

Using Software

KS2 Computing · Follows the national curriculum

Name _____ Class _____ Date _____

1. Worked example

You need to write a story with headings and bold words. Which software should you use?

Step 1 · Think about what tool is designed for writing and formatting text

A word processor

Answer: A word processor

Check: Word processors let you format text with headings, bold, and different fonts.

2. Now try one with the steps

You want to show your class a project with pictures, one idea per screen. Which software fits best?

Step 1 · Think about presenting ideas one screen at a time to an audience

Answer:

3. Practice

Have a go at each one. There is space underneath to work it out.

1. Which software would you use to write a letter?

2. Which software would you use to draw a digital picture?

3. Which software would help you organise a list of numbers and add them up automatically?

4. Which software would you use to make a slideshow for a class presentation?

5. Explain why you might use BOTH a word processor and a presentation tool for the same school project.

6. Why might a spreadsheet be a better choice than a word processor for tracking pocket money savings each week?

4. Before you hand it in

Using a word processor for tasks that need calculations, like adding up a list of numbers.

Match the software to the task: calculations → spreadsheet, writing → word processor.

Assuming any piece of software can do any job equally well.

Think about what the task actually needs before picking a tool.