



Year 3 Computing & ICT Knowledge Organiser Summer 1

Creating Media – Desktop Publishing



1. Words and pictures

- We can use text, images, or both text and image to communicate messages.
- An image is picture/photograph.



2. Can you edit it?

- In desktop publishing we can change the font, size, colour of the text.
- You can create invitations, magazines or newsletters using the page layout software.



3. Great template

- We use templates to help us organise images and text.
- The orientation can be landscape or portrait.



4. Can you add content?

- We can copy the information from a file and paste it into a template.
- An editor adds the text and images into their template to create the finished magazine or newspaper.



5. Lay it out

- There are lots of ways to communicate e.g. posters, newspapers, postcards, letter and magazines.



6. Why desktop publishing?

- Many people use desktop publishing to help them to do their jobs.
- Templates mean that documents can be created quickly, saving on money.

Key Vocabulary

Text	Written message to someone.
Images	Visual representation of something.
Font	All the letter or characters of a single size or typeface.
Template	A model or a guide for producing something.
Desktop	A computer that fits on or under a desk.
Copy and Paste	A way of copying information and putting it somewhere else in the document.

