

Computing

Lesson 1: Features of a word processor

Gaining support for a cause

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Materials from the Teach Computing Curriculum created by the National Centre for Computing Education



Task 1 part 1 - Drag the icons and software names into the appropriate spaces



Icon	Software	Description
		Made up of rows, columns and cells. Used mainly for holding formulas to automatically complete calculations.
		A modern-day typewriter used for typing text and changing the appearance of the text (such as making text bold or changing the colour).
		Software that allows you to read and compose electronic messages that are sent between recipients across the network (usually the internet). You can send messages to multiple people at the same time and include attachments (such as files for people to open, read or edit).

Email software

Spreadsheet software

Word processing software



Task 1 part 2 - Drag the icons and software names into the appropriate spaces



Icon	Software	Description
		Software that allows you to create or edit images. It includes tools such as overlaying text, cropping, and recolouring.
		Software that allows you to present information in the form of a slide show. The presenter would use this to provide a visual aid to support what they are saying.
		Software that creates web pages/websites without you having to write code. You can write, edit, and position text, add images, and embed videos, and the software will write the required code for it.

Web
authoring
software

Image editing
software


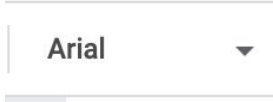


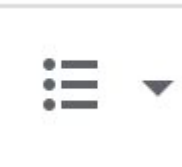
Presentation
software



Task 2: Features of a word processor

In the table are images of key features of word processors. Can you identify what the icons do?

- Hint 1: Hover your mouse over the icons that you do not recognise and they might give you a clue as to what they do.
- Hint 2: If you're not sure what the tool does, highlight some of this text and click on the tool icon to see what happens.

Tool icon	Tool name	Brief description
		
		
		
		
		



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