

Y4 Computing (Key Skills)				
National Curriculum	Knowledge	Skills	Y2 Vocab	Y4 Vocab
<ul style="list-style-type: none"> <li>Use technology purposefully to create, organise, store, manipulate and retrieve digital content</li> </ul>	<ul style="list-style-type: none"> <li>Understand that Microsoft Word has further, more technical ways of editing work.</li> <li>Understand the need for a secure password and what make a password secure.</li> <li>Understand that Microsoft Word has a series of shortcuts, commands and other tools that make editing easy.</li> </ul>	<ul style="list-style-type: none"> <li>Search for files.</li> <li>Print using specific options.</li> <li>Create a secure password.</li> <li>Take a screenshot.</li> <li>Select and format text.</li> <li>Use the change case button.</li> <li>Edit using &lt;backspace&gt;, &lt;delete&gt;, the arrow keys, undo and redo.</li> <li>Use &lt;shift&gt;, &lt;Caps Lock&gt; and &lt;space&gt;</li> <li>Align text left, centre, right or justified.</li> <li>Use the Show all characters button to see where space and return are used.</li> <li>Use some keyboard shortcuts.</li> <li>Use &lt;ctrl&gt; to select sections of text</li> <li>Insert, edit and format a text box.</li> </ul>	<ul style="list-style-type: none"> <li>Shift Key</li> <li>Space Bar</li> <li>Folder</li> <li>Arrow Keys</li> <li>Backspace</li> <li>Delete</li> <li>Cursor</li> <li>Undo</li> <li>Redo</li> <li>Bold</li> <li>Italic</li> <li>Underline</li> <li>Select</li> <li>Section</li> </ul>	<ul style="list-style-type: none"> <li>Screenshot</li> <li>Minimise</li> <li>Split</li> <li>Snipping Tool</li> <li>Shift &amp; ctrl</li> <li>Uppercase</li> <li>Lowercase</li> <li>Align</li> <li>Justified</li> <li>Show all Charac.</li> <li>Menu Buttons</li> <li>Format</li> <li>Bullets</li> <li>Numbering</li> <li>Text Wrapping</li> </ul>
Units to Teach	Key Questions			
<ul style="list-style-type: none"> <li>Word Processing Skills</li> </ul>	<ul style="list-style-type: none"> <li><i>What makes a secure password?</i></li> <li><i>What passwords might be easy to guess?</i></li> <li><i>What different ways can we make uppercase letters?</i></li> </ul>		<ul style="list-style-type: none"> <li><i>What prior knowledge can we use to help us in this unit?</i></li> <li><i>Can you move the text into the centre of the screen?</i></li> <li><i>What is a shortcut?</i></li> </ul>	
Previous Learning – Y2		Future Learning – Y6		
<ul style="list-style-type: none"> <li>Understand that there are many different applications and that a word processor is a type of application (K)</li> <li>Edit text (S)</li> <li>Use backspace and delete key to remove characters (S)</li> <li>Use undo and redo (S)</li> <li>Select a single word or section of text using the mouse or keyboard (S)</li> <li>Use bold, italic and underline (S)</li> </ul>		<ul style="list-style-type: none"> <li>Understand that Microsoft Word can be used simply or as technical as a user wants (K)</li> <li>Understand that shortcuts apply across Microsoft products (K)</li> <li>Select, edit and manipulate text in different ways (S)</li> <li>Use formatting tools to create an effective layout (S)</li> <li>Insert a table (S)</li> <li>Add and delete table columns (S)</li> <li>Format borders of cells within a table (S)</li> </ul>		

