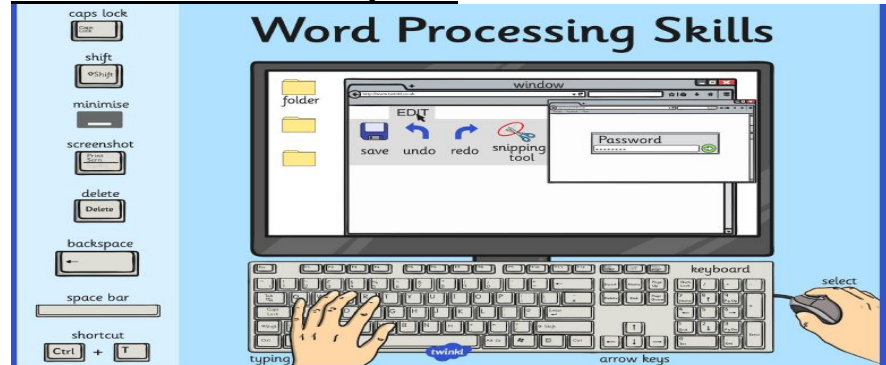


Year 4 – Word Processing

What it looked like last year...



- Use undo and redo
- Change case
- Align text
- Make text bold or italic

What it looks like next year...

This is completed in Year 4.

Vocabulary (definitions)

Hyperlink
Insert
Edit
Bullet
Spellcheck
Font Size
Highlight
Review
Paste
Format
Toolbar

Sequence of Learning

1. **Ingenious Images** (I can format images for a purpose)
2. **Learn the Layout** (I can format and create an effective layout)
3. **Super Spelling** (I can use the spellcheck tool)
4. **Time for Tables** (I can inset and format a table in word)
5. **Transform a Layout** (I can change a layout for a purpose)
6. **Hyperlinks in e-vouchers** (I can create hyperlinks within a word document)

Cultural Capital

- To be able to use Microsoft Word to create more complex documents.
- The real life knowledge that links is: To be able to word processes and create reports
- The jobs it can be used in are: Administrator, author and any job using word processing.