

### **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.)

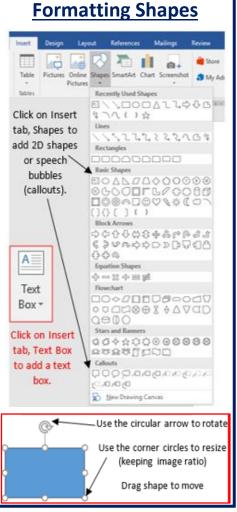
**DL3.10** how to explain the difference between save and save as.

**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

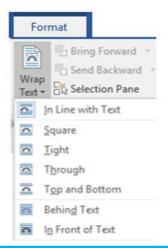
#### **Digital Literacy Vocabulary** Having the skills to live, learn, and work Digital where communication and access to Literacy information is increasingly through technology Making the writing look different formatting Different ways to set out information, layout pictures and tables in documents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



# **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



#### 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.	to s and a ick.		1	Select the cells you want to split and right clic Choose Split Cell	

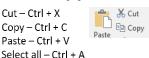
### **Word Art**

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



## Cut, Copy, Paste

Cut - Ctrl + X Copy - Ctrl + C Paste - Ctrl + V



# **Tabs**

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

