Year 4 Knowledge Organiser
Computing – Word Processing

What I should already know.

- Use different font sizes, colour and effects to communicate meaning for a given audience.
- Use different keyboard shortcuts to make them more efficient.
- Use Cut, copy and paste to refine and reorder content.
- Recognise key features of layout and use design features such as text boxes, columns, borders, bullets and numbering.

What will I know by the end of the unit?

- Use layout, format, graphics and illustrations for different purposes or audiences.
- Insert and edit simple tables.
- Use page setup to select different page sizes and orientations.
- Use appropriate editing tools to ensure their work is clear and error free (using tools such as spell checker, thesaurus, find and replace).
- Select and import graphics and prepare for use (cropping, resizing, editing).
- Create a range of hyperlinks and produce a non-linear, interactive presentation.

Key Vocabulary

Layout
Table
Orientation
Editing
Spell checker
Thesaurus
Find and Replace
Import
Crop
Wrap
Hyperlinks
Non-linear

Key Knowledge

- Recognise the key features of different layouts and consider how to meet the needs of the audience (e.g. poster, newspaper, menu, instructions, etc).
- Understand that evaluation and improvement is a vital part of a design process and that ICT allows changes to be made quickly and efficiently. Demonstrate through editing their work.
- Recognise the features of good page design and multimedia presentations.
- Develop increasing sense of audience and talk about their choices and decisions.
- Recognise that ICT can automate manual processes (eg. find and replace). Understand the advantages and disadvantages of this.

Online Safety

Protect and Secure

Is it real?

Be E-safe and enjoy!

In doubt? Talk about!

Software