



Year 2 Information Technology

Key Facts

Key Vocabulary:
Word processor a program for creating, storing and formatting text.
save to store documents or any data to a particular location.
server an area for storing digital data and documents.
retrieve to find and open saved digital work.
permission to give someone approval or say it is OK.
white space areas of a page without text or images

Using a Word processor
 Word processing software (such as Microsoft Word) can be used to create text. It is possible to change the font and the size and colour of text. We must highlight the text we wish to change.
 Our work can be saved on the server so that we can retrieve it at a later time. Children at Barnes save their work on the W drive where there is a folder for their year group.

Book Creator
 Using an app on an iPad (such as Book Creator) we can create an electronic information books. After saving images from the internet to the camera roll on our iPad, we can insert these into our books. We only have permission to use images which are labelled for reuse. Our books can be enhanced by adding text, images, sound and shapes. It is important that our pages are not too crowded or confusing so we must leave "white space".

Links to prior learning:
 Mouse Skills, J2e, Book Creator – Year 1

Poster Design
 Microsoft Publisher can be used to create a poster. A successful poster must be eye-catching, clear and contain all the important information. The title of the performance is the most important piece of information so should be large and clear. The colours we use are important. Dark text is clearest on a light back ground and light text is clearest on a dark background.

