BILSTON CHURCH OF ENGLAND PRIMARY

Subject	Topic/Key Question	Year Group	Term	Time Allocation
Computing	Word Processing	Year 4	Autumn 2	6 hours

Software/App – Microsoft Word

Vocabulary

- Format
- Image
- Insert
- Microsoft word
- Poster
- Font
- Colour
- Type
- Size
- Align
- Select
- Folder
- Edit
- Document
- Webpage
- Copy

- Paste
- Toolbar
- Copyright

Lesson Sequence	Time Allocation	Key Question/WALT	Teaching Activities	Resources
Lesson 1	1 hour	WALT: format images for a purpose	**Can You Edit Text?** Talk children through the Can You Edit Text? Activity Sheet using the Lesson Presentation. Can the children select, edit and manipulate the text in different ways? **The Perfect Poster:** Use the Lesson Presentation to introduce the aim to produce a poster; the poster could link into other areas of your current topic e.g. an enterprise project. Show children the keywords on the Lesson Presentation and discuss the features of a good poster. Use The Perfect Poster Checklist to add any features that the children haven't already suggested, and record on the whiteboard in a list or a spider diagram. **Inserting Images:** Show children the poster on the Lesson Presentation and discuss ways to insert an image. Open the poster as a MS Word document and demonstrate the two ways to insert images, using the Adult Guidance Inserting Images if required. Discuss the term 'copyright-free' and refer to your school's policy for safe Internet use. **Insert Your Image:** Children should now be given the chance to insert their own image. Choose either the cake. jpg image stored on your shared drive, or allow them to use images from a copyright-free image website. Can the children insert an image onto their document? **Formatting Images:** Using the Lesson Presentation, discuss the word 'format' and model how make the image moveable on your poster by clicking on 'Wrap Text'. Next, model how to change the image using the various formatting tools, using the Adult Guidance Formatting Images if required. **Formatting Images:** Children now have time to experiment with the formatting tools included within their software. On the Formatting Tools Activity Sheet, children record the buttons they have clicked and the impact it has had on their image. There are different MA and HA	Twinkl Resources and Plans (teams folder) Laptops Microsoft word

			activity sheets for both MS Word and Google Docs. Can the children format images to achieve various effects?	
Lesson 2	1 hour	WALT: use formatting tools to create an effective layout	**Bullets and Numbering:** Ask children, in pairs, to decide which type of bullet points or numbers should be attached to each list. Can children choose appropriate bullets and numbering? **What Is a Layout?** Use the Lesson Presentation to introduce the idea of a good layout, in the context of a bedroom. **Not the Perfect Poster:** Children share what they remember about a good poster, using the Perfect Poster Checklist to fill any gaps. Can the pairs suggest ways to improve the layout of the poster on the Lesson Presentation? **Learn the Layout:** Open the Fix Me Cake Sale Poster document and using children's suggestions, model how to move the various parts of the poster into the correct positions. You could ask an able child to do this for the class. Model how to delete the title and insert a text box and insert the missing picture. Display the printed Finished Cake Sale Poster to direct your amendments. Can children think of a way of formatting the list of cakes using bullets and numbering? **Fix the Poster:** Children use the Finished Cake Sale Poster and the checklist on the Lesson Presentation to complete their activity. Ensure children save the edited posters to their folders. Can children select, edit and manipulate text in the various ways to create a purposeful and attractive layout?	*Twinkl Resources and Plans (teams folder)* *Laptops* *Microsoft word*
Lesson 3	1 hour	WALT: use the spellcheck tool	**Keyboard Shortcuts:** Play a game of bingo using the Keyboard Shortcut Bingo Board Activity Sheet and the Lesson Presentation. Each click of the Lesson Presentation will reveal the answer for each shortcut. Do children know some of the main keyboard shortcuts? **Spot the Spelling Mistake:** Use the Lesson Presentation to introduce the theme of spelling and show them the Differentiated Letter to	*Twinkl Resources and Plans (teams folder)* *Laptops* *Microsoft word*

			Parents. Can children tell you how the word processing software highlights spelling mistakes?

Spellcheck vs Dictionary: Use the Lesson Presentation to explain the whole class activity. Minimise the Lesson Presentation and open the Letter to Parents 2 document. Race the children to correct the spellings of the first three underlined words in the letter, using the Spellcheck Adult Guidance for support if needed. Return to the Lesson Presentation.

Spellchecking Tools: Select your software on the Lesson Presentation and show the children the buttons that they can expect to find. Then, return to the Letter to Parents Middle Ability document and model how to change the first three spelling mistakes. Return to the Lesson Presentation and discuss when to use the Ignore tool.

Invite the Parents: Children should use the spellchecking tools that they have learned about to edit the Letter to Parents document on a laptop or desktop computer. Can children find and use the different functions of the spellcheck tool, and add spellings to the dictionary? | |
| Lesson 4 | 1 hour | WALT: insert and format a table in word | **Type, Edit, Manipulate:** Give children 5 minutes to follow the instructions on the Lesson Presentation, challenging them to remember how to perform text formatting commands.

A Team Effort: Explain what a rota is using the Lesson Presentation and discuss the use of a table. Ask children to offer ideas about the types of jobs required to complete a cake sale.

Time for Tables: Choose either Microsoft Word or Google Docs. Use the whiteboard or flipchart to plan the table you will need for a rota of 4 children, deciding as a class upon the jobs you would like to complete for the cake sale. Use the Lesson Presentation to explain how to insert a table and then manipulate and edit it (you may wish to model this using your chosen software - see Inserting and Formatting Tables Adult Guidance for further help). Challenge children to insert a blank table and complete the challenges on the Lesson Presentation. Can children insert a table, add and delete rows and columns, and format the cells? | Twinkl Resources and Plans (teams folder)

Laptops

Microsoft word |

			Create Your Rota: Children now need to insert and format a table in order to create their group's rota. Can children insert and format tables?	
Lesson 5	1 hour	WALT: change a page layout for a purpose	**How Big?** Show the children a sheet of A3, A4 and A5 paper and ask the questions on the Lesson Presentation. Discuss which size of paper would be appropriate for the various examples. You may wish to include examples from the classroom. Choose your software package and allow the children, in pairs, to explore the toolbar and find the settings shown on the Lesson Presentation. Discuss whether every printer can create A3 prints. **Which Way?** Discuss 'orientation', using the Lesson Presentation to show children how to turn their page from portrait to landscape. Allow the children, in pairs, to follow the instructions on their computers. **Creating Columns:** Discuss the purpose of columns in printed products. Collect ideas about using columns for different purposes. Allow the children, in pairs, to follow the instructions on the Lesson Presentation until they have created a document which is A4, landscape and shows three columns of text. **Recipe Cards:** Introduce the activity to the children using the Lesson Presentation and discuss how the layout of the recipe card can be improved. Children may have their own suggestions which should be included. **Creating Recipe Cards:** Challenge children to edit and improve the Recipe Card Activity Sheet and guide them in accessing the document and image (more able children may wish to download an image from the Internet). Can children change the orientation of the page, change the size of the page and change the layout by using the column tool?	Twinkl Resources and Plans (teams folder) Laptops Microsoft word
Lesson 6	1 hour	WALT: create hyperlinks within a	**Word Processing Skills:** Challenge children (in pairs) to suggest ways of improving the document on whiteboards. Encourage children to think about the skills and techniques they have learnt so far during this unit. Reveal the improvements on the Lesson Presentation.	Twinkl Resources and Plans (teams folder) Laptops

		word document	**e-Vouchers:** Introduce an e-voucher using the Lesson Presentation and discuss the issues raised. Discuss available hyperlinks to cake recipe websites included on the e-voucher.	Microsoft word
			What Is a Hyperlink? Discuss hyperlinks and make sure that children are aware that not all hyperlinks are safe to use. Follow the link to a BBC website and discuss how the children know that the website is trustworthy.	
			Hyperlinks: Choose your word processing software and model how to create a hyperlink, giving children time to find a trustworthy website containing cake recipes. You may wish to suggest one for them to copy. Model how to create a hyperlink using the Lesson Presentation. Can children search for trusted and relevant websites?	