Word Processing with Google Docs

Key Words

Bulleted Lists – A list with bullet points, used when the items do not have an order.

Caps Lock – A button on the keyboard which changed the letters to upper case (capital letters).

Captions – Text under an image to provide more information about what is shown.

Copy and Paste – A way of transferring words or images from one location to another.

Copyright – When an image, logo or idea has a legal right to not be copied or used without the owner's permission.

Creative Commons – Images where the copyright holder, often the creator, has given permission for the image to be used as long as the creator is attributed.

Cursor – The flashing vertical line that shows your place in a Word 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.

Hyperlink – A clickable link from a document to another location, often a webpage.

Merge Cells – A tool you can use when making a table to join cells which are next to each other in columns or rows.

Page Orientation – The direction that the rectangular page is viewed. Portrait means longer side going upwards. Landscape means the longer side going sideways.

Formatting – Changing the look of a document by selecting fonts, colours and how the text is spaced or aligned.

Text Wrapping – A feature which helps you place and position an image neatly on a page or within a paragraph of text.

Readability – How easy and pleasant it is to read and understand a document.

Word Processing Tool – A program which allows you to write, edit and print different documents.

Word Art – A way to treat a text as a graphic so that you can add special effects to text.

Key Learning

- To know what a word processing tool is for.
- To add and edit images to a word document.
- To know how to use word wrap with images and text.
- To change the look of text within a document.
- To add features to a document to enhance its look and usability.
- To use the sharing capabilities in Google Docs.
- To use tables within to present information.
- To introduce children to templates.

Key Resources

2Connect   purple mash   Google Docs

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 portray 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?
If you have an imaged saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.

Key Images

Open a new document.

Text alignment.

Access sharing options.

Insert image.

Return to docs home.

Crop image.

Undo key.

Clear formatting.

Text formatting.

Text wrapping.