



What I should already know:

- ◆ To have used the laptop computer or interactive whiteboard in foundation stage



By the end of this unit:

- Children will know how to log in to the computers
- Children will be able to find specific software or link to a website
- Children will be able to control the mouse or mouse pad and use left click to make a selection
- Children will be able to produce text on screen
- Children will be familiar with the space, enter, backspace and shift key on the keyboard
- Children will be able to log off properly and shut down the computer ready for the next person

Key Information:

The children will be introduced to our computing suite in school. They will learn how to log onto the computer system and use the start menu or shortcuts to access purplemash.

The children will use 2paint and learn how to change the brush size or colour of paint. They will also save their work and retrieve next time they login.

They will also explore some of the other programs within purplemash such as 2publish and 2sequence. This will develop their keyboard and mouse skills.

Vocabulary

backspace	The button on a computer keyboard that allows you to delete the previous letter or number
enter	The button on the computer keyboard that allows you to start a new line
keyboard	A device that allows users to input letters, numbers into the computer
Log in	Using a username and password to access a system
Log off	To leave a website or computer system that stores your work or information
paint	A computer program that allows you to draw
Password	A series of letters or numbers that is entered after the username to access an online site or computer system
save	Store your work as you create something so it can be accessed later
shift	A button on a computer keyboard that you can press to create a capital letter or a special character .
Spacebar	The longest button on the computer keyboard that is used to create spaces between letters or numbers
Username	A name that is used by a person to access an online site

Links (Websites/Apps):

- | | | |
|---------------|-----------|----------|
| Purplemash | 2paint | 2publish |
| BBC kidz type | 2sequence | |



What I should already know:

- ◆ I can log onto the computer and shut it down properly when I am finished
- ◆ I can save my work and open it again the next session
- ◆ I can find an application or shortcut using the start menu



By the end of this unit:

- Children will feel increasingly confident when inputting text into a word processing document
- Children will know how to change the colour, font and size of their text
- Children will know how to underline their writing
- Children will know how to add different punctuation such as an exclamation mark or question mark.

Key Information:

The children will continue to use purplemash and then will be introduced to other word processing software such as Microsoft word. Through a variety of writing projects they can explore the tools within word processing.

Vocabulary

edit	To make changes to your work
font	The style of writing on the computer
Log in	Using a username and password to access a system
Log off	To leave a website or computer system that stores your work or information
open	Select your saved work to add more or make changes.
save	Store your work as you create something so it can be accessed later
size	How big the picture or writing will be.
text	Writing on a computer screen
Username	A name that is used by a person to access an online site
Word processing	A program that allows users to write long pieces of work.

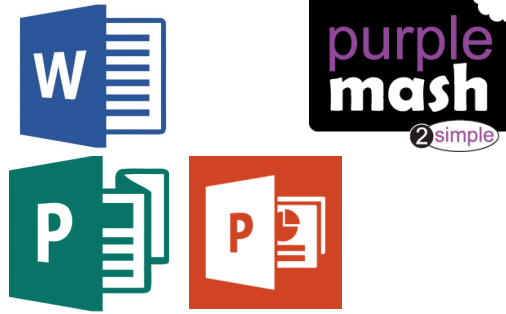
Links (Websites/Apps):

Purplemash	2paint	2publish
BBC kidz type	2sequence	Microsoft word



What I should already know:

- ◆ I can log onto the computer and shut it down properly when I am finished
- ◆ I can save my work and open it again the next session
- ◆ I can type text into a document and I can change the size, colour and font of the text



By the end of this unit:

- Children will be able to use both hands to type
- Children will be able to select and import graphics from the shared area or a digital camera
- Children will be able to organise and present information
- Children will be able to add borders to a text box

Key Information:

The children will continue to use purplemash and Microsoft word then will be introduced to other software such as Microsoft publisher and Microsoft PowerPoint. Through a variety of writing projects they can explore the tools within word processing and present information to be shared with others.

Vocabulary

border	A box or image around the out edge of your work or textbox
Import	To bring into a program or computer file from somewhere else such as a usb drive, digital camera or online search
layer	As each textbox or image is added it becomes a layer. The order of the layers can be changed by bringing an image
layout	How the work is presented on a document
order	The order of the layers within a publishing or presenting document
Shared drive	A folder on the computer that can be viewed by a group of people
textbox	A box draw in publishing or presenting software where you can type text
Present	Exhibit your work for others to view

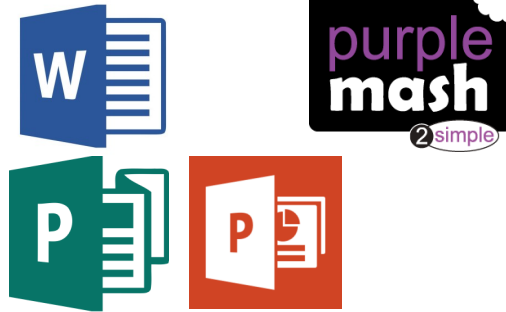
Links (Websites/Apps):

Purplemash	2paint	2publish	Microsoft Publisher
BBC kidz type	2sequence	Microsoft Word	Microsoft Powerpoint



What I should already know:

- ◆ I can log onto the computer and shut it down properly when I am finished
- ◆ I can save my work and open it again the next session
- ◆ I can type text into a document and I can change the size, colour and font of the text
- ◆ I can import an image from the shared drive or digital camera
- ◆ I can consider the layout for my work



By the end of this unit:

- Children will be able to use more than 2 fingers to type
- Children will be able to evaluate which layout is most appropriate to complete their task within publishing and presenting software.
- Children will be able to plan what they would like the layout to be
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Key Information:

The children will continue to use a variety of publishing and presenting software. They will make their own decisions about the layout and style within their work. They will bring in the skills they have learnt previously such as importing images and changing the font size and colour.

Vocabulary

audience	The individuals that will view the work or those that the work is intended for.
format	Another word to describe the layout or arrangement of the work you are presenting This can also be the style of presentation depending on the audience
Import	To bring into a program or computer file from somewhere else such as a usb drive, digital camera or online search
layer	As each textbox or image is added it becomes a layer. The order of the layers can be changed by bringing an image forward or sending it backward.
layout	How the work is presented on a document
order	The order of the layers within a publishing or presenting document

Links (Websites/Apps):

Purplemash	2publish	2type	Microsoft Publisher
BBC kidz type	2publish+	Microsoft Word	Microsoft Powerpoint



What I should already know:

- ◆ I can log onto the computer and shut it down properly
- ◆ I can save my work and open it again the next session
- ◆ I can type text into a document and I can change the size, colour and font of the text
- ◆ I can import an image from the shared drive or digital camera
- ◆ I can plan a layout for my work
- ◆ I can type using both hands and more than two fingers



By the end of this unit:

- Children will be able to format text to indicate importance
- Children will be able to independently select the layout of a presentation
- Children will be able to select suitable information and pictures from a range of sources
- Children will be able to evaluate their own work and the work of others and make suitable improvements

Key Information:

The children will continue to use a variety of publishing and presenting software. They will be introduced to Adobe Spark. The children can use a choice of software to present their work. They should be able to import media and information. They will have the opportunity to evaluate their work and peer assess. Editing their presentations and making improvements.

Vocabulary

audience	The individuals that will view the work or those that the work is intended for.
format	Another word to describe the layout or arrangement of the work you are presenting This can also be the style of presentation depending on the audience
Importance	Depending on the audience and the purpose of the publication or presentation, the importance can be implied by the style and layout. Something of great importance and professional looking would have less clipart and a formal font.
Suitable	Appropriate for a particular purpose
layer	As each textbox or image is added it becomes a layer. The order of the layers can be changed by bringing an image forward or sending it backward.
layout	How the work is presented on a document
order	The order of the layers within a publishing or presenting document

Links (Websites/Apps):

Purplemash	Adobe Spark	2publish+	Microsoft Publisher
BBC kidz type	2publish	Microsoft Word	Microsoft Powerpoint



What I should already know:

- ◆ I can select an use the most appropriate software to publish and present my work
- ◆ I can add a variety of images and text editing it to suit my audience
- ◆ I can look at my work and the work of others and I can make improvements to it



By the end of this unit:

- Children will be confident when formatting text to suit the audience
- Children will be able to independently select the layout of a presentation
- Children will be able to independently select suitable information and media from a range of sources
- Children will be able to evaluate their own work and the work of others and make suitable improvements
- Children will be able to add hyperlinks to their documents to link to websites

Key Information:

The children will combine all their previous learning and apply it to their work. They will create presentations using a selection of images, hyperlinks and text. Their work will reflect who they are presenting it too and the context of the information.

Vocabulary

audience	The individuals that will view the work or those that the work is intended for.
format	Another word to describe the layout or arrangement of the work you are presenting This can also be the style of presentation
evaluate	Make a judgement about a piece of work or presentation. Make suggestions of ways to
hyperlink	A link from a phrase or a picture that takes you directly to a web page or another slide
Importance	Depending on the audience and the purpose of the publication or presentation, the importance can be implied by the style and layout. Something of great importance and professional looking would have less clipart and a formal font.
Suitable	Appropriate for a particular purpose

Links (Websites/Apps):

Purplemash

Adobe Spark

2publish+

Microsoft Publisher

BBC kidz type

2publish

Microsoft Word

Microsoft Powerpoint