



KNOWLEDGE ORGANISER: Computing- Word Processing Year 4 Block 2

Key Vocabulary

Bulleted List
Copy and Paste
Cursor
Hyperlink
Caps Lock
Copyright
Document
Merge Cells
Caption
Creative Commons
Font
Page Orientation
Word Processing Tool
Text Wrapping
Readability
Word Art

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?

Key Outcomes:

- I can understand what a word processing tool is for.
- I can add and edit images to a word document.
- I know how to use word wrap with images and text.
- I can change the look of text within a document.
- I can add features to a document to enhance its look and usability.
 - I can use tables within MS Word to present information.
 - I can understand templates.
- I can consider page layout including heading and columns.

Key Images:

Open a new document	Open an existing document	Save your work	Undo key
Insert a table	Text wrapping	Font Category	
Design tab where you can change the style of the document	Insert tab where you can add an object such as a picture or table	Home tab where many editing tools are found	Insert a picture

