

Subject: Computing		Year: 1 – Summer 1 – Creating Media 2 – Digital Writing	
<p>National Curriculum objectives</p> <ul style="list-style-type: none"> • Use technology purposefully to create, organise, store, manipulate, and retrieve digital content; • Use technology safely and respectfully, keeping personal information private. <p>Further national curriculum links</p> <p>English – writing</p> <p>Write sentences by:</p> <ul style="list-style-type: none"> • Saying out loud what they are going to write about; • Composing a sentence orally before writing it; • Sequencing sentences to form short narratives; • Re-reading what they have written to check that it makes sense. <p>Education for a Connected World links</p> <p>Privacy and security</p> <ul style="list-style-type: none"> • I can give reasons why I should only share information with people I choose to and can trust. 			
<p>To begin this unit, the children should have already learnt:</p> <p>This unit builds on the Autumn term <i>Creating Media</i> unit and progresses knowledge and understanding of using computers to create and manipulate digital content, focussing on using a word processor. The children will develop their ability to find and use the keys on a keyboard in order to create digital content.</p>		<p>The learning in this unit will prepare the children to learn these things in the future:</p> <p><u>Year 3</u></p> <p>Digital publishing is when we create documents (like newsletters, brochures, magazines and newspapers) using page layout software. When using publishers, we consider how images and text are laid out the page in an eye-catching and appropriate format.</p> <p><u>Year 4 – Photo Editing (Summer 1)</u></p> <p>Digital devices help us to take and edit photographs. Editing programs include <i>Photoshop</i>, <i>Luminar</i> and <i>paint.net</i>. To edit a photo we could use cropping, rotating, flipping, and changing colours and styles. It is important to recognise not every photo we see is real and could have been edited.</p> <p><u>Year 5</u></p> <p>Vector drawings are created using shapes and lines, and each individual element in the drawing is called an object. Objects be grouped, layered and duplicated, which helps produce more complex artwork. Vector drawings can be enlarged and the quality of the drawing will not change.</p>	
<p>Key Enquiry Question</p> <p>Can you find (X) key on the keyboard? How can you delete words and letters if you make a mistake? What tools can you use to make words look different? Is it possible to change more than one letter at once? Which text looks best and why? What is different about typing and writing? Which do you prefer and why?</p>		<p>The Big Idea:</p> <p>Word processors (e.g. <i>Microsoft Word</i>) allow digital writing. The user can change the look of text and easily edit and make changes to bodies of text. Typed words are also very neat.</p>	
<p>To achieve ARE, pupils will need to be secure in the following knowledge:</p>			

<p>By the end of this unit, children will know:</p> <ul style="list-style-type: none">• A keyboard is used to enter text into a computer;• The shift key changes the output of a key;• Text can be changed or edited;• The appearance of text can be changed;• Choices have an impact on the outcome.	<p>Vocabulary:</p> <p>Word processor; text; font; keyboard; text cursor; enter; spacebar; toolbar; icon.</p>
<p>By the end of this unit, children will be able to do:</p> <ul style="list-style-type: none">• Use letter, number, and Space keys to enter text into a computer;• Use punctuation and special characters;• Select text;• Change the appearance of text on a computer;• Choose options to achieve a desired effect;• Position the text cursor in a chosen location;• Use the Backspace key to remove text;• Use Undo.	<p>Useful Resources:</p> <p>Online training courses</p> <p><u>Raspberry Pi online training courses</u></p>

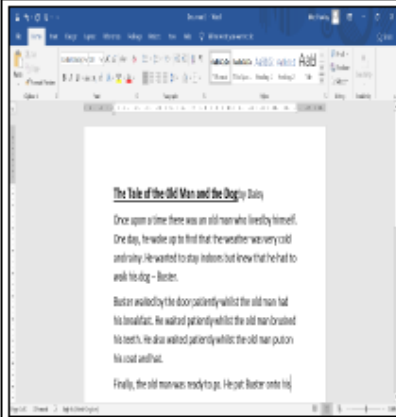


COMPUTING: CREATING MEDIA

KNOWLEDGE ORGANISER



Overview



Digital Writing

- We can use digital devices to help us to write.
- The programs that we do this on are called word processors. Examples of word processors include Microsoft Word and Google Docs.
- When we use word processors, we can use a keyboard and a mouse to enter and remove text.
- We can also change the look of the text by changing things like the font and the size.
- Writing digitally has the benefit that it is neat and tidy, and it can be easily edited.

The Toolbar

The toolbar is the set of icons and buttons that are at the top of the page in a word processor. Below are some of the most common tools.

These tools can change the text.



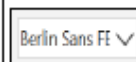
The **B** makes the text **Bold**.

The *I* writes the text in *Italics*.

The U underlines the text.



Clicking on this icon allows you to change the size of the text. After pressing the icon, you will see a list of numbers. The larger the number selected, the bigger your text will be.



Clicking on this icon allows you to change the font (style) of the text. Most word processors have many styles to choose from.



Clicking on this icon opens the text colour tool. It allows you to change the colour of the text. There are often many colours to choose from.



When we want to save our writing, we should click on this icon. The first time that we save, we need to choose a file name and a location (folder) to save it in.

Using a Keyboard

- A keyboard is an input device that lets a person enter letters, numbers and symbols.
- Most keyboards are laid out in the same way. This is often called the QWERTY layout.
- The buttons on a keyboard are called keys.
- You can choose where to write by moving the cursor (the arrow) over the page. When you click a flashing line will appear. This is the text cursor. It allows you to type in letters.



Caps key, press this for capital letters.

Space bar, for leaving spaces.

Backspace key, removes the letter on the left of the text cursor.

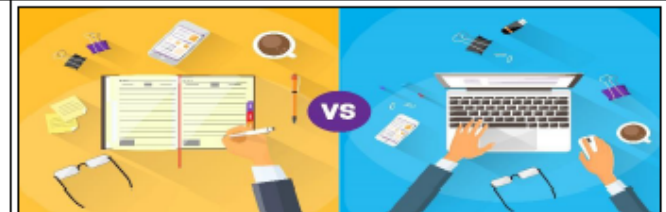
Enter key, moves everything after the text cursor down one line.

Arrow keys, can move the text cursor.

Making Careful Choices



The undo tool reverses the last thing that you did. If you make a mistake, the undo tool can help you to get it back to how it was. The redo button re-does something that you have undone!



Hand writing or Digital writing?

- Hand writing is often seen as more personal. For many people, it is a bit quicker than typing.
- Digital writing is often neat, tidy and easy to read. It can be more easily edited (changed).

Important Vocabulary

Word Processor

Text

Font

Keyboard

Text Cursor

Enter

Spacebar

Toolbar

Font

icon