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.

Concept: create, edit, save, print, format text, re-size, insert, screenshot

Prior Learning: add, enter and format text, draw and format shapes, kids safe engine searching for digital image input

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

- Understand that documents can be edited in a range of different ways such as changing size of font, colour, font style, resizing images, using wrap text to place in the correct place and adding a text box
- Understand that other types of fonts can be used in the style of 'word art'
- Know that documents should have a title
- Understand the process of saving files as PDF's and in folders
- Understand how to create screenshots for presentations

Wider Influences
- William Henry Gates III (born October 28, 1955) is an American business magnate, software developer, investor, author, and philanthropist.
- Creative and digital design careers such as graphic designers for music and film companies or advertising
- Daily working life, many careers and life choices will require good understanding and use of Microsoft word such as teaching, dentists, managerial roles, doctors, hospitality etc

Enduring Understanding

- To understand which search engines are age appropriate and safe for cutting and pasting images
- To understand why we save documents in a folder
- To understand shortcuts to creating documents
- To understand how to save to PDF's to protect copyrights of your work