

Y6 Computing (Key Skills)

National Curriculum	Knowledge	Skills	Y4 Vocab	Y6 Vocab
<ul style="list-style-type: none"> • Use technology purposefully to create, organise, store, manipulate and retrieve digital content 	<ul style="list-style-type: none"> • Understand that Microsoft Word can be used simply or as technical as a user wants. • Know how to add and format a table. • Understand that Word has a range of tools such as spell check. • Understand that shortcuts apply across Microsoft products. • Understand how Microsoft products can be use outside of school. 	<ul style="list-style-type: none"> • Select, edit and manipulate text in different ways. • Format images to achieve various effects. • Use formatting tools to create an effective layout. • Use the different functions of the spellcheck tool. • Add a spelling to the dictionary. • Know some of the main keyboard shortcuts. • Insert a table. • Add and delete table columns. • Format borders of cells within a table. • Change page orientation. • Copy insert and format hyperlinks. 	<ul style="list-style-type: none"> • Screenshot • Minimise • Split • Snipping Tool • Shift & ctrl • Uppercase • Lowercase • Align • Justified • Show all Charac. • Menu Buttons • Format • Bullets • Numbering • Text Wrapping 	<ul style="list-style-type: none"> • Select • Edit • Insert • Format • Formatting • Tools • Spellcheck • Function • Shortcut • Table • Row • Column • Cell • Border • Orientation. • Hyperlink
Units to Teach	Key Questions			
<ul style="list-style-type: none"> • Word Processing Skills 	<ul style="list-style-type: none"> • <i>How can your previous learning help you now?</i> • <i>When is it appropriate to use bullet points or numbered lists?</i> 	<ul style="list-style-type: none"> • <i>How can Microsoft Word help us with our spelling?</i> • <i>How can Microsoft Word be used outside of school?</i> 		
Previous Learning – Y4		Future Learning		
<ul style="list-style-type: none"> • Understand that Microsoft Word has further, more technical ways of editing work (K) • Understand that Microsoft Word has a series of shortcuts, commands and other tools that make editing easy (K) • Edit using <backspace>, <delete>, the arrow keys, undo and redo (S) • Use the Show all characters button to see where space and return are used (S) • Use some keyboard shortcuts (S) • Use <ctrl> to select sections of text (S) 		<ul style="list-style-type: none"> • Undertake creative projects that involve selecting, using, and combining multiple applications, preferably across a range of devices, to achieve challenging goals, including collecting and analysing data and meeting the needs of known users. 		

