



Year 5

Unit Title: Word Processing (Pages for iPad, app version)

Key Learning

- To format text in a new Pages 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 Pages document.
- To learn how to insert and format images in Pages.
- To use tables in Pages to organise information.
- To combine Pages 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 somewhere else.

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

Shapes that appear around a selected image, allowing it to be edited.

Text Wrapping

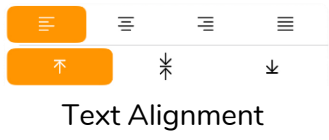
How text flows around an image, shape, or object in your document.



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Key Images



Text Alignment

Bullets & Lists None >

Bullet Points

B *I* U

Text Formatting



Insert Table

Font Helvetica Neue >

Font

York Grok Yurok Learn Spelling

New Yrok is a very famus



Spelling / Grammar

Paste



Insert Picture

Size 16 pt - +

Font Size

Key Questions

What is a word processing tool used for?

A word processing tool is used to create, edit and print off a document.

This can contain text, images, tables or charts.

Documents are a type of file that show information.

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 an image that you find online. Copy your image then go back to your Pages document. Tap where you want the image to go then tap again and choose paste.

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