

End of Unit Assessment | Computing | Year 4 | Word Processing

| All | Most | Some |
|---|---|--|
| <p>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.</p> | <p>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.</p> | <p>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.</p> |
| 33% | 33% | 33% |
| <p>Name Name Name Name</p> | <p>Name Name Name Name</p> | <p>Name Name Name Name</p> |

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Insert a character against the criteria the child has met. If they have not met the criteria leave it blank.

| | | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | % of class |
|--|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------------|
| % met by child | | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | 0% | | |
| Has the child met the all and most statements? | | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | n | 0% | | |
| All | Select, edit and manipulate text in different ways. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% | |
| | Insert an image into a document. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Format an image. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Use formatting tools to improve the layout. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Use the spellcheck tool. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Insert a simple table. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | Change the size of the page. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| Most | Use some of the main keyboard shortcuts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Some | Choose a relevant website to link a document to. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | Create a hyperlink. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | Change a homophone that is in the incorrect form. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | 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. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| Format a hyperlink and find an appropriate place to insert it. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% | |

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| Lesson Aim | Success Criteria | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | % | | | | |
|------------|--|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|---|------|------|------|------|
| | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | Name | | Name | Name | Name | Name |
| | Insert a character against the criteria the child has met. If they have not met the criteria leave it blank. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | % met by child | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | I can format images for a purpose. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% | |
| | I can select, edit and manipulate text in different ways. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can insert images onto a document. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can format images to achieve various effects. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| 2 | I can use formatting tools to create an effective layout. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I know some of the main keyboard shortcuts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can select, edit and manipulate text in various ways. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| 3 | I can use the spellcheck tool. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I know some of the main keyboard shortcuts. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can find and use the different functions of the spellcheck tool. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can add a spelling to the spelling dictionary. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| 4 | I can insert and format a table in a word processing document. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can insert a simple table. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can add and delete rows and columns. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can format the borders of the cells within a table. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can suggest ways to change a table. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| 5 | I can change a page layout for a purpose. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can change the orientation of the page. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can change the size of the page. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can change the layout by using the column tool. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| 6 | I can create hyperlinks within a word document. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can choose a relevant website to link my document to. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can copy the URL that I need. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |
| | I can format my hyperlink and find an appropriate place to insert it. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 0% |

NC Aims Covered in the Name of Unit

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.

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I can...

Computing | Year 4 | Word Processing

| Ingenious Images | Learn the Layout | Super Spelling | Time for Tables | Transform a Layout | Hyperlinks in e-Vouchers |
|---|---|--|--|---|---|
| I can format images for a purpose. | I can use formatting tools to create an effective layout. | I can use the spellcheck tool. | I can insert and format a table in a word processing document. | I can change a page layout for a purpose. | I can create hyperlinks within a word document. |
| I can select, edit and manipulate text in different ways. | I can suggest ways to improve a layout. | I know some of the main keyboard shortcuts. | I can insert a simple table. | I can change the orientation of the page. | I can choose a relevant website to link my document to. |
| I can insert images onto a document. | I can select, edit and manipulate text in various ways. | I can find and use the different functions of the spellcheck tool. | I can add and delete rows and columns. | I can change the size of the page. | I can copy the URL that I need. |
| I can format images to achieve various effects. | | I can add a spelling to the spelling dictionary. | I can format the borders of the cells within a table. | I can change the layout by using the column tool. | I can format my hyperlink and find an appropriate place to insert it. |
| | | | I can suggest ways to change a table. | | |

Computing: Word Processing

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What I know

What I want to know

What I have learnt

Word Processing | Ingenious Images

| | | |
|---|--|--|
| I can format images for a purpose. | | |
| I can select, edit and manipulate text in different ways. | | |
| I can insert images onto a document. | | |
| I can format images to achieve various effects. | | |

Word Processing | Learn the Layout

| | | |
|---|--|--|
| I can use formatting tools to create an effective layout. | | |
| I can suggest ways to improve a layout. | | |
| I can select, edit and manipulate text in various ways. | | |

Word Processing | Super Spelling

| | | |
|--|--|--|
| I can use the spellcheck tool. | | |
| I know some of the main keyboard shortcuts. | | |
| I can find and use the different functions of the spellcheck tool. | | |
| I can add a spelling to the spelling dictionary. | | |

Word Processing | Time for Tables

| | | |
|--|--|--|
| I can insert and format a table in a word processing document. | | |
| I can insert a simple table. | | |
| I can add and delete rows and columns. | | |
| I can format the borders of the cells within a table. | | |
| I can suggest ways to change a table. | | |

Word Processing | Transform a Layout

| | | |
|---|--|--|
| I can change a page layout for a purpose. | | |
| I can change the orientation of the page. | | |
| I can change the size of the page. | | |
| I can change the layout by using the column tool. | | |

Word Processing | Hyperlinks in e-Vouchers

| | | |
|---|--|--|
| I can create hyperlinks within a word document. | | |
| I can choose a relevant website to link my document to. | | |
| I can copy the URL that I need. | | |
| I can format my hyperlink and find an appropriate place to insert it. | | |