Year 5 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
- 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.

What will I know by the end of the unit?

- Develop their use of hyperlinks to produce more effective interactive, non-linear presentations.
- Make effective use of transitions and animations in presentations. Consider the effect on the audience and the appropriateness of such devices.
- Independently select and import images and video from digital cameras, graphics packages and other sources and prepare it for processing using ICT.
- Format and edit work to improve clarity and mood, use a range of tools e.g. cut and paste, justify, tabs, insert and replace.
- Make use of reviewing tools in word processors to collaborate in evaluating each other's work.
- Through peer and self-evaluation, children evaluate their design, and make improvements.
- Use a range of internet search technologies efficiently.
- Search using appropriate keywords and search syntax e.g. "Winston Churchill", python+monty, police-"rock band".
- Use a range of search terms in different search engines to find the most appropriate results.
- Be able to critically evaluate search results and identify factors (algorithms) which affect ranking e.g. some search engines ignore common words, others use word order.
- Be able to identify when search results are being influenced by commercialism, advertising or filtering.
- Check the results of any searches by referring to other sources whether digital or paper-based.

Key Vocabulary

Hyperlinks

Non-linear

Transitions

Search engine

Ranking

Key Knowledge

- Show an increasing awareness of the intended audience.
- Understand the potential of multimedia to inform or persuade and know how to integrate words, images and sounds imaginatively for different audiences and purposes.
- Understand the importance of evaluation and adaptation of individual features to enhance the overall presentation.
- Understand that search technologies include but are not limited to internet search engines.
- Understand the importance of phrasing searches appropriately to get the most accurate results.
- Know that search engines will produce differently ranked results for the same searches.

Online Safety

Protect and Secure

Is it real?

Be E-safe and enjoy!

Software