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| **The Woodlands Community Primary School** | | **Year 5/6** | **Computing** | | **Publisher** |
| **Getting to know …** | **Vocabulary** | | | **Key Knowledge and Skills** | |
| |  | | --- | | 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. | | |  | | --- | | 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. | |
| **Inserting images** | | | | **Writing Text** | |
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