Medium Term Plan Computing – Word Processing Skills

N.C POS
- Use technology purposefully to create, organise, store, manipulate and retrieve digital content.
- Use technology safely and respectfully, keeping personal information private; identify where to go to for help and support when they have concerns about the content or contact on the internet or other online technologies.

Vocabulary : create, edit, save, print, format text, backspace, keyboard, word processing, Microsoft word, underline, shift key, bold, italics, lower case, upper case

Prior Learning: Can write a variety of CVC words using a keyboard, can use 'google' to find out more information about animals

Core Knowledge- non-negotiable- specific knowledge must be identified here

- Understand documents can be edited by adding text and formatting text: font, style, size, and color.
- Understand that there are tools that can be used to draw and format shapes.
- Understand that touch screens can be used to drag and drop objects.
- Be aware of 'kid safe' search engines such as kiddle and kidtopia, as well as other search engines like google, yahoo and bing.

Wider Influences
- William Henry Gates III (born October 28, 1955) is an American business magnate, software developer, investor, author, and philanthropist.
- Writing digital letters and texting family members and friends

Enduring Understanding

- To begin to develop typing and word processing skills.
- To have some knowledge of the location of letters and symbols on the keyboard.
- To understand which search engines are age appropriate