



“Whatever you do, work at it with all your heart”

Colossians 3:23



Digital literacy Publisher

Year 6
Summer 2

Key Knowledge:

To know that:

- Pressing FN + PRINT SCREEN buttons on the keyboard at the same time copies what is on the screen.
- By clicking the icon on the LAYOUT tab, I can organise my writing into columns.
- Microsoft programs have a similar layout, so if I can use one, I can use them all:
- What you read online can be written to influence, persuade and manipulate the reader
- Taking a screenshot can be used to report online bullying
- You can insert pictures to a document in a variety of ways
- You can insert text boxes so that the text can appear in specific locations.
- You can change the properties of a photo so that they can remain in a fixed position or move in line with text as well as apply visual effects to them.

Key Vocabulary:

Influence - the power to affect others

Persuasion - deliberately using influence

Manipulation - unfairly change something to your own advantage

Disinformation - false information that is put online with the intention to be shared and mislead people

Microsoft Office - A series of applications designed to aid productivity on computers

Column - A vertical line of cells or text

Screenshot - a picture taken of how a screen looks at a certain moment

Text box - An object that allows the user to insert text to the document

