

Year 4 Unit Medium Term – Computing- Word Processing – 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

Concept: change, information, communication, technology, organisation

Key Vocabulary:multimedia, layout, design, structure, select, import, graphics, peer/self-assessment

Prior Learning: Understanding the use of search engine, how to research and record using the internet, saving, editing and formatting pictures, using word processing programs.

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

- Select, edit and manipulate text in different ways.
- Insert an image into a document.
- Format an image.
- Use formatting tools to improve the layout.
- Use the spell check tool.
- Insert a simple table.
- Add or delete rows or columns in a table.
- Change the size of the page.
- Begin to use some of the main keyboard shortcuts.
- Suggest ways to improve a layout.
- Apply specific effects to an image.
- Create a hyperlink.

Wider Influences

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Enduring Understanding

- **To understand that word processing documents are used to organise information.**
- **To be able to utilise a number of features on a word processing program.**