





## MEDIUM TERM PLANNING

Subject	Topic/Key Question	Year Group	Term	Time Allocation
Computing	Word Processing	Year 3	Aut 1	6 hours
 Software/App – laptops – Microsoft word				
 Vocabulary <ul style="list-style-type: none"> <li>• Computer</li> <li>• Microsoft word</li> <li>• Screen shots</li> <li>• Password</li> <li>• Font</li> <li>• Bold</li> <li>• Italics</li> <li>• Underline</li> <li>• Align</li> <li>• Center</li> <li>• Justify</li> </ul>		<ul style="list-style-type: none"> <li>• Bullet points</li> <li>• Numbered bullet points</li> <li>• Short cuts</li> <li>• Control</li> <li>• Shift</li> <li>• Text box</li> <li>• Wrap text</li> </ul>		

This unit can be easily linked to your History or Science topics by then children typing and using images from that subject area.

Lesson Sequence	Time Allocation	Key Question/WALT	Teaching Activities (Possible cross curricular opportunities)	Resources
Lesson 1	1 hour	WALT: be able to take screenshots in different ways	<p><u>Screenshots and Passwords</u></p> <p>Use technology safely, respectfully and responsibly. Children will revise basic computer skills from the previous units and learn to use effective passwords and take screenshots.</p> <p>Learning Objective:</p> <ul style="list-style-type: none"> <li>• I can use basic computer skills.</li> </ul>	<p>Planning and resources in folder on teams</p> <ul style="list-style-type: none"> <li>• Desktop computers or laptops</li> </ul>
Lesson 2	1 hour	WALT: change the font	<p><u>Change Case</u></p> <p>Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills.</p> <p>Learning objective:</p> <ul style="list-style-type: none"> <li>• I can change the case of text.</li> </ul>	<p>Planning and resources in folder on teams</p> <ul style="list-style-type: none"> <li>• Desktop computers or laptops</li> <li>• Word processor</li> <li>• A visualiser or webcam to show the keyboard on screen.</li> </ul>

Lesson 3	1 hour	WALT: align text	<p><u>Align Text</u>  Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific layout skills.</p> <p>Learning Objective</p> <ul style="list-style-type: none"> <li>• I can align text.</li> </ul>	<p>Planning and resources in folder on teams</p> <ul style="list-style-type: none"> <li>• Desktop computers or laptops</li> <li>• Word processor</li> <li>• A visualiser or webcam to show the keyboard on screen.</li> </ul>
Lesson 4	1 hour	WALT: use bullets and numbering for effect	<p><u>Bullets and Numbering</u>  Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills.</p> <p>Learning Objective:</p> <ul style="list-style-type: none"> <li>• I can use bullets and numbering</li> </ul>	<p>Planning and resources in folder on teams</p> <ul style="list-style-type: none"> <li>• Desktop computers or laptops</li> <li>• Word processor</li> <li>• A visualiser or webcam to show the keyboard on screen.</li> </ul>
Lesson 5	1 hour	WALT: use keyboard short cuts	<p><u>Advanced Select and Keyboard Shortcuts</u>  Select, use and combine a variety of software</p>	<p>Planning and resources in folder on teams</p>

			<p>(including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills.</p> <p>Learning Objective</p> <ul style="list-style-type: none"> <li>• I can use the key.</li> </ul>	<ul style="list-style-type: none"> <li>• Desktop computers or laptops</li> <li>• Word processor</li> <li>• A visualiser or webcam to show the keyboard on screen.</li> </ul>
Lesson 6	1 hour	WALT: use text boxes and understand text wrap	<p><u>Using Text Boxes and Text Wrap</u></p> <p>Select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information. Teachers may choose their own context for the content of the writing, but it could relate to the current topic. The lesson focuses on the specific typing and layout skills.</p> <p>Learning Objective:</p> <ul style="list-style-type: none"> <li>• I can insert and format text boxes.</li> </ul>	<p>Planning and resources in folder on teams</p> <ul style="list-style-type: none"> <li>• Desktop computers or laptops</li> <li>• Word processor</li> <li>• A visualiser or webcam to show the keyboard on screen.</li> </ul>