LOBILSTON CHURCH OF ENGLAND PRIMARY

Subject	Topic/Key Question	Year Group	Term	Time Allocation
Computing (Skills Lesson)	Word Processing	1	Autumn 1	6 hours

Software/App – laptops and Microsoft word

Vocabulary

- Technology
- Computer
- Mouse
- Track pad
- Keyboard
- Screen
- Double click
- Typing

Lesson Sequence	Time Allocation	Key Question/WALT	Teaching Activities	Resources
Lesson 1	1 hour	WALT: identity technology	Learners will become familiar with the term 'technology'. They will classify what is and what is not technology in their school and/or classroom. Learners will demonstrate their understanding of how technology helps us in different ways. • I can explain technology as something that helps us • I can locate examples of technology in the classroom • I can explain how these technology examples help us	Teach Computing (files on teams)
Lesson 2	1 hour	WALT: be able to name the main parts of a computer	Learners will get to know the main parts of a desktop or laptop computer. They will practise turning on and logging in to a computer. The learners will apply their knowledge of the different parts of a computer, to complete a mouse-based task. • I can name the main parts of a computer • I can switch on and log into a computer • I can use a mouse to click and drag	Teach Computing (files on teams)
Lesson 3	1 hour	WALT: be able to use	Learners will be building on the mouse skills they were introduced to in Lesson 2. Learners will	Teach Computing (files on teams)

		a mouse correctly	review images of a computer to explain what each part does. They will develop an understanding that different computers use different mice, but they perform the same function. They will use the mouse to open a program and create a simple picture. • I can use a mouse to open a program • I can click and drag to make objects on a screen • I can use a mouse to create a picture	
Lesson 4	1 hour	WALT: use a computer keyboard efficiently	Learners will begin to use the computer keyboard for a purpose. They will understand that writing on a keyboard is called typing and will begin to demonstrate their ability to write their name. Learners will then save their work using the save icon and understand that this icon is used in lots of different programs. To use a keyboard to type on a computer • I can say what a keyboard is for • I can type my name on a computer • I can save my work to a file	Teach Computing (files on teams)
Lesson 5	1 hour	WALT: delete letters and move the cursor	Learners will begin by opening a file they have previously created. They will demonstrate their ability to use a keyboard to edit text, by writing a sentence and then deleting letters. They will also use the keyboard arrow keys to move the text cursor in their textbox.	Teach Computing (files on teams)

			To use the keyboard to edit text • I can open my work from a file • I can use the arrow keys to move the cursor • I can delete letters	
Lesson 6	1 hour	WALT: learn and understand the rules of keeping safe when using a computer	Learners will be introduced to the concept of using computers safely, within the context of a school setting. They will explore why we have rules in school and how those rules help us, and then apply this understanding to rules needed for using computer technology safely. To create rules for using technology responsibly • I can identify rules to keep us safe and healthy when we are using technology in and beyond the home • I can give examples of some of these rules • I can discuss how we benefit from these rules	Teach Computing (files on teams)