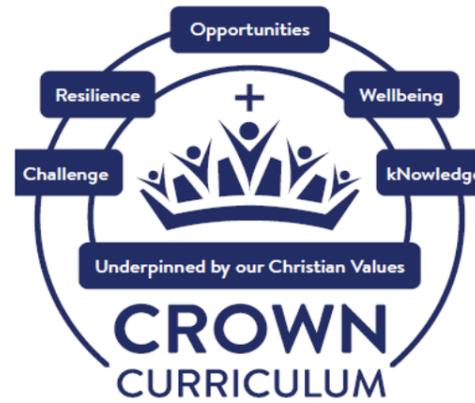


Crown Planner – Year 3: Digital Literacy: Desktop Publishing

Key Knowledge

- I know that images can convey a message
- I know how to use the toolbar (see below) when desktop publishing
- I know how to use landscape or portrait when using desktop publishing



Using the Tool Bar

 change the font (style) of the text.  change the size of the text.

   The B makes the text **Bold**.

The *I* writes the text in *Italics*.

The U underlines the text.

 change the colour of the text.

 The undo tool reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was.

Key Vocabulary

publishing

p-u-b-l-i-sh-i-ng



using a computer to create documents that can be printed or displayed electronically.

toolbar

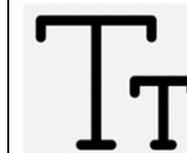
t-oo-l-b-ar



a strip of icons that can be clicked to perform certain functions.

font

f-o-n-t



style of writing

landscape

l-a-n-d-s-c-a-y-p



Landscape

portrait

p-or-t-r-a-y-t



Portrait