

Adult Guidance

Using and Applying Skills

Structure and Purpose

The purpose of the 'Using & Applying' unit is to provide an engaging, open-ended project for pupils to apply the skills they have developed by working on other units within the year group.

Designed to be completed by pupils in groups working over a number of lessons (such as a final half-term), the project incorporates software, skills and aims that have been covered in previous units.

Pupils should be encouraged to plan activities thoroughly before dividing up the separate tasks required to complete the whole project. Different elements of the project can be completed by different children, who will combine their work at the end, but must communicate and work together as a team throughout.

Ideally, there should be an opportunity for children to present their finished projects. This could be either to the rest of the class or a wider school audience.

Role of the Teacher

Within these lessons, the emphasis is placed on the children working together as a team. The teacher's role will include guiding groups through their project and reminding children of the skills learnt in prior units, while supporting pupils wherever necessary.

Lesson Format

The first lesson of the unit will introduce the task and allow a discussion between the whole class about possible ways to incorporate the software and skills they have experienced. This planning stage will also allow children to split into groups to begin their projects.

The lessons that follow should be introduced with a recap of the project so far, asking groups to feedback their progress, and outline which tasks each individual will plan to do in the forthcoming lesson.

The final lesson should bring together the work from individuals within each group before giving them the opportunity to present finished or final projects.

Year 3 Project: School Presentation

Within this project, you should allow children to work and discuss ideas in groups before assisting their thinking with the available activity sheets. This will encourage the children's own original ideas and a problem-solving focus.

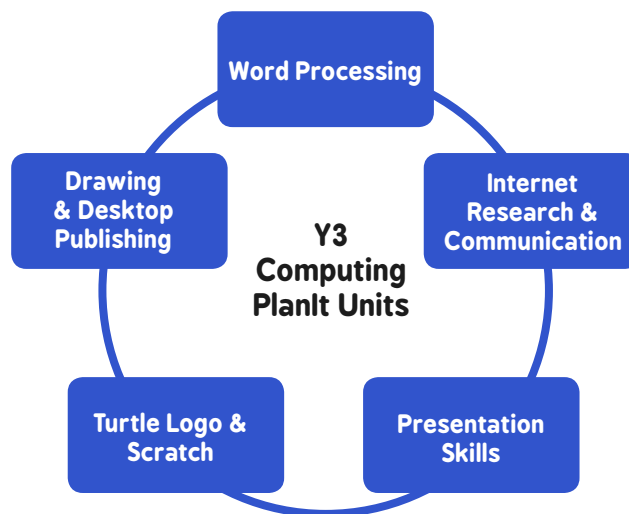
An emphasis is placed on children choosing the software they feel familiar with or the most skilled at using, as well as what would be appropriate for the activity in hand.

Suggested software use (which children should be able to combine):

- **PowerPoint:** Children are likely to create the basis of their project using this presentation software. Using skills from their prior units, they should be able to design slides, transitions, actions and have a consistent theme from start to end. Different children could work on different parts of the presentation in separate documents before combining their slides by copying and pasting.
- **Word /other word processor:** Children can type information into the word processor either before, or in addition to the presentation slides. They may decide that an accompanying word document or handout should also be created.
- **Publisher / other desktop publisher:** For creative tasks, children should use the tools for manipulating layout and design within a piece of desktop publishing software. This could form part of a separate document or be copied and pasted into other software, such as their presentation.
- **Paint:** Children could use paint software to create images, which can then be copied and pasted into other documents.
- **Internet Browser:** Children should use the Internet to research information about their own school through the school website, by making comparisons with other local school websites, or by finding out about the history or local area to add further background to their presentation.
- **Camera / tablet / scanner:** Children can take photographs or draw pictures to accompany their text and information. Any digital images can then be imported into other documents.

Projects should aim to include, but not be limited to, as much of this software as possible. This will provide the opportunity to apply skills learnt within previous sessions in a new, meaningful context.

Combining Software Including Images













Using and Applying Skills: School Presentation

<p>Aim: Select, use and combine a variety of software to design and create a range of programs, systems and content that accomplish given goals, including collecting, analysing, evaluating and presenting data and information.</p> <p>Children choose from a variety of software to design and create an electronic information presentation, including word processing, drawing and desktop publishing before presenting their work.</p> <p>I can use and combine appropriate software to design, create and present an electronic presentation.</p>	<p>The Big Question: Can you create an informative presentation about your School?</p> <p>Y3 Using and Applying Skills Computing Project: to be completed over a series of lessons.</p>	<p>Resources: Lesson Pack</p> <p>PC or laptops with relevant software installed, including: MS Office (Word, PowerPoint and Publisher) or equivalent software.</p> <p>Access to the Internet.</p> <p>Cameras or tablets for photographs (and scanner if required.)</p>
<p>Success Criteria: I can draw or design images and import them into other software. I can research and use appropriate information and images using the Internet. I can use effective design and layout in a presentation. I can present information on a particular subject, including accompanying materials.</p>	<p>Key/New Words: Research, plan, design, layout, evaluate, group, team, roles, images, photos, import, copy, paste, present.</p>	<p>Preparation: Organise Your Presentation Activity Sheet - one per group Group Roles Activity Sheet - as required Paint, Copy and Paste Activity Sheet - as required Creating Images Activity Sheet - as required Project Evaluation Activity Sheet - per child /group Challenge Cards - as required</p>

Prior Learning: Children will have been taught the skills in all or most other Year 3 units before Using & Applying, including word processing, desktop publishing, presentation skills and Internet research.

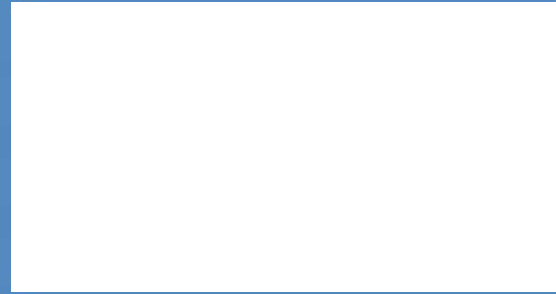
Learning Sequence: to be completed over a series of lessons

	<p>Beginning – Electronic Information Book: Introduce the Big Question. 'Can you create your own informative presentation about your school?' Ask children what features of an information book they can name or describe (title, sub-headings, text boxes, layout, sections / paragraphs, pictures or photos, captions, etc). Can we recreate these features using computer software? What software would be useful and how? (word processing, desktop publishing, presentation software, Internet browser for research or images). What information could be presented about our school?</p>	
	<p>Preparing – Design and Write: Divide the content of the presentation into sections. Give out Organise Your Presentation Activity Sheet to each group. Which elements will involve writing / drawing / designing layout / photographing / researching? Assign roles to group members for who will do what. Use Group Roles Activity Sheet, if required. Can children research and use appropriate information and images using the Internet?</p>	
	<p>Exploring – Text, Images and Combining: Review everyone's roles each lesson using new Group Roles Activity Sheet, if required. Make an ordered list of priorities – which tasks need to be done and in what order? These could include: designing the main presentation about school, researching on a school website for information, researching by asking adults questions around school, creating or taking pictures, typing information in a word processor, or creating a plan of the school using desktop publishing. Can children draw or design images and import into other software?</p>	
	<p>Reviewing – Evaluate and Present Your Project: Each group should use the Project Evaluation Activity Sheet to evaluate their own work as a group. Time should be given for groups to check their work and rehearse / refine their performance. The presentations can then be presented to the rest of the class for other groups to appraise. Can children use and combine software to present information in different ways?</p>	
	<p>Supporting: Use the Paint, Copy and Paste Activity Sheet to support children who are unfamiliar with techniques to combine work between software. Use the Creating Images Activity Sheet to support children with creating digital images for their presentation.</p>	
	<p>Extending: Challenge children to find a way to incorporate Scratch or Turtle Logo into their project as an accompanying feature to their presentation. Check, edit, improve and expand presentations or create different versions for different audiences. Use the Challenge Cards to further improve and extend the groups' projects.</p>	

Master it

Presentit: Practise, rehearse then present the information. Create notes or flash cards to accompany their presentation to avoid them from reading everything from the slides, which should therefore improve their performance

Reviewit: Compare presentations with another group and peer review each other's work. Give a list of three things you felt were successful and three things that you believe could be added or improved upon.



Computing

Using and Applying Skills

Computing | Year 3 | Using and Applying Skills

Using and Applying Skills School Presentation



Aim

- I can use and combine appropriate software to design, create and present an electronic presentation.

Success Criteria

- I can draw or design images and import them into other software.
- I can research and use appropriate information and images using the Internet.
- I can use effective design and layout in a presentation.
- I can present information on a particular subject, including accompanying materials.

Beginning – Electronic Information Book



The Big Question: Can you create your own informative presentation about your school?



What features of an information book can you name or describe?

Title, sub-headings, text boxes, layout, sections / paragraphs, pictures or photos, captions.



Can we recreate these features using computer software?
What software would be useful and how?

Word processing, desktop publishing, presentation software, Internet browser (for research or images).

What information could be presented about our school?

Preparing – Design and Write



Divide the content of the presentation into sections.

Use the **Organise Your Presentation Activity Sheet**. Which elements will involve writing / drawing / designing layout / photographing / researching?



Assign roles to group members for who will do what.



Exploring – Text, Images and Combining



Is everyone confident in their role?
Do you know what tasks are expected of you?

Make an ordered list of priorities – which tasks need to be done and in what order?

These could include: designing the main presentation about school, researching on a school website for information, researching by asking adults questions around school, creating or taking pictures, typing information in a word processor, or creating a plan of the school using desktop publishing.



Reviewing – Evaluate and Present Your Project



Each group should now use the **Project Evaluation Activity Sheet** to evaluate their own work as a group.

You will be presenting your work to the rest of the class so decide who will be saying each part.

Practise and rehearse your presentation, and carefully check all the information you have created.

Project Evaluation

Evaluate your project:

Describe the main tasks that you needed to complete to produce your School Presentation.

List the different computer software that you used.

What is the best thing about your final project and why?

What needed more work? What could have been done to improve it?

What roles did everyone have? What were your tasks?

What would you do differently if you were to start your project again?

What other comments could you make about the project?

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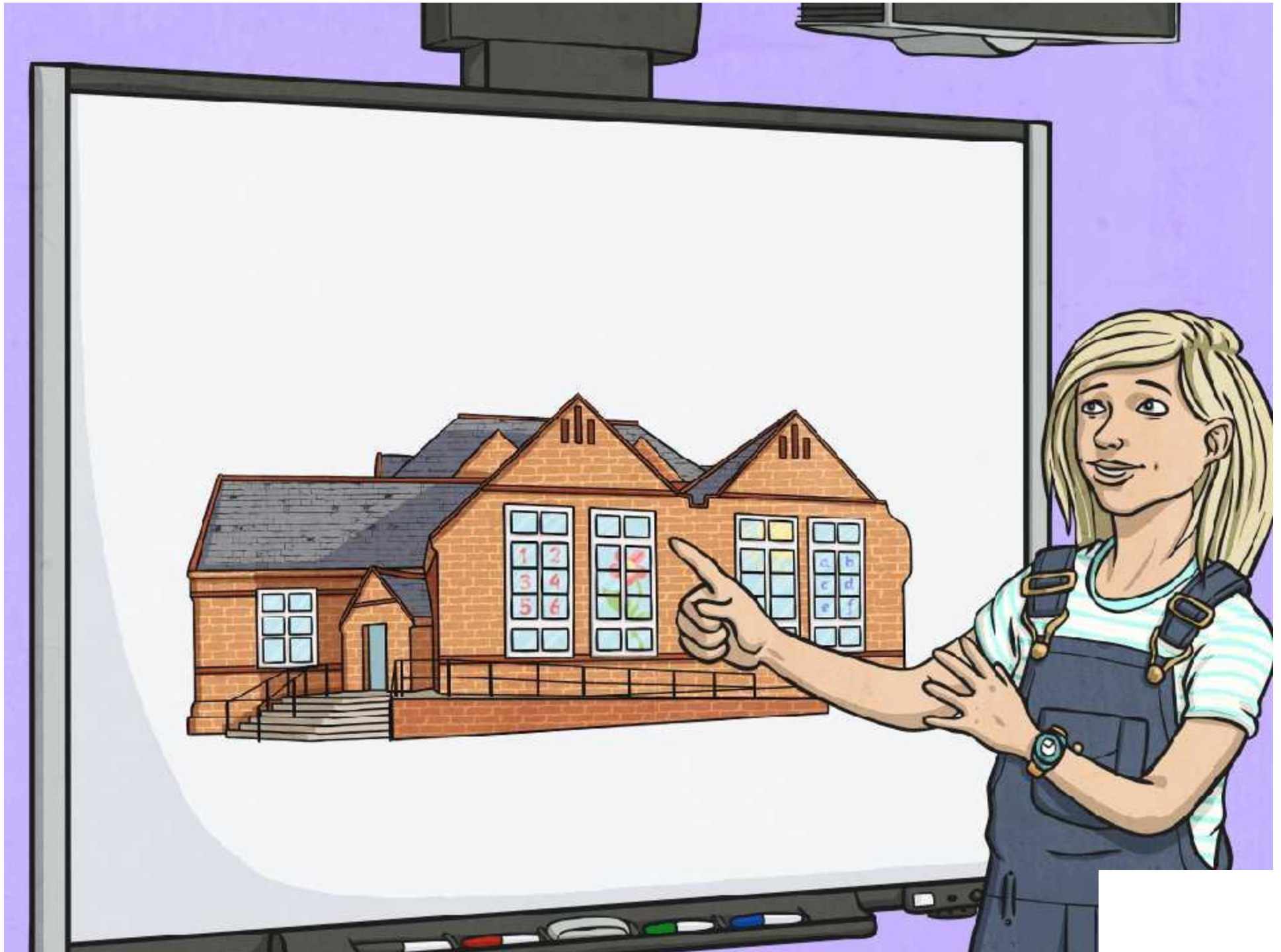
Aim



- I can use and combine appropriate software to design, create and present an electronic presentation.

Success Criteria

- I can draw or design images and import them into other software.
- I can research and use appropriate information and images using the Internet.
- I can use effective design and layout in a presentation.
- I can present information on a particular subject, including accompanying materials.



Creating Images

If you are creating a document in Word, Publisher or PowerPoint and need your own images to use, try one of these ideas:

Draw

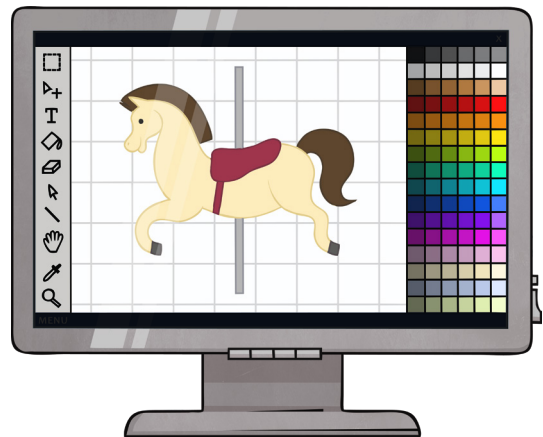
You could draw your pictures by hand using pencil, crayons or other art materials. When you have finished, the work could be scanned to make a digital or electronic version of it. If you are not able to scan it, you could take a picture of it using a camera or tablet, then import the digital photograph into your document.



Digitally Paint

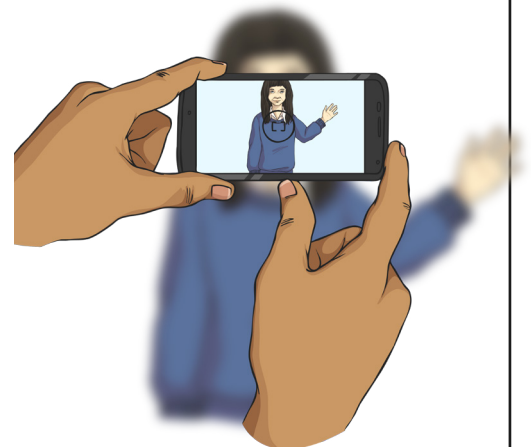
You could use Paint software to create a digital image. Within Paint, you usually get lots of ready-made shapes and lines, you can easily 'undo' something if it goes wrong, and you can save your work to continue a little at a time.

When you have finished, you can copy and paste your work into another document.



Photograph

If you want actual photographs, rather than hand-drawn or digitally-painted illustrations, you can use either a camera or tablet. Most tablets now have a built-in camera function. Your photos are then saved as digital image files, which means they can be imported or copied into a document. To get your photographs on a computer, you may need to plug in your camera or tablet, or transfer them from a memory card. Taking photographs will always require the permission and help of an adult.



Group Roles

As you are working as part of a team on a group project, you will need to decide on different roles for each team member to work on and complete.

Use this sheet to write down who is in your team and what roles each person will have.



First / Main Tasks:

Name	Role(s)	Details (e.g. where, how, what equipment/resources / software are required)

Next Tasks:

What else needs to be done?	Who will do it?	Details (e.g. what has been done, when has it been completed, any problems)

Organise Your Presentation

Think about the sections that might be required for an informative presentation about your school. These sub-headings may give you some ideas but you can add some more of your own.

Make notes under each heading about what you could include, what you already know or what you may be able to find out.

A Presentation About Our School

Introduction

Location



The School Day

Classes

Teachers and Staff

Subjects

Facts and Figures

Classrooms / Plan of the School

Paint, Copy and Paste

Use this sheet to help you to create a picture in Paint software, then copy it into other software, such as, Word, Publisher or Powerpoint.

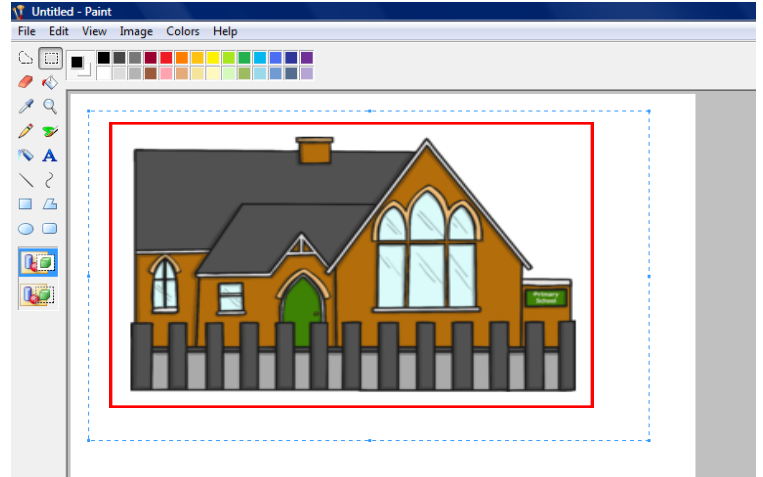
Firstly, open Paint and create your picture. Remember, it is a good idea to save as you go along- just in case anything goes wrong!

After you have created your picture, select it by drawing a box around it.

Then you're ready to copy!

From the menu, choose **Edit** then **Copy**.

You could also use a **Shortcut to copy**: Hold down **CTRL** and press **C**.



Next, open a document in Word, Publisher or PowerPoint, and click on where you would like your picture to appear.

Now you are ready to paste! From the menu, choose **Edit** and **Paste**.

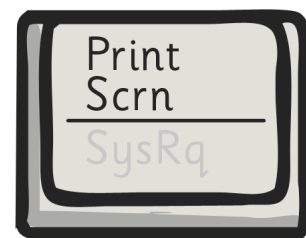
You could also use a **Shortcut to paste**: Hold down **CTRL** and press **V**.

Other Options:

Screenshot

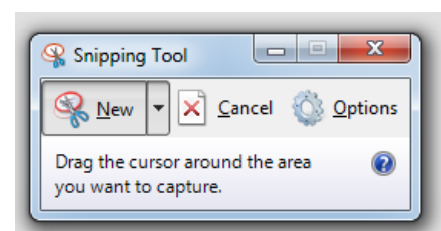
If you are using software where you are unable to click on a menu to **Edit** and **Copy**, you could try taking a screenshot. You do this by pressing the PrtSc (Print Screen) button on the keyboard (if you have one).

This is like making a copy of whatever is on your screen. When you click paste in a different document, your screenshot should appear.



Snipping Tool

From the START menu, search for the Windows Snipping Tool. Click New, then select any area on your screen to take a 'snip' or picture of. You then have the options to save or copy it before pasting into a new document.



Project Evaluation

Evaluate your project:

Describe the main tasks that you needed to complete to produce your School Presentation:

List the different computer software that you used:

What is the best thing about your final project and why?

What needed more work? What could have been done to improve it?

What roles did everyone have? What were your tasks?

What would you do differently if you were to start your project again?

What other comments would you make about the project?



Using and Applying Skills

Challenge Cards



Using and Applying Skills

Challenge Cards



Using and Applying Skills

Challenge Cards



Using and Applying Skills

Challenge Cards

Can you think of a way to use Scratch as part of your project?

Can you use paint software to create pictures of people or

Write an 'author section' for your work about you and your team, including

Make a printed version of your presentation into a

Can you draw/design your school logo using Paint or Desktop Publishing

Use the Internet to find out about a different school in your area, or in another city or country

Can you find out anything about the history of your school? When was it built?

Find out how many children go to your school. How many are boys and how

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Write a 'Pupils Review' telling new pupils why an existing student thinks it's

Rehearse the presentation of your work to refine how you will present information

Can you interview adults in school to find out information about them or their roles in school?

Can you measure rooms or corridors to add precise information to a plan of the school?



Using and Applying Skills

Challenge Cards



Using and Applying Skills

Challenge Cards



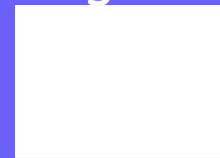
Using and Applying Skills

Challenge Cards



Using and Applying Skills

Challenge Cards



Can you think of a way to use Scratch as part of your project?

Can you use paint software to create pictures of people or places around your school?

Can you measure rooms or corridors to add precise information to a plan of the school?

Can you interview adults in school to find out information about them or their roles in school?

Write a 'Pupils Review' telling new pupils why an existing student thinks it's a great school.

Rehearse the presentation of your work to refine how you will present information to your audience.

Find out how many children go to your school. How many are boys and how many girls?

Can you find out anything about the history of your school? When was it built?

Can you draw / design your school logo using Paint or Desktop Publishing software?

Use the Internet to find out about a different school in your area, or in another city or country.

Make a printed version of your presentation into a leaflet or booklet.

Write an 'author section' for your work about you and your team, including pictures.