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| **The Woodlands Community Primary School** | **Year 5/6** | **Computing** | **Publisher** |
| **Getting to know …** | **Vocabulary** | **Key Knowledge and Skills** |
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| Microsoft Publisher is a wonderful tool for creating flyers, brochures, newsletters, cards, banners, certificates and much more. You can create a document from scratch if you wish, but it’s much easier to use the catalogue of templates that comes with the software. |

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| Template – Publisher provides models for certain text types for you to use e.g. newspapers, greeting cards etc.Tabs – Tabs are specific sections on a Microsoft program which has a multitude of functions you can choose from.File Tab – options such as opening, saving and closing documents exist here. Home Tab – options for adapting text and pictures.Insert Tab – allows you to add pictures, hyperlinks, tables etc.Page Design Tab – adapt what the page looks like e.g. background.Text Box – to add writing to.Font – change the style of writing.Clip art – images available to those working on their documents.Pictures – to help enhance the text written.Save as … - to choose a location to save a document.Filename – The name of the document for when it is saved. |

 | **Knowledge*** I know the purpose of publisher.
* I know how to locate text boxes and resize them.
* I know how to locate images.
* I know why we use a thesaurus.
* I know the purpose of bullet points.

**Skills*** I can choose a font.
* I can choose an appropriate letter size.
* I can select, position and resize a text box.
* I can locate images.
* I can resize and position an image.
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| **Inserting images** | **Writing Text** |
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