# Year 4 Publisher and Excel

You have already learnt…

In Year 2, you looked at using Microsoft Excel to collect data and information and publish it into a graph. You looked at the types of graphs that you can use. In Year 3, you looked at how to insert images and manipulate text.

Key Vocabulary

align	To line up text or objects with each other on a page.
cell	A box in a **table** in which you enter a single piece of data.
column	A range of **cells** that go down (vertically) in a **table**. A column can also be straight, vertical section of text on a page or screen.
copyright	A law that prevents people from copying the creative work of others without their permission.
edit	To make changes to or correct errors in digital content, such as text, images or videos.
format	The appearance or presentation of text, objects or images.
highlight	The process of selecting text by holding down a mouse button or trackpad and dragging over the required text.
hyperlink	A piece of text or an image that can be clicked to access a web page or even another part of the same document.
orientation	The direction of rectangular paper for printing. This can be portrait or landscape.
row	A range of **cells** that go across (horizontally) in a **table**.
table	A way to organise and present data in rows and **columns**.
text box	An object that can be placed in a document and used to enter text.
URL	The unique web address for an individual web page. This is the address given to find web pages on a web browser, for example www.twinkl.co.uk.
wrap text	Changing the text to fit around an image or object.

Orientations

portrait

landscape
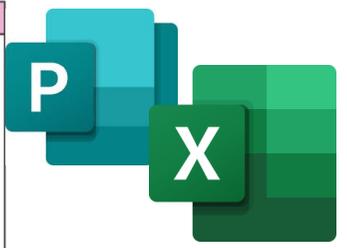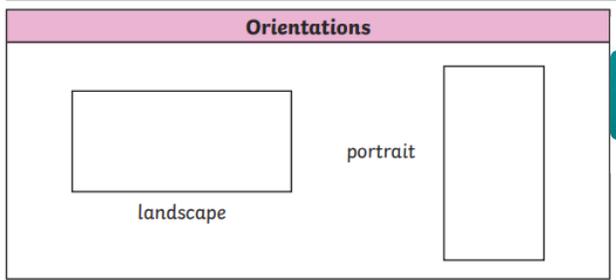
Key Knowledge

- Be aware of how to distinguish between different websites and discuss their merits
- Know how to conduct searches to provide them with reliable, helpful information.
- Use Microsoft Publisher to create a poster, article or brochure
- Write and deliver a presentation using relevant and interesting information
- Take adapt and create images to enhance their work
- Record and edit media to create a sequence
- Learn to search through, sort and graph out information

Key Skills

Design and write programs for purpose

Use sequencing effectively when creating algorithms

Add selection, variables and repetition to programs

Understand and explain debugging solutions when considering programming

Shortcuts

Paste (Ctrl + V)   Cut (Ctrl + X)   Copy (Ctrl + C)

Faster ways of achieving a common task. You can use to make yourself much more efficient. There are many more than listed here. To use them, press and hold control on your keyboard and them the relevant letter.

Application Software:

Icon	Description	Uses
W	Microsoft **Word**: Word Processing Software	Letters, reports, text based documents…
P	Microsoft **PowerPoint**: Presentation Software	Presentations, interactive adverts
X	Microsoft **Excel**: Spreadsheet Software	Spreadsheets, Graphs and Charts, Analysis
O	Microsoft **Outlook**: Email Software	Email, Arranging meetings, calendars
P	Microsoft **Publisher**: Desktop Publishing Software	Posters, fliers, graphical products
N	Microsoft **OneNote**: Note Taking Software	Making notes, working together

Next you will learn…

You will use Microsoft Software and explore PowerPoint in Year 5, with options to revisit Publisher in Year 6.