"Whatever you do, work at it with all your heart"



Word

Year 4

Autumn 2

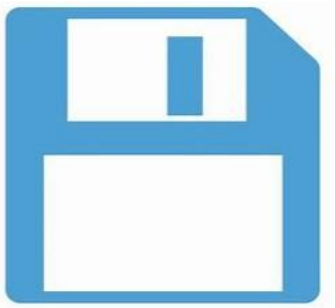
Key Knowledge

To know that:

- Right clicking the mouse accesses editing options.
- Right clicking on the bar at the top of an internet provider can allow me to add a webpage as a favourite to access more quickly next time.
- By clicking the WordArt icon on the INSERT tab, I can add a variety of text styles.
- Be able to move a picture or shape around the page, I must click on the rainbow icon to change its settings.
- Save a picture from the internet into my pictures folder
- Input a picture into a Word document
- Insert shapes into a Word document.
- Layout page content in an aesthetically pleasing way.
- Save work in 'my documents' and retrieve to edit at a later date



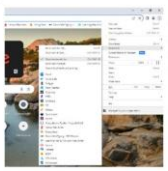




Key Vocabulary:

- Save – to put in a folder to use again
- My documents— a folder for saving my personal work
- Folder – where you choose to save your documents to organise them
- Insert – add in
- Favourite – a shortcut to a website that you visit regularly
- Edit – to change something by correcting it, adding to it or deleting something
- Mouse— the equipment used to move the arrow on the screen.
- WordArt—a type of font that you can move around the page
- Right-click—right click by pressing the right-hand button of the mouse
- Delete— to remove something
- Toolbar—a strip of icons that can be clicked to perform certain functions
- Cyberbullying – repeated actions which intentionally cause upset or harm online

Right clicking on the bar at the top of an internet provider can allow me to add a webpage as a favourite to access more quickly next time.



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