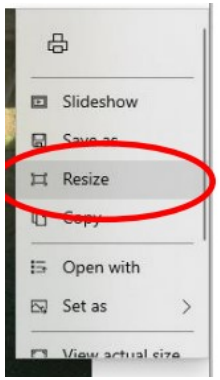
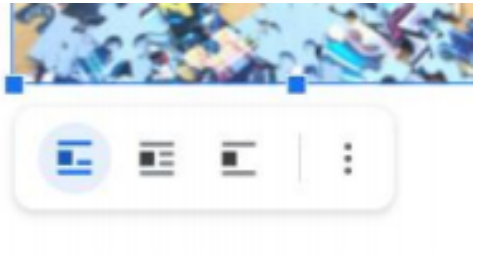
Mossfield Primary School Knowledge Organiser

Year 5 —**Word Processing (with Google Docs)** A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Other word processing software includes Microsoft Word and Apple iWork.

Key Learning

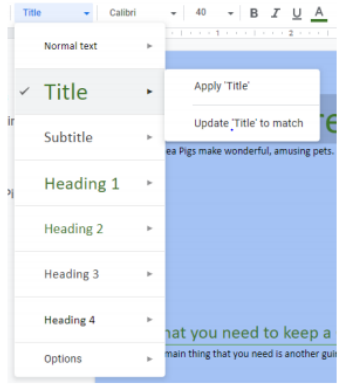
To add and edit images to a word document.



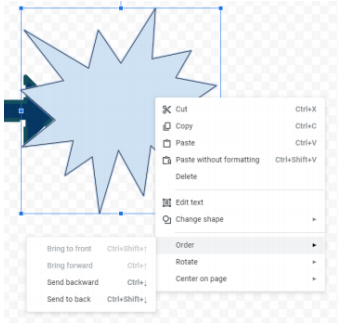


To know how to use word wrap with images and text.

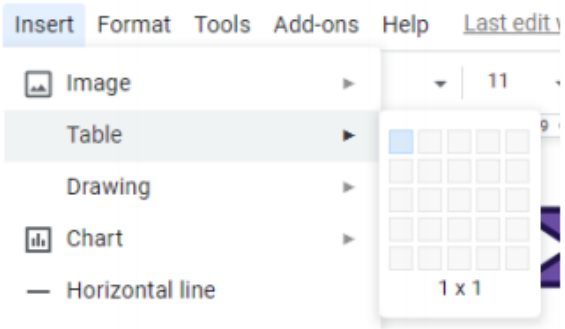
To consider page layout including heading and styles.

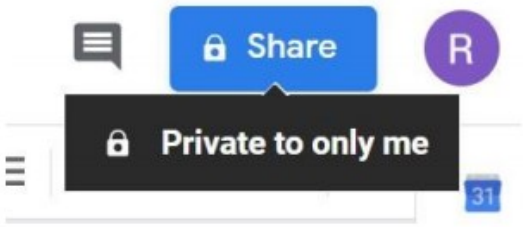


To add features to a document to enhance its look and usability.



To use tables within to present information.





To understand how to share Google Docs files.

Key Vocabulary

Copyright	When an image, logo or idea has a legal right to not be copied or used without the owner's permission.
Cursor	The flashing vertical line that shows your place in a document.
Document	A type of file which shows written information and/or images and sometimes charts and tables.
Font	A set of type which shows words and numbers in a particular style and size.
In-built styles	A bank of ready-made styles which you can use to make sure your style (font, headers, spacing, size etc) is consistent throughout the document.
Merge cells	A tool you can use when making a table to join cells which are next to each other in columns or rows.
Paragraph formatting	When you change the format of the text in a paragraph, including how the text is aligned and spaced.
Readability	How easy and pleasant it is to read and understand a document.
Template	A ready-made outline of a document you might want to adapt, such as a letter or certificate.
Text formatting	When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.
Text wrapping	A feature which helps you place and position an image neatly on a page or within a paragraph of text.
Textbox	A way to include text in a position that you want out of the usual flow of the document.
Word Processing tool	A programme which allows you to write, edit and print different documents.