

Topic: Computing	Year group	Term
Information Technology - Searching and creating with technology, word processing	Year 3	Autumn 1 6 sessions

Background knowledge
Twinkl - Year 3 Word processing unit pack

What should I already know?
Year 2 I can do simple web searches to find digital content. I can use technology with increasing independence to purposefully organise digital content.

National Curriculum Objectives / Key Skills	The Journey
To begin to use search technologies effectively. To use and combine a variety of software (including internet services) to accomplish given goals with guidance. <i>I am beginning to use search engines effectively.</i> <i>I can use a variety of software with guidance to complete a goal.</i> <i>I can change the appearance of the text.</i> <i>I can use the control key for shortcuts.</i> <i>I can insert pictures.</i>	1. To use basic computer skills (signing on to computer, taking screen shots of search results) 2. To change the appearance of the text (e.g. change the case of a text, align the text and use bullets and numbering). 3. To change the appearance of the text (e.g. font, colour, bold, underline) 4. To use the control key for keyboard shortcuts. 5. To insert pictures found through internet searches. 6. To combine text and pictures, including text boxes and wrap text.

Outcomes

An overview of what children will know / can do

Working towards: I am beginning to use the keyboard to help me search and present information.

Expected: I can use search technologies to find pictures and can use keyboard skills to present text, and combine pictures and text together.

Exceeding: I can independently use search technologies to find pictures and can use keyboard skills to present text in a variety of ways, and combine pictures and text together, including the use of keyboard shortcuts.

Key Vocabulary	Timeline / Diagrams
Combine - to put things together. Font - the different ways a text can be written. Insert - to put something in. Internet - what connects computers around the world. Keyboard - used for typing. Microsoft Word - a programme that helps you type. Results - a list of items you have searched for. Search - to find something. Search engine - what we use to help us find information (google, bing, safari, kidrex). Shortcuts - using two keys on a keyboard to complete a task. Text - the words on the screen. World Wide Web (WWW) - the place where you find information on the internet.	 This is a house in <u>skara</u> brae and it is made of Rocks and bricks.  This money is from skara brae and its from the iron age. People saw this and explored it.

Key people / places

Bill Gates and Paul Allen created Microsoft Word in 1981

Assessment questions / outcomes

Can you tell me our login name and password?

How do you take a screen shot? E.g. what menus do you need to click on?

Tell me the different ways you can change how the text looks.

Tell me somethings we can do with the control key and what letter?

What do insert and combine mean?