

BLACKROD PRIMARY SCHOOL

Project Reflection – Autumn 2

Computing – Digital Literacy

Microsoft Word

We have been working hard to improve our skills on Microsoft Word. We have looked at layout, fonts, themes and choosing the correct pictures. We carefully selected appropriate tools to add emphasis and effect to our work.



1) Change this sentence to font size 24.

2) Change this sentence to font size 10 and colour red.

3) Change each word of this sentence to a different colour.

4) Change this sentence to the font called "Daytona".

5) Rearrange this sentence so it makes sense

capital London United is Kingdom city the of the

The capital city of the United Kingdom is London.



Microsoft PowerPoint

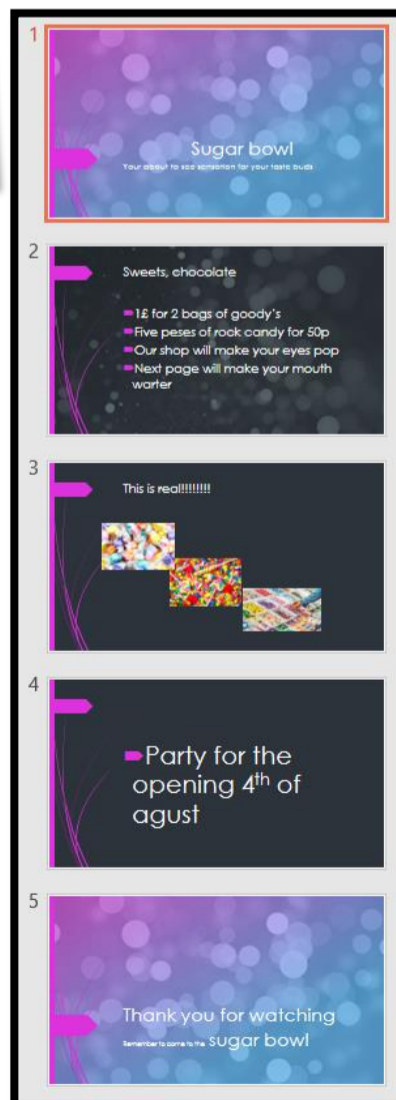
We have been working hard to improve our skills on Microsoft PowerPoint. We looked at using shortcuts to help us be more efficient

Ctrl + C is the same as 'copy'

Ctrl + V is the same as 'paste'

Ctrl + X is the same as 'delete'

We had to choose, select and use a combination of software to present our work. We added transitions and effects. We also looked at why we have chosen our layout and formatting.









Key Vocabulary

Select
Database
Record
Spreadsheet,
Database,
Import
Cells
Rows
Columns.

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- 1 ★ 
- 2 ★ 
- 3 ★ 
- 4 ★ 
- 5 ★ 
- 6 ★ 

- 1 
- 2 
- 3 
- 4 
- 5 
- 6 



Once we had completed our PowerPoints we presented them to our class friends.

Microsoft Excel

As a class we carried out surveys to gather data to create our own graph on excel. We learnt how to prepare a data collection form and collect quality information.

We then learnt how to interpret graphs of data collected from a variety of sources.

