

Unit: 5.8

Word Processing with Microsoft Word

Key Learning

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

Key Resources



2Connect



Key Questions

What is a word processing tool used for?

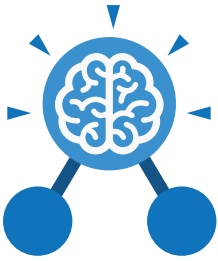
A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.

What features can you use to make a document more readable?

You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to ensure they are positioned well on the page.

How do you successfully add an image to a document?

If you have an image saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.



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Key Vocabulary

Bulleted lists

A list with bullet points, used when the items do not have an order.

Copy and Paste

A way of transferring words or images from one location to another.

Cursor

The flashing vertical line that shows your place in a Word document.

Hyperlink

A clickable link from a document to another location, often a webpage.

Formatting

Changing the look of a document by selecting fonts, colours and how the text is spaced or aligned.

Word Processing tool

A program which allows you to write, edit and print different documents.

Caps Lock

A button on the computer keyboard which changes the letters to upper case (capital letters).

Copyright

When an image, logo or idea has a legal right to not be copied or used without the owner's permission.

Document

A type of file which shows written information and/or images and sometimes charts and tables.

Merge cells

A tool you can use when making a table to join cells which are next to each other in columns or rows.

Text wrapping

A feature which helps you place and position an image neatly on a page or within a paragraph of text.

Captions

Text under an image to provide more information about what is shown.

Creative Commons

Images where the copyright holder, often the creator, has given permission for the image to be used as long as the creator is attributed.

Font

A set of type which shows words and numbers in a particular style and size.

Page Orientation

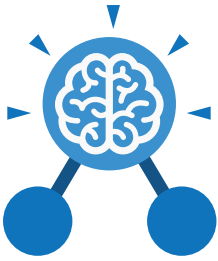
The direction that the rectangular page is viewed. Portrait means longer side going upwards, Landscape means the longer side going sideways.

Readability

How easy and pleasant it is to read and understand a document.

Word Art

A way to treat text as a graphic so that you can add special effects to text.



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Key Images



Open a new document



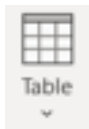
Open an existing document



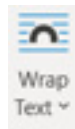
Save your work



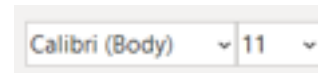
Undo key



Insert a table



Text wrapping



Font Category

Design

Design tab where you can change the style of the document

Insert

Insert tab where you can add an object such as a picture or table

Home

Home tab where many editing tools are found



Insert a picture