



Year 3 Knowledge Organiser

Computing – Word Processing

What I should already know.

National Curriculum KS1 Aims:

- understand what algorithms are; how they are implemented as programs on digital devices; and that programs execute by following precise and unambiguous instructions
- create and debug simple programs
- use logical reasoning to predict the behaviour of simple programs
- use technology purposefully to create, organise, store, manipulate and retrieve digital content
- recognise common uses of information technology beyond school
- use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the internet or other online technologies.

What will I know by the end of the unit?

- 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.

Key Vocabulary

Font
 Shift key
 Cut
 Copy
 Paste
 Lay out
 Text box
 Text Wrap
 Bullet points
 Columns
 Borders
 Align

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.

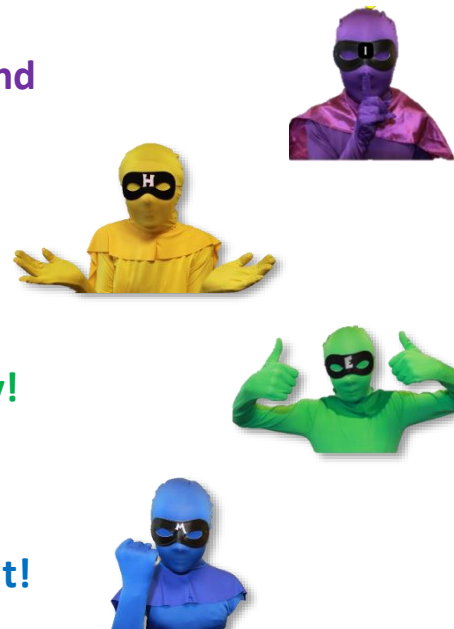
Online Safety

Protect and Secure

Is it real?

Be E-safe and enjoy!

In doubt? Talk about!



Software

