



Year 5

Unit Title: Word Processing (Microsoft Word, desktop version)

Key Learning

- To format a new Word document and then save it.
- To learn how to edit text and apply more advanced formatting.
- To learn how to adjust the layout of a Word document.
- To learn how to insert and format images in Word.
- To use tables in Word to organise information.
- To combine Word skills to create and review a factsheet.

Key Resources



Key Vocabulary

Bullet Points

Dots or shapes used to make a list easy to read.

Editing

Changing or fixing your work.

Page Margins

The blank spaces around the edges of the page where you can't type.

Copy

Makes a duplicate of the text or picture so you can use it again.

Font

The design or style of letters in your writing, such as Arial or Times New Roman.

Paste

Inserts the cut or copied text or picture into a new place in your document.

Cut

Removes the text or picture from where it is and saves it, so you can place it

Formatting

Changing how text looks, such as its font, size, or colour.

Text Alignment

How the text lines up on the page - left, centre, right, or justified.

Document

A file made in a word processor.

Handles

A square that appears around a selected image, allowing it to be edited.

Text Wrapping

How text flows around an image, shape, or object in your document.



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Key Images



Text Alignment



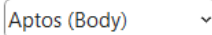
Bullet Points



Text Formatting



Insert Table



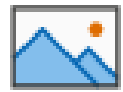
Font



Font Size



Spelling /
Grammar



Insert Picture

Key Questions

What is a word processing tool used for?

A word processing tool is used to create, edit and print documents.

Documents can contain text, images, tables or charts.

Documents are a type of file that show information using text and images.

What features can you use to make a document more readable?

You can change the font format to give the document a theme and make it more readable.

By changing the paragraph formatting, you can ensure the words are spaced evenly.

You can add images and use text wrapping to ensure they are positioned well on the page.

How do you successfully add an image to a document?

You can add a Microsoft Stock image by clicking on Insert – Pictures – Stock images.

You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.