

Word Processing	Computing	Years 3 & 4, Term 6	Year A
Key vocabulary: launch, application, window, minimise, restore, size, move, screen, split, create, organise, file, folder, close, exit, search, print, password, screenshot, Snipping Tool, keyboard, typing, save, folder, shift, Caps Lock, space bar, edit, backspace, delete, arrow keys, undo, redo, select, format, change case, uppercase, lower case, align text, left, right, centre, justified, show all characters, bullet point, numbered point, indent, ruler, select, <ctrl> key, text box, format, wrap text, square			
Knowledge and skills: Recognise familiar forms of input and output devices and how they are used. (3a) Make efficient use of familiar forms of input and output devices. (3b) Understand that computer networks enable the sharing of data and information. (3c) Understand that the internet is a large network of computers and that information can be shared between computers. (3d) With support select and use a variety of software to accomplish goals. (3e) Use technology safely and recognise acceptable and unacceptable behaviour. (3g) Use Year 3 computing vocabulary: program, layout, selection. (3k) With support select, use and combine a variety of software on a range of digital devices to accomplish given goals. (4c) Use Year 4 computing vocabulary: format, software. (4j)		Possible activities: Use effective passwords. Take screenshots. Use two hands for typing. Save work in a folder. Edit using <backspace>, <delete>, the arrow keys, undo and redo. Select and format text. Use the change case button. Align text left, centre, right or justified. Write a set of bullets or numbered points. Insert and format text boxes.	
Spiritual, Moral, Social and Cultural Education, and Promotion of British Values: Spiritual: Explore creativity and imagination in the design and construction of digital products. Explore how ideas in computing have inspired others. Moral: Encourage good etiquette when using digital technology including mobile devices and with due regard to e-safety. Encourage respect for other people’s views and opinions. Encourage respect for the computer room and the equipment you use and how this affects others. Encourage respect in the use of digital equipment and its impact on the environment, for example, ink and paper wastage. Explore moral issues around the use of digital technology, for example, copyright and plagiarism. Social: Encourage good practice and respect in the use of social networking. Cultural: Children will appreciate the importance of computers in the modern world. Encourage an awareness and appreciation of the digital divide and to be aware of differing cultural and spiritual or religious views towards the use of digital technology. British Values:			