



**Computing Topic:** Word Processing

**Year: 5 Term:** Summer 2

## Key Knowledge/Content:

- 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.

## Links to:

### Prior learning:

Touch typing  
Writing for different audiences

### Future learning:

Blogging  
Text adventures

## Key vocabulary with definition:

### Prior Vocabulary

- Copyright - When an image, logo or idea has a legal right to not be copied or used without the owner's permission.
- Font - A set of type which shows words and numbers in a particular style and size.

### New Vocabulary

- Bulleted lists - A list with bullet points, used when the items do not have an order.
- Caps Lock - A button on the computer keyboard which changes the letters to upper case (capital letters).
- Captions - Text under an image to provide more information about what is shown.
- Copy and Paste - A way of transferring words or images from one location to another.
- Cursor - The flashing vertical line that shows your place in a Word document.
- Text wrapping - A feature which helps you place and position an image neatly on a page or within a paragraph of text.
- Word Art - A way to treat text as a graphic so that you can add special effects to text.

## By the end of this unit

**All children can:** create a word processing document.

**Most children can:** include bullet points, numbers, text boxes, images or shapes.

**Some children can:** insert tables and edit the properties to include the information that they wish to and **add and delete** rows with guidance

## Background understanding for teachers and parents:

Children are taught how to use Microsoft Word and how it is used in everyday lives. They are taught how to type, create shapes and tables within the program.

## Curriculum Driver (one):

Communication

### Evidence outcome:

The children are being taught how to present data in word processing. They are taught how to use Microsoft word.