

Year 6: Computing and Online Safety

Multimedia - Using Publishing Software

Mrs. Boulton has asked you to create an **advertising leaflet** for our school because you are the experts!

Which of the following Microsoft **software programs** would be most useful for this task?

- **Microsoft Word**
- **Microsoft PowerPoint**
- **Microsoft Publisher**
- **Microsoft Paint**



You have had experience of using all of these programs during your time at Timothy Hackworth Primary School.

Using your choice of software, you will need to:

- Choose the correct **page set up** option when beginning your document.
- Use **text-formatting** tools, including **heading** and **body text**. You may want to incorporate the use of **WordArt** here.
- Incorporate **graphics**, using the **internet** and **clipart**, and use the most effective **text wrapping formats** when doing so.
- Edit and format your leaflet by **rearranging, resizing and manipulating** the texts and images until you are satisfied.
- **Evaluate** your own and your peer's work before making any final amendments.

Privacy and Security

When you download an app, you usually have to grant the app certain **permissions**. These permissions allow the app access to specific **components** such as your **camera or contacts**.

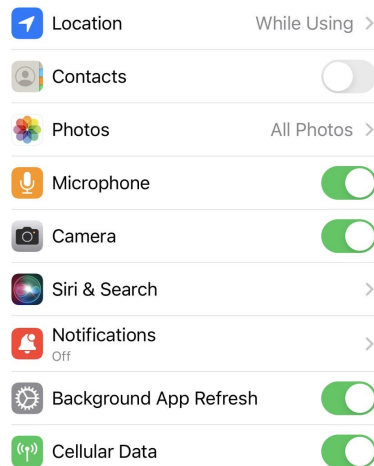
Some apps require certain access to work properly. A social media app will need access to the **gallery** to allow you to **upload photos**.

It is important that you continue to **stay safe** online when accepting app permissions.

You could set a **profile picture** that doesn't give away your appearance or make accounts private by default. Remember to also keep an eye on the **age limit** for these apps and make sure you are old enough to join.

Two-factor authentication can also be used to make sure the person logging into an account is really you! It often uses a password and a **special code** sent to your phone or email to log you into an app.

ALLOW SNAPCHAT TO ACCESS



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

age limit	An age under or over which something can or cannot be accessed.
app permissions	When you consent to an app using a component of your phone.
body text	The main part of a published text.
clipart	Simple pictures and symbols for documents.
evaluate	To look for strengths and weaknesses.
graphics	The use of pictures, diagrams or illustrations on a published document.
heading	A title at the top of a page, book or report.
manipulate	To handle or control images or texts in a skilful manner.
Microsoft Paint	A basic drawing/painting computer program.
Microsoft PowerPoint	A presentation based publishing program or software.
Microsoft Publisher	A desktop publishing program or software, often used to create publications and posters.
Microsoft Word	A word processing program or software, often used to create word documents.
page setup	The details around the display, size and layout of a page when publishing.
profile picture	The image that represents a social media account in all its interactions.
resize	To make bigger or smaller.
text wrapping	Makes the text reflow around the boundaries of the frame or object.
two-factor authentication.	When two factors or devices are required to access your account online.
WordArt	A gallery of bold and colourful text styles, often used for headings.