

Word Processing	Computing	Years 3 & 4, Term 5	Year B
Key vocabulary: Format, image, insert, Microsoft Word, Google Docs, poster, font, colour, type, size, align, select, folder, edit, document, webpage, copy, paste, toolbar, copyright, text box, select, manipulate, edit, save, wrap, highlight, cursor			
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 respectfully, keeping personal information private. (3f) Use simple search technologies and recognise that some sources are more reliable than others. (3h) Use Year 3 computing vocabulary: program, paint, Publisher, layout. (3k) With support select, use and combine a variety of software on a range of digital devices to accomplish given goals. (4c)		Possible activities: Insert images into a document. Create posters for a cake sale. Edit a letter using spelling check. Insert and format a table for a rota of jobs. Create a recipe card. Create an e-voucher including inserting a hyperlink.	
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 used 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 students to assist one another in problem solving. Encourage appropriate social behaviours in the classroom including listening whilst others are talking and generally interacting as a caring community. Encourage good practice and respect in the use of social networking. Cultural: Children will appreciate the importance of computers in the modern world. Encourage the sensible use of digital technology in the classroom and homework situations. 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: Work together to help one another. Show respect for each other’s thoughts and ideas. Behave in a way that allows everyone to learn and achieve their potential.			