

Key vocabulary

format	change the layout and appearance of a document with purpose
highlight	select text (words, sentences, paragraphs)
Cut Ctrl + x	remove information to put somewhere else
Copy Ctrl + c	make a copy of information to put somewhere else
Paste Ctrl + v	place the information you have cut or copied

We are building our
knowledge from
Google Slides in Year 3

Key knowledge

Text can be formatted to be clear for the person my document is intended for

The shortcuts "ctrl+a" (select all), "ctrl+c" (copy) and "ctrl+v" (paste) can be used to shorten processes

Images can be inserted into Google Docs (either from clipart, or from Google Images using copy & paste)

Images can be formatted to aid with interest and clarity for the document reader. They can be resized, cropped or rotated.

