

Lyng Primary School Knowledge Organiser

Information Technology



Spring 2

Word Processing

Year 4

Topic: IT

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| What Goldilocks and Step On words will I use? |
| **Spelling** | **Defintion** |
| Font | The style of writing used when typing on a document.  |
| Bold | A function to make the text stand out.  |
| Italic | A style of formatting when the text is at an angle.  |
| Underline | To draw a line underneath the font.  |
| Formatting | To rearrange on the screen by changing the size, colour or shape.  |

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**Aims of this unit**

* Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals
* Apply various elements of software that accomplish given goals such as:
* Formatting images for a purpose.
* Using formatting tools to create an effective layout.
* Using the spellcheck tool.
* Inserting and formatting a table in a word processing document.
* Changing a page layout for a purpose.
* Creating hyperlinks within a word document.

**Safeguarding**

Filtering and monitoring system is in place. Children will use their own log in details to track any misuse and to protect the child from harmful websites and pop ups. Children will be reminded of how to stay safe online and to use technology safely and respectfully and to tell a trusted adult if there is anything on their computer that makes them uncomfortable. When using the iPads, the monitoring software will track which iPad has been used to enable us to know which class has used the iPad.

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| Outcomes |
| **All children** * Select, edit and manipulate text in different ways.
* Insert and format an image in a document.
* Use formatting tools to improve the layout.
* Insert a simple table.

**Most children*** Use some of the keyboard shortcuts and type at an appropriate speed.
* Suggest ways to change a table including adding or deleting rows or columns
* Choose a relevant website to link a document and create a hyperlink

**Some children*** Format the borders of the cells within a table.
* Apply their knowledge of tools and techniques to improve the layout of a document including changing the background colour.
* Format a hyperlink and find an appropriate place to insert it.
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**In this unit…**

In this unit children will learn about formatting images and organising content into an effective layout. They will format images to make them suitable for a poster. They will then learn and apply other skills to create a range of different word documents such as posters, letters to parents, job rotas, recipe cards and e-vouchers.

**Agreed outcome:**

Children will create a recipe card for Victorian funeral biscuits.