

# Computing 24-25

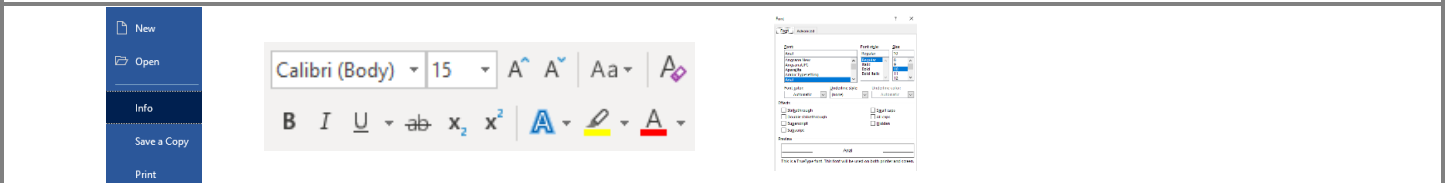
## Year 3 – Microsoft word – Formatting (1)

<b>Remember when:</b> Typing	<b>Key vocabulary</b>																										
<b>Sticky knowledge:</b> <ul style="list-style-type: none"> <li>Log into teams and open a Word file.</li> <li>Writing using a computer is called word processing.</li> <li>Bold, italic and underlining writing makes words stand out.</li> <li>Computers store information in special code. Tiny pieces of code are called bits.</li> <li>Bullet points are often used in presentations to help organize information and make it easier to read or understand.</li> <li>Justifying text gives straight lines on both sides of a paragraph and extends each line to both margins.</li> <li>Formatted text can emphasize important information and help organize your document.</li> </ul>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">open</td> <td style="width: 50%;">select</td> </tr> <tr> <td>save</td> <td>bold (ctrl + b)</td> </tr> <tr> <td>save as</td> <td>italic (ctrl + i)</td> </tr> <tr> <td>USB</td> <td>underline (ctrl + u)</td> </tr> <tr> <td>hard-drive</td> <td>undo (ctrl + z)</td> </tr> <tr> <td>new</td> <td>font</td> </tr> <tr> <td>print</td> <td>size</td> </tr> <tr> <td>shortcuts</td> <td>colour</td> </tr> <tr> <td>spacing</td> <td>highlight</td> </tr> <tr> <td>align</td> <td>justify</td> </tr> <tr> <td>left</td> <td>bullet point</td> </tr> <tr> <td>center</td> <td>indent</td> </tr> <tr> <td>right</td> <td>numbering</td> </tr> </table>	open	select	save	bold (ctrl + b)	save as	italic (ctrl + i)	USB	underline (ctrl + u)	hard-drive	undo (ctrl + z)	new	font	print	size	shortcuts	colour	spacing	highlight	align	justify	left	bullet point	center	indent	right	numbering
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<b>Prior learning Year 2:</b> <ul style="list-style-type: none"> <li>Buttons on the keyboard are called keys.</li> <li>A keyboard has 104 keys.</li> <li>The keyboard has letter keys, number keys, function keys, arrow keys and special keys.</li> </ul>
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<b>National curriculum:</b> <ul style="list-style-type: none"> <li>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.</li> </ul>
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### Features



Title / Focus	Lesson outline
<b>Lesson 1- Teams</b> <b>LO-</b> To open a word processing document <b>Sticky knowledge:</b> <ul style="list-style-type: none"> <li>Log into teams and open a Word file.</li> <li>Writing using a computer is called word processing.</li> </ul>	Children will be given their logins for MS Teams. Explain that Teams is a very useful way for their teachers to be able to share work with them, and for them to share with each other. Mirror teacher input to log into Teams, then locate MS Word. Each child to try this by mirroring and then log out and have a go independently. Discuss how computers store information as code.
<b>Lesson 2- Recapping year 2</b> <b>LO-</b> To identify the functions on a keyboard <b>Sticky knowledge-</b> <ul style="list-style-type: none"> <li>Buttons on the keyboard are called keys.</li> <li>A keyboard has 104 keys.</li> <li>The keyboard has letter keys, number keys, function keys, arrow keys and special keys.</li> </ul>	Children will learn to get onto word via Teams and explore what they remember. Learn that the buttons on a keyboard are called keys and there are 104 of them. Learn that the keys do different things such as type letters and numbers and the arrows move where you are typing. <b>SEN:</b> follow specific instructions, going over each key type individually. <b>GD:</b> Explore the keys through trial and error to answer the questions. Eg. How do I move when I am typing without touching the mouse?
<b>Lesson 3-Typing and images</b> <b>LO-</b> To identify what text and images are <b>Sticky knowledge-</b>	Teach computing Desktop publishing- Lesson 1- words and pictures In this lesson, learners will become familiar with the terms 'text' and 'images' and understand that text and images need to be used carefully to communicate messages clearly. Learners will be able to give advantages and disadvantages of using text, images, or both text and images to communicate messages effectively. Children will practice using the keyboard by typing information about themselves and their partner in full sentences including CL and FSs.

<ul style="list-style-type: none"> <li>•Writing using a computer is called word processing.</li> <li>•Computers store information in special code. Tiny pieces of code are called bits.</li> </ul>	<p>SEN: will have sentences written for them to finish and then copy.  GD: will have questions to answer by typing full sentences including a variety of punctuation.  Ending the lesson by saving their work.</p>
<p><b>Lesson 4- Changing the text</b></p> <p><b>LO-</b> To format the text</p> <p><b>Sticky Knowledge-</b></p> <ul style="list-style-type: none"> <li>•Bold, italic and underlining writing makes words stand out.</li> <li>•Formatted text can emphasize important information and help organize your document.</li> </ul>	<p>Teach Computing- Desktop publishing- Lesson 2- Can you edit it?  This lesson will build on last week's lesson, in which we looked at using images and text to communicate a message effectively. In this lesson we will look at desktop publishing. Learners will think about how to make careful choices regarding font size, colour, and type a poster about the Stonage. The use of the Return, Backspace, and Shift keys will be explored and learners will be taught how to type age-appropriate punctuation marks  Recap typing. Children follow instructions to make words bold, highlighted, underline them or out them into italics. Children explore different fonts, sizes and colours by writing 5 sentences in 5 different fonts. Children must read instructions carefully to ensure that they change the words into the correct style.  SEN: follow instructions with screen shots and diagrams  GD: follow written instructions after input.</p> <p>Ending the lesson by saving their work.</p>
<p><b>Lesson 5- Moving writing and bullet points</b></p> <p><b>LO-</b></p> <p><b>Sticky Knowledge-</b></p> <ul style="list-style-type: none"> <li>•Bullet points are often used in presentations to help organize information and make it easier to read or understand.</li> <li>•Justifying text gives straight lines on both sides of a paragraph and extends each line to both margins.</li> </ul>	<p>Recapping typing dictated sentences</p> <p>What are bullet points and when would we use them?</p> <p>Moving the writing to be centered or at the other side of the page and discussing when these would be appropriate to use. Working in mixed ability pairs to writing lists relating to The Stonage using bullet points.  Dictated lists then moving onto using information about themselves to write in bullet points.</p> <p>Mixed ability pairs.</p>
<p><b>Lesson 6</b></p> <p>Assessment lesson</p>	<p>Children to complete an assessment lesson to showcase the skills and knowledge used in this unit.</p> <p>Task-</p> <p>Assessment- Assessment tick list  Children are assessed in pairs by using the questions. Children must complete the task on the computer and then print their finished sheet.  Children then label  SEN: more specific questions with more information to help them.  GD: questions such as: How do you make a word bold? To which the children have to answer using instructions.</p>