create documents for an increasing number of purposes.

