

### What should I already know?

- To be able change the layout of a page you are creating for a specific purpose
- To create a title or headline and change the text to show this
- To create a presentation for a specific purpose
- Use spell checker, thesaurus and find and replace on Microsoft Office tools.
- Collect data and use own data to create a graph or to create a database (2Question)

### Key learning

- To be able to use Page Layout to select different sizes and orientations
- To be able to use columns and text boxes to create a layout for specific purposes
- To edit a photograph (crop, resize, add border and add effects)
- To think about the intended audience when presenting information using Microsoft Office tools.
- To create different graphs eg. Line graph, bar chart and pie charts using 2Graph and Excel.

### Key vocabulary

**Application** – A program that runs on a computer with a specific use

**Microsoft Office** – A group of applications that includes Word, PowerPoint, Publisher and Excel.

**Word** – An application used for word processing

**PowerPoint** – An application used for presentations

**Excel** – An application that uses spreadsheets to organise numbers

**Column** – A vertical area reserved for text. For example, newspapers often have 3 or 4 columns of text per page

**Text box** – An area on the screen where you can enter text that can be moved around

**Page Layout** – How each page of your document looks. On Microsoft Office products, Page Layout is a tab that allows you to make changes to your pages layout including size and orientation.

**Photos** – A Windows 10 program that allows you to edit your photos including crop, resize, add border and add effects

**Crop** - Removing unwanted areas of the image around the edge

**Resize** - Changing the size of the whole image

**Effects** – Changing what the image looks like by adding a filter, changing the light or contrast

**2Graph** – A program on Purple Mash which allows you to create a range of graphs using your own data

### Key questions

- What is an application?
- How do I use Page Layout to select different sizes and orientations?
- Can I use columns and text boxes to create a layout for a specific purpose eg. Newspaper writing?
- Can I edit a photograph by cropping, resizing, adding a border and adding effects?
- Who is my intended audience for this information and what decisions will I make based on this?
- Can I create a range of graphs using 2Graph and Excel?
- Which program is easiest to use/best for a certain purpose?