KNOWLEDGE ORGANISER

COMPUTING	Desktop Publishing	YEAR 3/4

Cross curricular links

PSHE – staying safe online

Key skills

- Use search technologies effectively
- 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
- Use simple organisational devices [for example, headings and subheadings]
- Evaluate and edit by assessing the effectiveness of their own and others' writing and suggesting improvements
- Proofread for spelling and punctuation errors

Key Vocabulary/definitions

Text – a collection of words or letters that can be edited and viewed
Image – a visual representation of something
Templates – a file that serves as a guide for a new document
Orientation – to positioning or overall layout of an item related to other items
Placeholders – a symbol or text that temporarily takes place of the final data

Pictures/photos relevant to topic

Useful information

Activities to do at home:

- Design your own magazine on Microsoft Publisher on a topic of your choice
- Create a postcard on Microsoft Word

Online safety - https://www.bbc.co.uk/bitesize/articles/zfmhfdm