Dear Parents,

Year 3 pupils explore ICT and learn to use computers confidently and with purpose to achieve specific outcomes. They start to use ICT to develop their ideas and record their creative work.

[REMININDERS]

Please encourage your child to practice more on formatting documents. You can use any word processing software like Word 2013, Word 2016... Ask your child to type up a story. He/She could include pictures to make the story look interesting.

Year 3 will not be having exams for ICT in this term. All the work done in class will be taken as part of the assessment.

The students of Year 3 are learning Word 2013 this term.

Topics include:
- Formatting documents – applying page borders, aligning text, changing font & font colour.
- Changing font style and size.
- Understand how to use the shift key.
- Good sentence structure.
- Good use of punctuation
- Copying images from internet and pasting it on documents.

We are using Word 2013 to practice these skills.

[THE WEEK AHEAD]

We will be practicing more on formatting documents in Word 2013.

Questions?
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