

Introduction

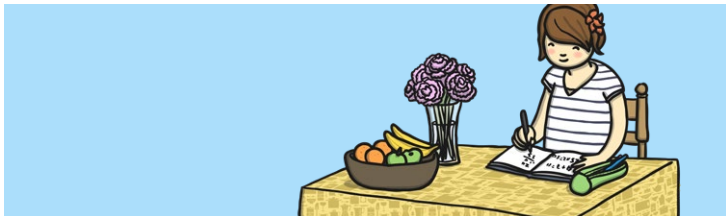
This is the fourth word processing unit, following the units in year 1, 2 and 3 aimed at teaching basic and word processing and text formatting skills. In this unit children will learn about formatting images and organising content into an effective layout. The unit contains six lesson packs, each with its own lesson presentation, alongside a home learning task, challenge cards, display posters and help cards. The first lesson focuses on formatting images and making them suitable for a poster advertising a cake sale. Throughout the rest of the unit, children will learn new skills and techniques and apply them to creating a range of different word documents (posters, letters to parents, job rotas, recipe cards and e-vouchers) which they will use during the cake sale project.



Health & Safety

Children should be encouraged to have good posture and sit up at the computer.

Children should take a screen break for two minutes during longer periods of completing word processing tasks.



Home Learning

Farmer Hallows' Pumpkin Patch: In this task, children must use their knowledge of word processing software to suggest some improvements to Farmer Hallows' dull poster.

Recipe Card: In this task, children create a simple recipe card for their parent/guardian's favourite dish.

Assessment Statements

By the end of this unit...

...all children should be able to:

- select, edit and manipulate text in different ways;
- insert an image into a document;
- format an image;
- use formatting tools to improve the layout;
- use the spellcheck tool;
- insert a simple table;
- change the size of the page.
- change the layout by using the column tool;
- change the orientation of the page;
- copy the URL that they need.

...most children will be able to:

- use some of the main keyboard shortcuts;
- suggest ways to improve a layout;
- apply specific effects to an image;
- add a spelling to the spelling dictionary;
- add or delete rows or columns in a table;
- suggest ways to change a table;
- type at an appropriate speed;
- choose a relevant website to link a document to;
- create a hyperlink.

...some children will be able to:

- change a homophone that is in the incorrect form;
- format the borders of the cells within a table;
- apply their knowledge of tools and techniques to improve the layout of a document;
- change the background colour of the page;
- format a hyperlink and find an appropriate place to insert it.

To look at all the resources in the Word Processing unit [click here](#).

To find out more about PlanIt download our [free guide here](#).

Lesson Breakdown

1. Ingenious Images

Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating a poster for a purpose.

- I can format images for a purpose.

2. Learn the Layout

Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating a suitable layout for a poster.

- I can use formatting tools to create an effective layout.

3. Super Spelling

Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of using spellcheck to edit spellings in a letter to parents.

- I can use the spellcheck tool.

4. Time for Tables

Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating rotas for a cake sale.

- I can insert and format a table in a word processing document.

5. Transform a Layout

Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating simple cake recipe cards.

- I can change a page layout for a purpose.

6. Hyperlinks in e-Vouchers

Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating an e-voucher.

- I can create hyperlinks within a word document.

Resources

- Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) - 1 each where possible.



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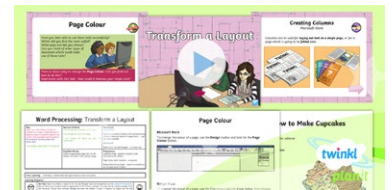
- Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) - 1 each where possible.
- Dictionaries - 1 per pair
- Whiteboards



- Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) - 1 per pair where possible.
- Classroom whiteboard or flipchart
- Whiteboards



- Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) - 1 per pair where possible.
- Whiteboards
- Sheet of A5, A4 and A3 paper – 1 of each size



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