

Year 5 – Word Processing

Knowledge Organiser



Key Learning
<ul style="list-style-type: none"> To know what a word processing tool is for. To add and edit images to a word document. To know how to use word wrap with images and text. To change the look of text within a document. To add features to a document to enhance its look and usability. To use tables within MS Word to present information. To introduce children to templates. To consider page layout including heading and columns.

Key Resources

Key Vocabulary	Definition
Text Formatting	When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.
Cursor	The flashing vertical line that shows your place in a Word document.
Font	A set of type which shows words and numbers in a particular style and size.

Images

Questions	
What is a word processing tool used for?	<ul style="list-style-type: none"> A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.
What features can you use to make a document more readable?	<ul style="list-style-type: none"> You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to ensure they are positioned well on the page.
How do you successfully add an image to a document?	<ul style="list-style-type: none"> If you have an image saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.