Computing 22-23

Year 6 – Microsoft word – Page setup
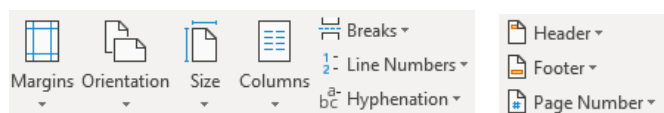
Remember when:	Key vocabulary
Typing, Formatting, Clipboard, Inserting, Layout	

Sticky knowledge:	
• Headers and footers automatically put information on every page. • Textboxes placed outside of a margin cannot be printed. • The layout of a document can be changed throughout the document.	portrait landscape margins footer header page border page number

In Year 2:	In Year 3:	In Year 4:	In Year 5:
• Buttons on the keyboard are called keys. • A keyboard has 104 keys. • The keyboard has letter keys, number keys, function keys, arrow keys and special keys.	• Log into teams and open a Word file. • Writing using a computer is called word processing. • Bold, italic and underlining writing makes words stand out. • Computers store information in special code. Tiny pieces of code are called bits. • Bullet points are often used in presentations to help organize information and make it easier to read or understand. • Justifying text gives straight lines on both sides of a paragraph and extends each line to both margins. • Formatted text can emphasize important information and help organize your document.	• Log into teams and open a Word file. • The difference between cut and copy • I can improve an image by rotating it • I can explain why I might crop an image • I can experiment with different colour effects • WordArt can modify the look of the text by bending, skewing or stretching the shape. • To insert a text box • Keyboard shortcuts allow us to work 10 times faster than working with the mouse	• Log into teams and open a Word file. • To insert a table • Merging cells in a table allows you to join one or more adjacent cells. • Rows and columns refer to how things are arranged either vertically or horizontally. • All Microsoft software has the same features.

National curriculum:
- 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, analyzing, evaluating and presenting data and information.

Features

	Title / Focus	Lesson outline
Lesson 1- Inserting tables and merging LO- To insert a table and merge cells SK- Year 5 To insert a table Merging cells in a table allows you to join one or more adjacent cells.		Create new word document. Insert table and input information provided. Children are to make a table with the definitions about settlements/ hamlets/ towns, cities and villages. Model and explain how to and why we merge cells on a word document. Children to apply what they have learned and ensure their table matches the one provided. (children required to input data, change font style etc., alignments and merge rows) By the end of the next lesson the children will have made a definition/ glossary
Lesson 2- Inserting tables and merging LO- To insert a table and merge cells SK- Year 5 To insert a table Merging cells in a table allows you to join one or more adjacent cells.		Recap the skills they learnt last week. Logging on teams, opening up their document from last week and continuing to make their definitions linked to their Geography work. Independent / paired work Apply skills learned to create new word document, insert table and merge cells. Print the definition work out for the children to use in books.
Lesson 3 & 4 LO- To insert textboxes and change the layout SK- Textboxes placed outside of a margin cannot be printed.		Explain to the children that they are going to me making a settlement poster. Show them the poster that they are going to re-create. Talk about the differences of a standard word document and how the layouts are different. Show the children how to change the layout of the page to either portrait or landscape- what do these words mean?. All children to change the layout of their page.

The layout of a document can be changed throughout the document.	Insert textboxes- look at how the text is randomly placed on the page. How can we do that. Model inserting a text box. Children are to begin to create the document inserting textboxes. EX- Children are then to use their copying and pasting knowledge to find a suitable picture to go on their posters. EX- children to research examples of these settlements and insert did you know boxes.
Lesson 5- Headers footers LO- To insert headers and footers SK- Textboxes placed outside of a margin cannot be printed. The layout of a document can be changed throughout the document.	Model how to insert header and footer and explain the purpose of doing this. What headers and footers are and why we use them in our work. Children to open their document and insert a header and footer into their document with their name, title and definitions.
Lesson 6- Assessment	Children are to create a final poster using all the skills they have learned this topic. Task to be created by teachers. Linked to settlements. Must include- table, text boxes, change of layout and headers and footers and photos.

Working towards	**End of Unit Assessment** Working at Age related expectations	Working at a greater depth