

National Curriculum Links: KS1 Computing

- **Use technology purposefully to create, organise, store, manipulate and retrieve digital content**
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| <ul style="list-style-type: none"> • I will know • how to use spell checker to check my work. • how to use the return/enter key to insert relevant line breaks • how to save an image from the internet rather than using copy & paste | <ul style="list-style-type: none"> • how to add a page border • how to insert a basic table • which page orientation would best suit my work. e.g. portrait to landscape • how to transfer these skills into PowerPoint |
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Digital Literacy Vocabulary

Digital Literacy	Having the skills to live, learn, and work where communication and access to information is increasing through technology.
word processing document	Writing on a computer; document is a piece of writing that you have used a computer for.
punctuation exclamation marks question marks	All sentences need punctuation, just the same as writing. Exclamation marks go at the end of an exclamation. Question marks go at the end of a question.
caps lock shift space bar	Caps lock will type in capitals letters. Hold down shift and press a key to type one capital letter or type the top symbol. Press space bar once to add one space.
table	A clear way to show information like facts or numbers.
row / column	A row has information going across. (horizontal) A column has information going up and down. (vertical)
border	A design around the outside of a document.
cursor	The flashing line that shows where you will type or insert a picture.
insert	Put something into a document, like a picture.
formatting	Making the writing look different.
abstraction	Being able to focus on task before the look and feel e.g. colour, size, background

Formatting

Makes text change style and size

Adds numbers or bullet points to make a list

Makes text **bold**, *italic* (*slanted*) and underlined

Makes text change colour

Makes text move to the left, right, middle or 'spread out'

Tables

Click on Insert tab, Table and choose the number of rows and columns needed.

Pictures

Right click on picture and choose 'Save image as...'

Click This PC → your class → your name → Spring 1 and call your picture something appropriate. Click Save.

In Word, click on Insert tab, Picture. Find your picture in your folder. Click Insert.

Page Border

Click on Design tab, Page Border. Choose either a line, style, colour, or Art.

Page Orientation

Click on Layout tab, Orientation. Choose either Portrait or Landscape.

Spell Checker

Click on Review tab, Spelling & Grammar. Choose to Ignore or Change.