Year 3 - Knowledge Organiser – Information technology

Key Facts

- MS Word is a word processing program used for creating documents.
- A command is an instruction given by the user telling the computer to do something.
- Text can be manipulated in a variety of ways (size, colour, font)
- Bullet points can be used to organise lists and facts.
- A keyboard shortcut is a combination of keys that allows the user quick access to a particular function.
- Objects can be grouped by their attributes.
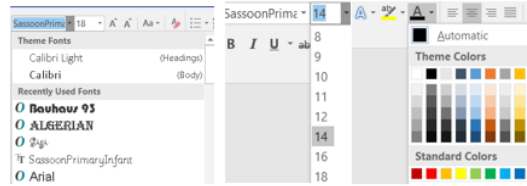- A branching diagram uses questions to identify objects.

Key Vocabulary

- Word processing
- Keyboard
- Save
- Space bar
- Caps Lock
- Undo
- Redo
- Uppercase/ lower case
- Align
- Bullet points
- Grouping
- Branching diagram
- Attribute

Font (*font*, FONT, **font**)

Size (size, size, size)

Colour (colour, colour, colour)

You can align text using the alignment buttons:

Text to the left (main body or writing).

Text to the right (address in a letter).

Centre text (for titles).

Justifies (line down the right and left like a book).

Undo	Cut	Copy	Paste	Select All
<ctrl> + z	<ctrl> + x	<ctrl> + c	<ctrl> + v	<ctrl> + a
Save	Redo	Bold	Italics	Underline
<ctrl> + s	<ctrl> + y	<ctrl> + b	<ctrl> + i	<ctrl> + u

Does it fly?

Yes — Does it have wings?

No — Does it have an engine?

Does it have wings? Yes / No

Does it have an engine? Yes / No