

Year 3 – Microsoft Word Project

	Key Learning
Lesson 1:	Becoming familiar with the school's systems and software
Lesson 2: Y3 - IT3	Using Internet Browsers effectively
Lesson 3: Y3 - IT1 , Y3 - IT2, Y3 - IT4	Introduction to using Microsoft Word online and offline
Lesson 4 & 5: Y3 - IT1 , Y3 - IT2, Y3 - IT4	Formatting work
Lesson 6: Y3 - IT1 , Y3 - IT2, Y3 - IT3, Y3 - IT4, Y3 - IT5	Designing and presenting my work
Lesson 7 Y3 - IT1 , Y3 - IT2, Y3 - IT4, Y3 - IT5	Evaluating my work

Lesson 1:

Username – The name that you use to identify yourself on a computer

Password – A secret word, number or phrase you use to help keep your account safe from others.

Online – Connected to the Internet

Offline - Not connected to the Internet

SHIFT key – A button you hold down to create a capital letter or use a symbol above a key or number on the keyboard.

CAPS LOCK – A button you press once to turn on capital letters, then press again to turn off.

Lesson 2:

Browse: To look through

Software: A computer program

Internet Browser: A program you use to browse the World Wide Web

World Wide Web: A collection of web pages on the Internet you can browse from your computer.

Favourites/bookmarks: You can ask your computer to remember a web page so you can find it next time by clicking a button instead of searching for it.

Minimise/maximise: To shrink or grow a web page to make it visible or hidden.

Lesson 3:

Save: A way of storing the work you have done so it doesn't get lost.

Open: To find something you created in a program and get it on your screen again.

Lesson 4 & 5:

Cursor: The flashing line which shows you where you will be typing

Formatting work: To design your work and change the way it looks.

Red underlined words: In Microsoft Word, this means the word you have written hasn't been found in the program's dictionary.

Blue underlined words: This means Microsoft Word thinks you have made a grammatical error (there is something wrong with the way your sentence is structured).

Backspace key: A button on the keyboard which removes letters to the left of the cursor.

Delete key: A button on the keyboard which removes letters to the right of the cursor.

Lessons 6 & 7:

Selected text: You can select text by clicking and dragging to put a shaded box around it.

Bold: A button which will change selected text into a darker version.

Italics: A button which will change selected text into a slanted, angled style.

Underline: A button which underlines selected text

Key Images



Your current **font** and its **font size**



The **Bold** button



The *Italics* button



The underline button



Your current font colour



Bullet points

Save As

Save your work by giving it a **file name**

Save

This saves your work over a file name you have already chosen

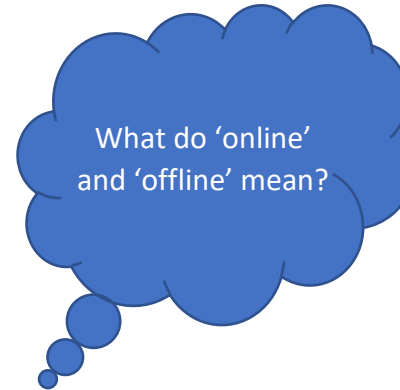
Open

This will allow you to look at a file that is saved on the system

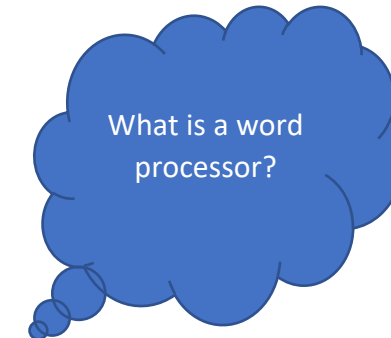


Paragraph alignment; move paragraphs to the left, centre, right or justified (stretched to the ends of the lines to create a block of text).

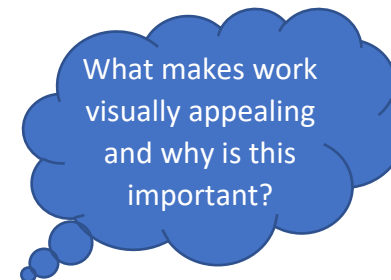
Key Questions



- 'Online' describes something that is done whilst connected to the Internet.
- 'Offline' describes something that is done whilst not being connected to the Internet.



- A word processor is a piece of software which allows the user to store, manipulate and format text typed in from a keyboard.
- They create printable document.



- Making your work clear and easy to read makes it more visually appealing to the reader.
- This is important because the person who has created the document wants the reader to be interested in it and enjoy reading it.