

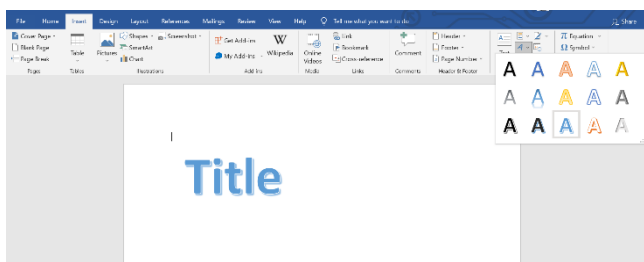
Word Processing Skills Knowledge Organiser

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

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.

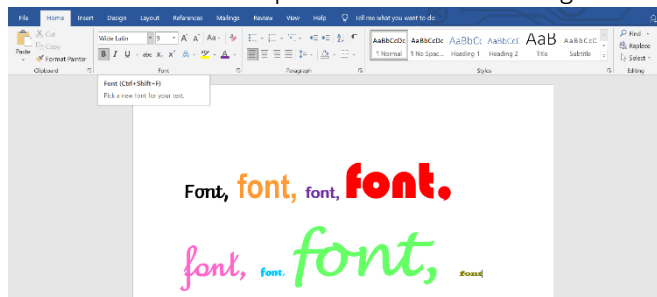


Vocabulary

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.

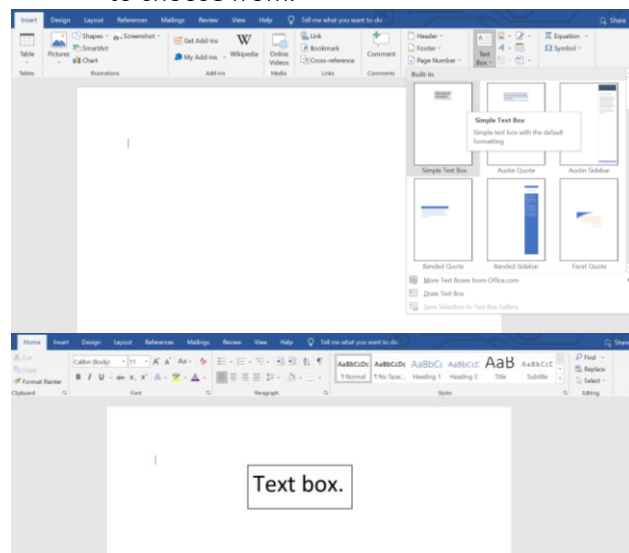
2 - How can a variety of fonts be created on Microsoft Word?

- 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.



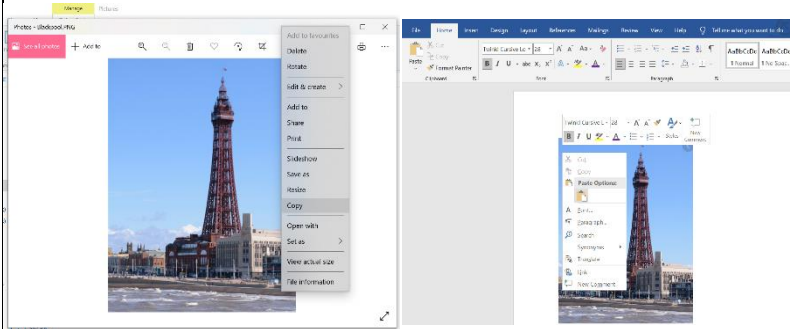
4 – How can I insert a text box?

- 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 – How can I screenshot?

- Screenshots are a shortcut and effective way to insert an image into a document.

