Year 4 Computing– Word Processing

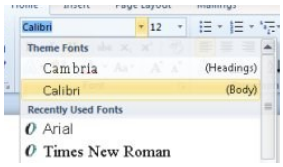
Prior Learning: Typing, using shift/space/enter/delete/arrow keys, changing txt (bold, underline, italic), changing fonts.

Facts

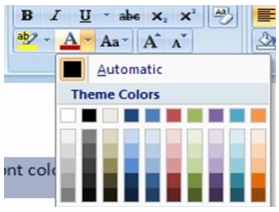
MS Word is a word-processing program used for creating documents such as letters, brochures, learning activities, job applications and students' homework assignments.

Text can be manipulated in multiple ways:

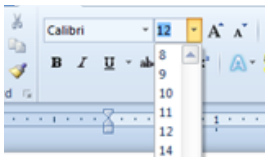
Font (font, **font**, FONT, *font*)



Colour (Colour, Colour, Colour)



Size (Size, Size, Size)



Vocabulary

Word processing

Font

Colour

Size

Image

Table

Insert

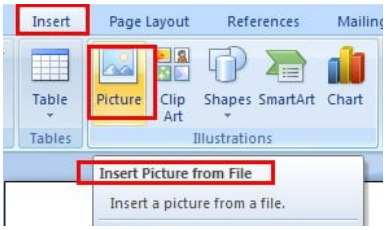
Format

Keyboard

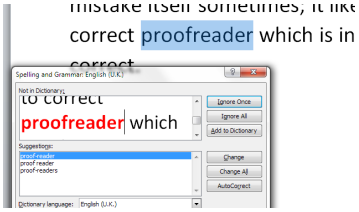
Mouse

Hyperlink

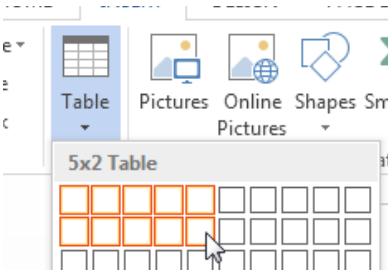
Images can be inserted to documents.



Spell check can be used to correct misspelled words.



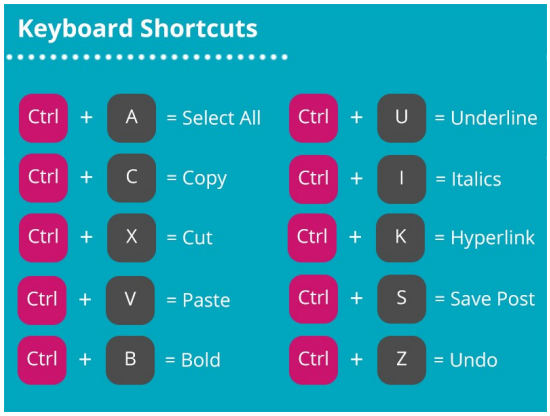
Tables can be inserted to present text information and/or numerical data.



Order Date	Region	Rep	Item	Units	Unit Cost	Total
1/23/10	Ontario	Kivell	Binder	50	19.99	999.50
2/9/10	Ontario	Jardine	Pencil	36	4.99	179.64
2/26/10	Ontario	Gill	Pen	27	19.99	539.73
3/15/10	Alberta	Sorvino	Pencil	56	2.99	167.44
4/1/10	Quebec	Jones	Binder	60	4.99	299.40
4/18/10	Ontario	Andrews	Pencil	75	1.99	149.25
5/5/10	Ontario	Jardine	Pencil	90	4.99	449.10
5/22/10	Alberta	Thompson	Pencil	32	1.99	63.68

Keyboard Shortcuts

A keyboard shortcut is a combination of keys that allows the user quick access to a particular function.



Youtube:

Microsoft Word - 2018 Beginners Tutorial - YouTube
https://www.youtube.com/watch?v=HC13M8FGINc
12 Mar 2018 - Uploaded by Teacher's Tech
This video tutorial will show you how to use Microsoft Word 2016 for beginners. Microsoft Word is a powerful ...

How To Use Microsoft Word (Part 1) - YouTube
https://www.youtube.com/watch?v=5kdIwTnTzdA
23 Mar 2008 - Uploaded by beyourownit
http://www.beyourownit.com -The first steps in using Microsoft Word, sort of a beginners guide. See more at.

Microsoft Word 2016 - Full Tutorial for Beginners [+General Overview ...
https://www.youtube.com/watch?v=2bQSJPQhafg
23 Sep 2015 - Uploaded by bai
[VOICE + TEXT] Get into a new Way of Learning Microsoft Word 2016. Word 2016 getting started, basics ...