

# Computing 24-25

## Year 5 – Microsoft word – Inserting tables

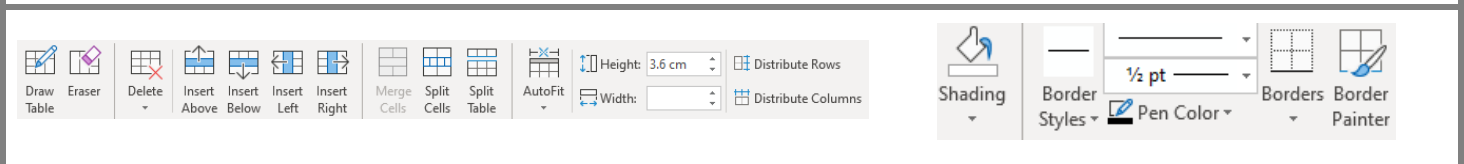
<b>Remember when:</b> Typing, Formatting, Clipboard, Inserting	<b>Key vocabulary</b>
<b>Sticky knowledge:</b> <ul style="list-style-type: none"> <li>Log into teams and open a Word file.</li> <li>To insert a table</li> <li>Merging cells in a table allows you to join one or more adjacent cells.</li> <li>Rows and columns refer to how things are arranged either vertically or horizontally.</li> <li>All Microsoft software has the same features.</li> </ul>	columns      border merge        line split          row cells          column Shading Insert

<b>In 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>	<b>In Year 3:</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>	<b>In Year 4:</b> <ul style="list-style-type: none"> <li>Log into teams and open a Word file.</li> <li>The difference between cut and copy</li> <li>I can improve an image by rotating it</li> <li>I can explain why I might crop an image</li> <li>I can experiment with different colour effects</li> <li>WordArt can modify the look of the text by bending, skewing or stretching the shape.</li> <li>To insert a text box</li> <li>Keyboard shortcuts allow us to work 10 times faster than working with the mouse</li> </ul>
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**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
<b>Lesson 1-</b> Creating tables  <b>LO-</b> To insert and image which relates to the data table  <b>SK-</b> To insert a table  The difference between cut and copy  Keyboard shortcuts allow us to work 10 times faster than working with the mouse	Refresh skills learned previously using Microsoft Word.  Title, underlining, changing the font. Children to find and image of the planets and their moons and copy and paste it into a word document.  Inserting tables about different planets and their moons Cells, rows and columns labelling. SEN- concentrate on basic typing GD- support other children in logging on and inserting tables
<b>Lesson 2-</b> Creating tables  <b>LO-</b> To create a table  <b>SK-</b> To insert a table  Rows and columns refer to how things are arranged either vertically or horizontally	Create a table reflecting the planets and their sizes and features. Inserting tables, rows and columns. SEN- basic 2 by 2 tables GD- inserting a table then adding rows underneath by using the shortcuts. Children to use their learned features to create a poster about the planets and their sizes.
<b>Lesson 3-</b> Editing tables	Tables in Microsoft team ready for the children to edit. Demonstrate how to merge, and split cells.

<p><b>LO-</b> To insert and edit tables of information</p> <p><b>SK-</b> Merging cells in a table allows you to join one or more adjacent cells.</p>	<p>Demonstrate how to colour and highlight the cells in the table.          Adding in shading and changing the colour of the cells.          Splitting the cells and adding extra information about each planet.          SEN- inserting tables with more than 2 by 2 columns</p> <p>GD- Changing the colour and background of certain cells .</p>	
<p><b>Lesson 4-</b> Creating tables</p> <p><b>LO-</b> To create and edit a table</p> <p><b>SK-</b> Merging cells in a table allows you to join one or more adjacent cells.</p> <p>Rows and columns refer to how things are arranged either vertically or horizontally</p>	<p>Children to use the information of a space travel to create a timeline in a table format.</p> <p>Making the final timeline document more appealing</p> <p>Adding word art, adding colour and changing the font.          Editing the table with bold and italics using the shortcuts.</p>	
<p><b>Lesson 5-</b> Assessment</p>	<p>Children to complete their timeline task and ensure they have used all the skills learned during the unit.</p>	
<p>Working towards</p>	<p><b>End of Unit Assessment</b>          Working at Age related expectations</p>	<p>Working at a greater depth</p>