YEAR 3 COMPUTING | KNOWLEDGE ORGANISER

Desktop publishing

Use a computer to arrange words and pictures for a particular audience and purpose.

Key vocabulary

Text Written words.

Image A picture, drawing or photograph.

Emoji A small symbol that can show an idea or feeling.

Font The design of the letters you type.

Layout How text and images are arranged on a page.

Orientation The direction of the page. Portrait is taller and landscape is wider.

Template A starter design you can use again.

Placeholder A space saved for text or an image.

Audience Who the design is for.

Purpose The job of the design.

Typing tools

Shift makes one capital letter.
Return starts a new line.
Backspace removes the character to the left of the cursor.

Design a magazine cover

1. Set up the page

Choose portrait or landscape. Add placeholders for the title, picture and smaller text.

2. Add the content

Copy and paste text into your template. Choose a picture you have permission to reuse.

3. Edit and improve

Move items where they make sense. Change the font, size and colour so the words are easy to read.

Example cover layout



The title at the top tells readers which magazine it is.

The main picture and headline give a clue about what's inside.

Choose a layout that works

Poster A big heading catches your eye. Key details are easy to spot.

Invitation The date, time and place stand out so guests know when and where to go.

Newspaper Headlines and columns help readers find and follow stories.

Words, pictures and emojis

Words can give exact details. An image can show an idea quickly. An emoji can add a feeling, but people may read it differently. Use emojis respectfully online.

Check your understanding

1. How does a placeholder help you?
2. What would you make stand out on an invitation? Why?
3. What is easier to change on a computer than in a design made by hand?

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