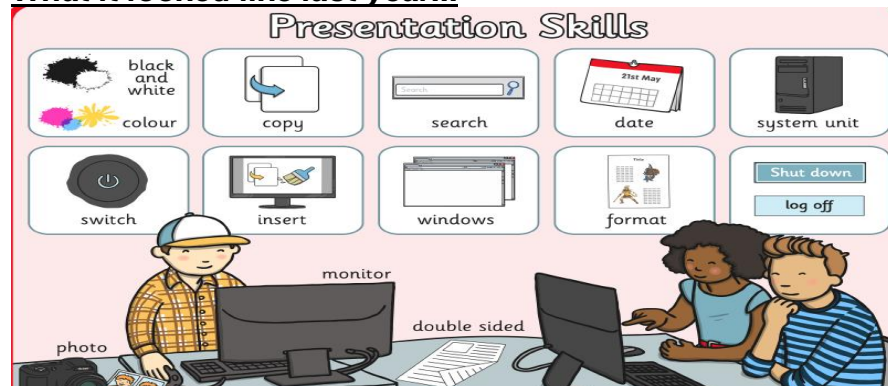


Year 3 – Word Processing

What it looked like last year...

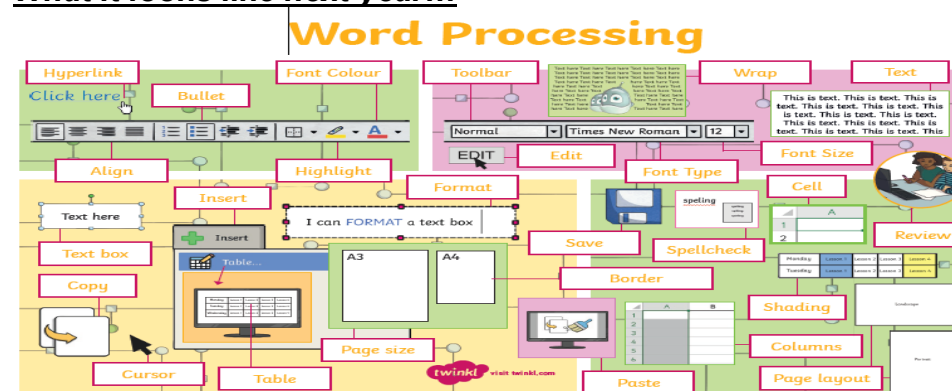


- Insert texts boxes
- Create folders
- Add images
- Save a document

Vocabulary (definitions)

Keyboard
 Typing
 Save
 Folder
 Space Bar
 Redo
 Backspace
 Edit
 Screenshot
 Shortcut
 Select

What it looks like next year...



- Insert and format images
- Select and edit text
- Insert a table
- Use Spellcheck tool

Sequence of Learning

1. **Screenshots & Passwords** (I can use basic computer skills)
2. **Change Case** (I can change the case of the text)
3. **Align Text** (I can make texts level)
4. **Bullets & Numbering** (I can use bullet points and numbering)
5. **Keyboard shortcuts** (I can use the ctrl key)
6. **Use text borders & Wraps** (I know how to insert borders and make a text wrap around an image)

Cultural Capital

- To be able to understand the basic function of Microsoft Word.
- The real life knowledge that links is: To be able to word processes
- The jobs it can be used in are: Administrator, author and any job using word processing.