

Introduction

This unit reinforces skills taught throughout the year. Children are given the opportunity to use their skills in a new context and apply them with the software they are familiar with, in order to reinforce their learning. The lessons focus primarily on the three units of Computer Skills, Word Processing and Painting.



Health & Safety

Ensure good posture when sitting at the computer. Establish rules of using equipment safely, carefully and respectfully.



Home Learning

Home Learning Challenge 1: Typing Practice. An opportunity for children to follow up at home, the word processing skills practised at school. A computer is required and adult supervision recommended. Linked with Lessons 2 and 3 of the Using and Applying unit.

Home Learning Challenge 2: Shape Picture. Children draw and colour a picture made just from shapes, which could also then be copied to make a computer version. Linked with Lesson 5 of the Using and Applying unit. Computer not necessarily required at home for this task.

Assessment Statements

By the end of this unit...

...all children should be able to:

- turn on a computer and open an application;
- type letters and symbols, including use of the shift key;
- format text in different ways (bold, italic, underline);
- draw different shapes using paint software;
- use a brush in a paint application and change the size and colour.

...most children will be able to:

- click, double-click and drag objects;
- save and open files;
- make shapes [in Paint software] the size they desire;
- position shapes correctly;
- select and compare different brush types.

...some children will be able to:

- move, resize, minimise and restore windows;
- select text and change the size, type or colour;
- use Undo and Redo effectively;
- edit text using the arrow keys and delete or backspace buttons;
- create a particular image using shapes or brush tools;
- choose the best brush style for a purpose.

Lesson Breakdown

Resources

1. Skills Check

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of applying basic skills of using a computer.

- I can demonstrate a range of basic skills to use a computer and its software.

- Desktop computers or laptops

2. Typing

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using word processing skills to type, format and save.

- I can type and format text, then save my work.

- Computers or laptops with MS Word or similar software

3. Editing

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using word processing skills to open a file, edit and save work.

- I can open saved work and edit text.

- Computers or laptops with MS Word or similar software

4. Paint with Shapes

Use technology purposefully to create and manipulate digital content in the context of creating digital drawing images with paint software.

- I can use shapes to create a particular image.

- Computers with MS Paint or similar software

5. Paint with Brushes

Use technology purposefully to create and manipulate digital content in the context of using different brush tools with paint software.

- I can use different brush tools to create a particular image.

- Computers with MS Paint or similar software

6. Text and Images

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of combining text and pictures about a shared theme.

- I can create text and pictures about a shared theme.

- Computers with MS Word and MS Paint or similar software