Computing 24-25

Year 4 – Microsoft word – Clipboard

Remember when: Typing, Formatting	Key vocabulary

Sticky knowledge:	
- 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 insert a text box - I can experiment with different colour effects - WordArt can modify the look of the text by bending, skewing or stretching the shape. - Keyboard shortcuts allow us to work 10 times faster than working with the mouse.	select shortcuts cut ctrl+x copy ctrl+c paste ctrl+v clipboard format painter

In Year 2:	In Year 3:
- 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.

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

Clipboard ▼ ✕
Paste All | Clear All
Click an Item to Paste:
Clipboard empty.
Copy or cut to collect items.

Paste | ✂ Cut | Copy | Format Painter

Learning objective Sticky Knowledge	Lesson outline
Lesson 1- Year 3 Recap LO- To format text **Sticky Knowledge** -Bold, italic and underlining writing makes words stand out -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**.**	Recap how to make writing bold, italic and to underline. What is a bullet point and why are they used? Copy out a text to recap and assess the typing skills. Children to type out the Mayans text and present information using their prior knowledge.
Lesson 2 Cut and Copy LO- To format text **Sticky Knowledge** -I can improve an image by rotating it -I can explain why I might crop an image	Teach Computing- Digital imaging Lesson 1 In this lesson, you will introduce learners to the concept of editing images. They will go on to explore when we need to rotate and crop an image as well as how to use an image editor to make these changes. Learners will then discuss image composition. What is the difference between cut and copy? Word document based on Mayans, children to remove unnecessary images and add some to complete the page.
Lesson 3- Short cuts and editing	Teach Computing- digital imaging Lesson 2 In this lesson, learners will look at the effect that different colours and filters can have on an image. They will choose appropriate effects to fit a scenario, and explain how

LO- To format images and use shortcuts **Sticky Knowledge** I can experiment with different colour effects	they made their choices. They will then edit the images using different effects to suit two different scenarios. Recap what a short cut is and why we use them. Format painter used to copy format from one to another. Use short cuts to copy and paste images and writing. Compare how long it takes to use short cuts and cut and copy. Children to then change the colours of the images and alter them.
Lesson 4 **LO-** To use word art and clip art **Sticky Knowledge** WordArt can modify the look of the text by bending, skewing or stretching the shape. I can insert a text box	Model word art and clip art. Children to create a front page for their booklet, create a title using word art and add image of their choosing with clip art. Children to use all the skills over the past few weeks to make a front cover for their topic of the Mayans. They are to edit images, insert word art and images.
Lesson 5- Assessment	Teachers to assess the children's finished front cover for assessment.