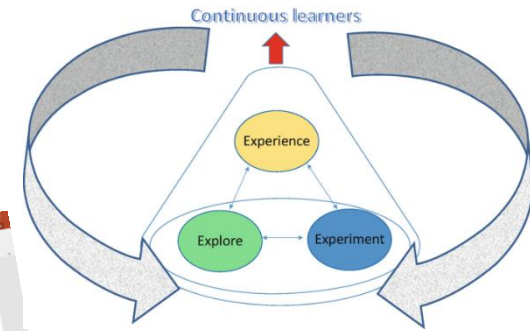




Computing Knowledge Organiser		
Year group: 3	Topic link:	Element of Computing: digital literacy – intro to publishing software
Key Question: What are Microsoft Word and Powerpoint? What are they useful for?		



Key Vocabulary	
Slide	A PowerPoint slide is a new page for a presentation that can include text, images, graphs or a mixture to serve as a visual aid for a presentation.
Document	A Word document is a text file created in a word processing program, such as Microsoft Office. It predominantly features text but can include images and charts.



What key knowledge will I have by the end of this journey?
Confident understanding of what Word and PPT are used for and how they function
Beginning to understand basic tools within the software: copy, paste, font size, font type etc

Mediums and Resources
Word/ PPT– either on iPads or Laptops

My outcome will be
To create my own ppt and word document with evidence of experimentation within the software (some text, possibly an image)

What key skills will I have by the end of this journey?
Improved ability to use common software
Ability to create a new document
Ability to access basic tools for text
Ability to access basic tools for images

Links to previous and future learning			
In Year 3 Introduction to basic software	In year 4 Use software to create and edit a wiki (shared document)	In Year 5 Use software to draw and design	In year 6 Develop a project consolidating prior learning