

Year 4 Unit Medium Term – Computing – Presentation Skills – Version 2

N.C POS

- Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information
- Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behavior; identify a range of ways to report concerns about content and contact
- Understand computer networks including the internet; how they can provide multiple services, such as the World Wide Web; and the opportunities they offer for communication and collaboration

Strand/s of computing in this unit: Information Technology

Concept: change, information, communication, technology, organisation

Key Vocabulary: research, plan, design, create, evaluate

Prior Learning: word processing and media processing programs, inserting pictures, editing pictures, adding and formatting text, creating hyperlinks, including audio and video

Core Knowledge- non-negotiable- specific knowledge must be identified here

- Use formatting tools to edit background colour, size of text, font and images.
- Edit layout including using text boxes, columns, tables and borders.
- Use slide transitions and animations.
- Use a keyboard confidently.
- Use spellchecker to check work.
- Give construction feedback to others about the design of their presentations.

Wider Influences

Enduring Understanding

- **To use word processing and media processing programs to display information.**