



<b>Subject</b>	Computing	<b>Theme</b>	Microsoft Word	<b>Term</b>	6
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#### What should I already know?

- That when you change the format of text on a page, including the font, the size and whether it is bold, underlined or in italics.
- That a set of type which shows words and numbers in a particular style and size.
- That a way to treat text as a graphic so that you can add special effects to text.

#### What should I know by the end of the unit?

- To know what a word processing tool is for.
- How to add and edit images to a word document.
- How to know how to use word wrap with images and text.
- How to change the look of text within a document.
- How to add features to a document to enhance its look and usability.
- How to use tables within MS Word to present information.
- How to introduce children to templates.
- How to consider page layout including heading and columns.

#### Key Vocabulary

Copyright	When an image, logo or idea has a legal right to not be copied or used without the owner's permission.
Cursor	The flashing vertical line that shows your place in the Word document.
Document	A type of file which shows written information and/or images and sometimes charts and tables.
Font	A set of type which shows words and numbers in a particular style and size.
In-built styles	A bank of ready-made styles which you can use to make sure your style (font, headers, spacing, size etc) is consistent throughout the document.
Merge cells	A tool you can use when making a table to join cells which are next to each other in columns or rows.
Paragraph formatting	When you change the format of the text in a paragraph, including how the text is aligned and spaced.
Readability	How easy and pleasant it is to read and understand a document.
Template	A ready-made outline of a document you might want to adapt, such as a letter or a certificate.
Text formatting	When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.
Text wrapping	A feature which helps you place and position an image neatly on a page or within a paragraph of text.
Word Art	A way to treat text as a graphic so that you can add special effects to text.
Word Processing tool	A programme which allows you to write, edit and print different documents.