**Year 2 – Word Processing Skills Knowledge Organiser**

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| **Prior Learning: Write their name using a keyboard on different devices, use shift or caps lock for the initial sound in their name, choose an application to draw with** | |
| **Facts** | **Vocabulary** | |
| **1 – How can I insert Word Art as a title?**   * Microsoft word has a feature called ‘Word Art’. * Word Art can be used to create titles and subheadings. * Word Art is visually captivating and can gain the reader’s attention. * Because of this, we can create posters on Microsoft Word. | 1. **Microsoft Word**- Software programme 2. **Font** – the style of text. 3. **Word Art** – a gallery of text styles to create decorative effects. 4. **Copy and paste** – to place exact images or text in a new place. 5. **Text box** – a location where text can be added. | |
| **2 - How can a variety of fonts be created on Microsoft Word?**   * A range of fonts can be used such as ‘Wide Latin’ and ‘Lucida Handwriting’. A variety of colours for the text can also be applied. * These variations can separate and organise information and make the poster look more exciting. | 4 – How can I insert a text box?   * A text box can be created to place information in a certain area on the document. * These can be used to separate information into paragraphs. There are a range of styles to choose from. | |
| **3 – How can I insert images onto Microsoft Word?**   * Images can be added to a Word document. * This can be done by copying and pasting images from the photo album on the desktop. This format can also be used when searching for images online. | **5 –** Blue-bot_algorithms**How can I screenshot?**   * How to Take a Screenshot on Almost Any DeviceScreenshots are a shortcut and effective way to insert an image into a document. | |