

# Computing: word processing

## Key Learning:

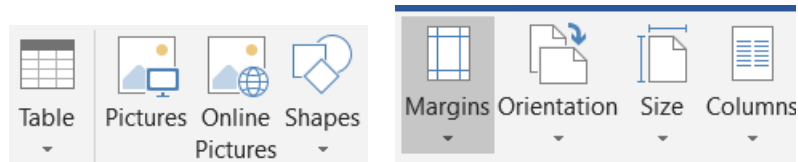
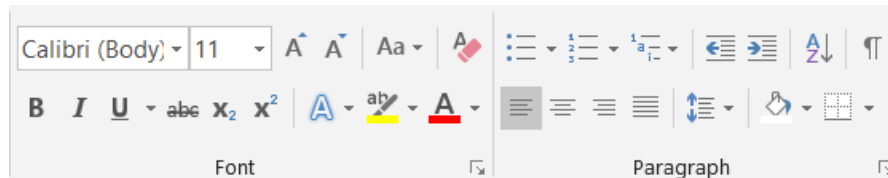
### Word:

- Know how to change font and size and underline
- Can include shapes and backgrounds to document as well as insert table and add a border
- Can add image to document and re-size

### Power Point:

- Add slides, text, images, format backgrounds, add text boxes
- add videos and sound clips
- add transitions and animations

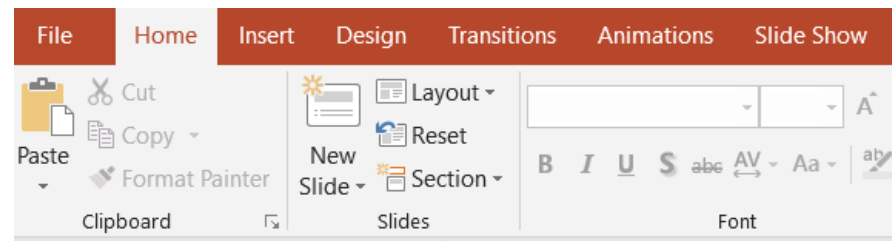
Create short presentation using all the skills taught



Word

## Key Vocabulary:

font	A collection of letters with the same design
insert	Add something into a document such as an image or table
transition	A visual effect that impacts the way a whole slide is presented
animation	Visual effects that change the way individual objects within a slide are revealed
format	The way in which something is arranged or set out



Power Point