Year 3: Computing and Online Safety

Multimedia - Using Publishing Software

Microsoft Publisher is a computing program that is used for **desktop publishing**.

You will be **publishing** a poster, just like the one below, by adding titles, pictures and text to a page. You will need to use the **copy** and **paste function** to paste pictures from the **Internet**.
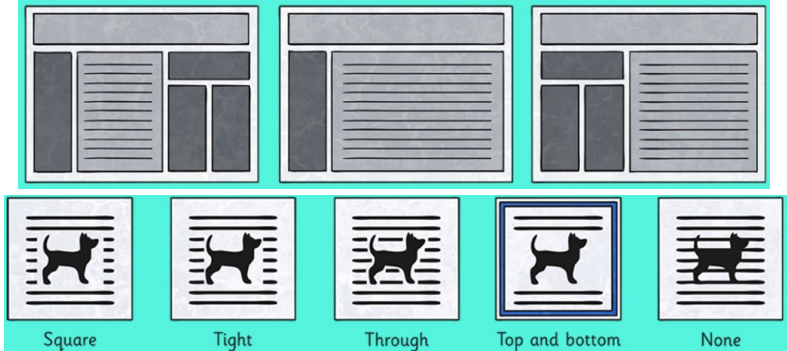
You can then format your work by **moving**, **resizing** and **cropping** the images that you've found.

Finally, you will learn to add **text boxes** and change the **background colour** of your poster to make it stand out.

How to publish a perfect poster:

1. Click **Microsoft Publisher**.
2. Add a suitable title using **WordArt**.
3. Insert pictures from the Internet by **copying and pasting**.
4. Insert **text boxes** and type to add text.
5. Edit by moving the text and images around until you are happy. Add a **background colour**.
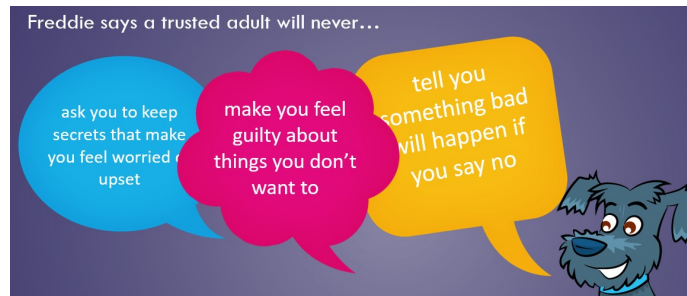6. **Save** your perfectly published poster!

Privacy and Security

When you use technology, it is important that you are **safe, respectful and responsible**. Trust is the strong feeling that you can **rely** on someone and that they will help make sure that you are **safe** and **protected**. If you trust someone, you will feel **comfortable**. It is important that, even when you are online, you only share **personal information** with adults that you **trust**! These people may include:

- parents and carers;
- Teachers, Teaching Assistants and Headteachers;
- grandparents;
- **NSPCC Childline** (call 0800 1111)

CRC Article 29: All children have the right to be the best that they can be.
CRC Article 19: All children have the right to be safe.

Vocabulary

background colour	The colour behind text and images.
copy	To make an identical version of something.
crop	To remove unwanted portions of an image.
Microsoft Publisher	A desktop publishing program used to present multi-media on one page.
paste	Places an object onto your page.
personal information	Information that belongs to you and is shared with trusted people only.
publish	To create documents that are ready to be printed.
resize	To make the object smaller or bigger.
save	To keep the document for later.
text box	A box that allows you to type text.
trusted adult	A grown up that you can confide in.
WordArt	A gallery of text styles that can be used in titles.