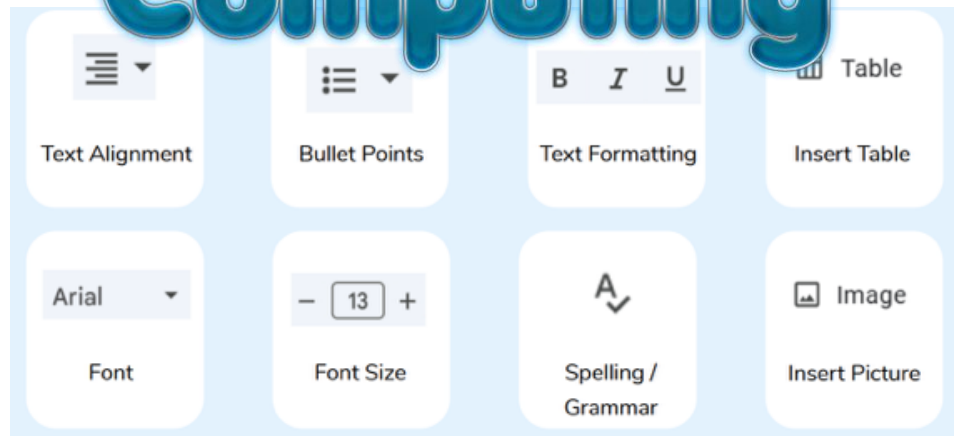


# Word Processing Computing



## National Curriculum

- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.

## Key Vocabulary

|                                |              |                                  |                |
|--------------------------------|--------------|----------------------------------|----------------|
| bullet points                  | organisation | formatting                       | paste          |
| copy                           | Editing      | presentation                     | text alignment |
| cut                            | font         | communication                    | text wrapping  |
| Substantive- Subject Knowledge |              | Bigger Picture- Supporting Words |                |

## Intents

| Intents                                                                         | Pupil | Teacher |
|---------------------------------------------------------------------------------|-------|---------|
| Can I format text in a new Google Doc and save it with an appropriate filename? |       |         |
| Do I know how to edit text and apply more advanced formatting?                  |       |         |
| Do I know how to adjust the layout of a Google Doc?                             |       |         |
| Do I know how to insert and format images in Google Docs?                       |       |         |
| Can I use tables in Google Docs to organise information?                        |       |         |
| Can I combine Google Doc skills to create and review a factsheet?               |       |         |