

Year 4
Autumn Term
COMPUTING

Computing – Word Processing

Basic computer skills to enable independent use of word processing software over the course of the year

Background information

Computers are used across the curriculum in year 4 and so children will require a sound understanding of how to operate both laptops and tablets. Children need to be able to navigate the internet and be aware of the basic software available to support research and presentation.

Knowledge and Understanding

In this unit pupils will learn...

- How to stay safe online
- To use keyboard shortcuts
- To format the layout of a document
- To insert shapes and pictures to a document
- To edit and manipulate text and pictures
- To select an appropriate font and adjust the size and position of a text box
- To insert a hyperlink and create tables
- To practice typing skills for confidence and fluency

Enquiry skills and Key concepts

- To understand that not all information on the internet is accurate
- To develop a growing awareness of how to stay safe when using the internet in school and at home, and to abide by the school's internet safety policy
- To use advanced tools in word processing software, appropriate text formatting to create quality presentations appropriate for a known audience

Key Vocabulary:

Type - use the keyboard to write on a computer document

Document – a piece of written/typed work on a computer

Word – a document useful for writing letters, reports and news articles

Publisher – a document with flexible formatting useful for posters and leaflets

PowerPoint – a succession of slides useful for presentations

Slide – an individual page within a presentation

Edit – make changes to improve a document

Manipulate – edit, transfer and move text and images in a document

Cursor – an indicator on a computer screen, moveable by use of the mouse

Navigate – move around web pages, search for websites, and utilise word processing tools using the taskbar

Insert – include a section of text or an image within a document