# Unit: 5.8
Word Processing with Google Docs

Key Learning

- To know what a word processing tool is for.
- To add and edit images to a word document.
- To know how to use word wrap with images and text.
- To change the look of text within a document.
- To add features to a document to enhance its look and usability.
- To use the sharing capabilities in Google Docs
- To use tables within to present information.
- To introduce children to tempates.

Key Resources

purple mash

2Connect

Google Docs
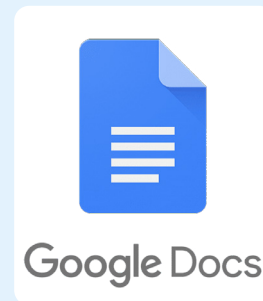
Key Questions

### What is a word processing tool used for?
A word processing tool is used to create, edit and print off a document. This can contain text, images, tables or charts. Documents are a type of file that portray information.

What features can you use to make a document more readable?
You can change the font format to give the document a theme and make it more readable. By changing the paragraph formatting, you can ensure the words are spaced evenly. You can add images and use text wrapping to ensure they are positioned well on the page.

How do you successfully add an image to a document?
If you have an image saved onto your computer, you click on insert – pictures – insert image from this device. You can resize and move the image and ensure it fits well on the page by changing the text wrap setting.

2simple
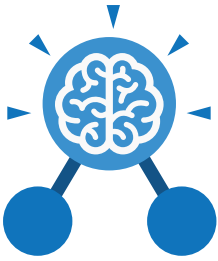
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Key Vocabulary

Copyright
When an image, logo or idea has a legal right to not be copied or used without the owner's permission.

Cursor
The flashing vertical line that shows your place in a document.

Document
A type of file which shows written information and/or images and sometimes charts and tables.

Font
A set of type which shows words and numbers in a particular style and size.

In-built styles
A bank of ready-made styles which you can use to make sure your style (font, headers, spacing, size etc) is consistent throughout the document.

Merge cells
A tool you can use when making a table to join cells which are next to each other in columns or rows.

Paragraph formatting
When you change the format of the text in a paragraph, including how the text is aligned and spaced.

Readability
How easy and pleasant it is to read and understand a document.

Template
A ready-made outline of a document you might want to adapt, such as a letter or certificate.

Text formatting
When you change the format of text on a page, including the font and the size and whether it is bold, underlined or in italics.
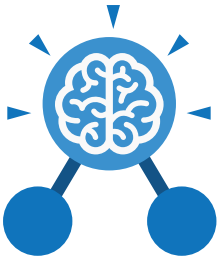
Text wrapping
A feature which helps you place and position an image neatly on a page or within a paragraph of text.

Textbox
A way to include text in a position that you want out of the usual flow of the document.

Word Processing tool
A programme which allows you to write, edit and print different documents.

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Key Images

Open a new document

Access sharing options

🔒 Share

Return to docs home

Undo key

Arial — 11 + **B** *I* U A

Text formatting

Text Alignment

Insert image

Crop image
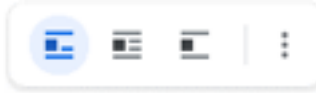
Text wrapping

Clear formatting

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