

Lyng Primary School Knowledge Organiser

Information Technology



Spring 2

Word processing

Year 3

Topic: IT

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| 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.  |
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**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.

**Safeguarding**

Filtering and monitoring system is in place. Children will use their own log in details to track any misuse and to protect the child from harmful websites and pop ups. Children will be reminded of how to stay safe online and to use technology safely and respectfully and to tell a trusted adult if there is anything on their computer that makes them uncomfortable. When using the iPads, the monitoring software will track which iPad has been used to enable us to know which class has used the iPad.

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| 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.
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**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.

**Agreed outcome:**

Create an invitation to the colosseum.