Lyng Primary School Knowledge Organiser
Information Technology

Topic: IT	Word processing	Year 3	Spring 2

Aims of this unit

- Use technology safely, respectfully and responsibly.
- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.
- Demonstrating a variety of publishing skills such as:
  - Changing the case of text.
  - Aligning text.
  - Using bullets and numbering.
  - Using the <ctrl> key.
  - Inserting and formatting text boxes.

What Goldilocks and Step On words will I use?

Spelling	Defintion
Text box	A section or object on a page that allows a user to enter text.
Format	The way in which text or pictures are set out.
Wrap text	A feature that shows all of the information in a cell, even if the cell overflows the cell boundary.
Bullet points	Small dots or symbols to indicate items in a list, separate sentences or paragraphs.
Layout	The way in which text or pictures are set out on a page.
Font	Style of text on the screen.

Outcomes

All children
- Select text and make it bold, italic or underline.
- Select text in different ways.
- Use undo and redo.

Most children
- Cut, copy and paste text.
- Format the font and insert images.
- Use a secure password.
- Use <ctrl> keyboard shortcuts.

Some children
- Use an effective layout.
- Use the snipping tool.
- Insert and format text boxes.

Agreed outcome:
Create an invitation to the colosseum.

Spring Term 2

Word processing

In this unit…

Children will be working on using different formatting text skills. They will work on ways to add bullet points, numbering, cut and pasting and creating text boxes. These will be used in the lessons to create various word documents.