Knowledge Mat – Digital Literacy – Year 3

National Curriculum Links: KS2 Computing

- 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

I can use skills I have learnt across multiple application programs, including:

DL3.1 how to type a number of sentences using the keyboard
DL3.2 how to use tab to indent paragraphs
DL3.3 how to use cut, copy and paste to re-order text
DL3.4 how to use keyboard shortcuts e.g. Ctrl + V, X, C to re-order text.
DL3.5 how to use bullet points, speech bubbles, auto shapes and text boxes
DL3.6 how to format wrapping/layout of text boxes and images in word

DL3.7 how to format images - move, rotate and re-size shapes
DL3.8 how to use the format tab to alter word art to enhance my work.
DL3.9 how to use a variety of table tools (merge cells, fill, columns etc.)
DL3.10 how to explain the difference between save and save as.
DL3.11 how to create a folder to save my work in.
DL3.12 how to give a file a name to identify it
DL3.13 how to transfer these skills into PowerPoint

Digital Literacy Vocabulary

Term	Definition
Digital Literacy	Having the skills to live, learn, and work where communication and access to information is increasingly through technology
formatting	Making the writing look different
layout	Different ways to set out information, pictures and tables in documents or presentation
audience	Who the document is being written for
appropriate and relevant	Suitable, proper and connected to the subject
abstraction	Being able to focus on task before the look and feel e.g. colour, size, background
background	Colours, patterns or images that sit behind the information and images on slides
border	A design around the outside of a document
animation	How text or images appear onto the slide
transition	How each slide moves onto the next slide
keyboard shortcut	A key or combination of keys providing quick access to a particular function
insert	Put something into a document, like a picture
cursor	The flashing line that shows where you will type or insert a picture

Formatting Shapes

Click on Insert tab, Shapes to add 2D shapes or speech bubbles (callouts).

Click on Insert tab, Text Box to add a text box.

Use the circular arrow to rotate

Use the corner circles to resize (keeping image ratio)

Drag shape to move

Moving Images

To move images around your work, use text wrapping tool.
Click **Format tab, Wrap text** or **right click** on the image and investigate and choose the appropriate wrapping for your work

Format

Bring Forward
Send Backward
Wrap Text
Selection Pane

- In Line with Text
- Square
- Tight
- Through
- Top and Bottom
- Behind Text
- In Front of Text

Cut, Copy, Paste

Cut – Ctrl + X
Copy – Ctrl + C
Paste – Ctrl + V
Select all – Ctrl + A

Save and Save As

Save As lets you save a file in a new location.
Save lets you update a file in the same location.

Table Tools

Merged cells – two cells become one		Colour	Split	cells

Select the cells you want to merge and right click. Choose Merge Cells.	Colour cells by selecting a cell and clicking fill tool.	Select the cells you want to split and right click. Choose Split Cells.

Word Art

Click on Insert tab, Word Art. Choose an appropriate style.

Tabs

Click the forward arrow to indent paragraphs forward.
Click the back arrow to move paragraph indents back.