

## Unit: 5.8

### Word Processing with Microsoft Word

#### Key Learning

- To know what a word processing tool is for.
- To add and edit images to a word document.
- To know how to use word wrap with images and text.
- To change the look of text within a document.
- To add features to a document to enhance its look and usability.
- To use tables within MS Word to present information.
- To introduce pupils to templates and the pdf format.
- To consider page layout including heading and columns.

#### Key Resources



#### Key Questions

##### What is a word processing tool used for?

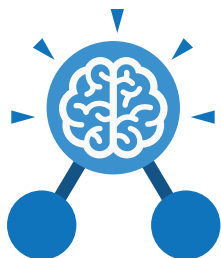
A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.

##### What features can you use to make a document more readable?

You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to ensure they are positioned well on the page.

##### How do you successfully add an image to a document?

If you have an image saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.



## Unit: 5.8

### Word Processing with Microsoft Word

#### Key Vocabulary

##### Copyright

When an image, logo or idea has a legal right to not be copied or used without the owner's permission.

##### Cursor

The flashing vertical line that shows your place in a Word document.

##### Document

A type of file which shows written information and/or images and sometimes charts and tables.

##### Font

A set of type which shows words and numbers in a particular style and size.

##### In-built styles

A bank of ready-made styles which you can use to make sure your style (font, headers, spacing, size etc) is consistent throughout the document.

##### Merge cells

A tool you can use when making a table to join cells which are next to each other in columns or rows.

##### Paragraph formatting

When you change the format of the text in a paragraph, including how the text is aligned and spaced.

##### Readability

How easy and pleasant it is to read and understand a document.

##### Template

A ready-made outline of a document you might want to adapt, such as a letter or certificate.

##### Text formatting

When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.

##### Text wrapping

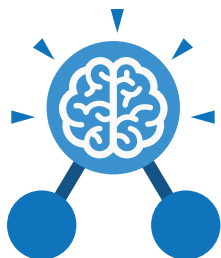
A feature which helps you place and position an image neatly on a page or within a paragraph of text.

##### Word Art

A way to treat text as a graphic so that you can add special effects to text.

##### Word Processing tool

A programme which allows you to write, edit and print different documents.



## Unit: 5.8

### Word Processing with Microsoft Word

#### Key Images



Open a new document



Open an existing document



Save your work



Undo key



Insert a table



Text wrapping



Font Category



Design tab where you can change the style of the document



Insert tab where you can add an object such as a picture or table



Home tab where many editing tools are found



Insert a picture