Word Processing: Hyperlinks in e-Vouchers

Aim:	**Success Criteria:**	**Resources:**
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.	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.	**Lesson Pack** Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) – 1 each where possible Whiteboards
	Key/New Words: Hyperlink, voucher, URL, format, text, images, apply, combine, insert, toolbar, tools, improve, edit, create.	**Preparation:** **e-Voucher Word Document** – saved to a location to be accessed by less able children

Prior Learning:

Children will have learned how to use a hyperlink in slide show presentations as outlined in _____

Children will have learned how to stay safe and responsible online as outlined in _____

Learning Sequen

	Word Processing Skills: Challenge children (in pairs) to suggest ways of improving the document on whiteboards. Encourage children to think about the skills and techniques they have learnt so far during this unit. Reveal the improvements on the **Lesson Presentation**.	
	e-Vouchers: Introduce an e-voucher using the **Lesson Presentation** and discuss the issues raised. Discuss available hyperlinks to cake recipe websites included on the e-voucher.	
	What Is a Hyperlink? Discuss hyperlinks and make sure that children are aware that not all hyperlinks are safe to use. Follow the link to a BBC website and discuss how the children know that the website is trustworthy.	
	Hyperlinks: Choose your word processing software and model how to create a hyperlink, giving children time to find a trustworthy website containing cake recipes. You may wish to suggest one for them to copy. Model how to create a hyperlink using the **Lesson Presentation**. Can children search for trusted and relevant websites?	
	Create an E-Voucher: Challenge children to create their own e-vouchers that include hyperlinks. **Can children copy the URL from the address bar? Can children find an appropriate place to insert their hyperlink?** Children edit the existing **e-Voucher Word Document** by inserting a given hyperlink into a sentence which the children type for themselves. Children create their own e-voucher from a blank page. They should use safe Internet search techniques to find a trusted cake recipe URL and include a hyperlink in their e-voucher. Use other formatting techniques learnt so far. Children create their own e-voucher from a blank page. They should use safe Internet search techniques to find a trusted cake recipe URL and include two hyperlinks in their e-voucher. Children use other formatting techniques learnt so far with confidence.	
	The Cake Sale Project: Discuss the documents that the children have created during the topic and in pairs (using whiteboards) children should answer the multiple-choice quiz questions to show off what they have learned.	

Taskit

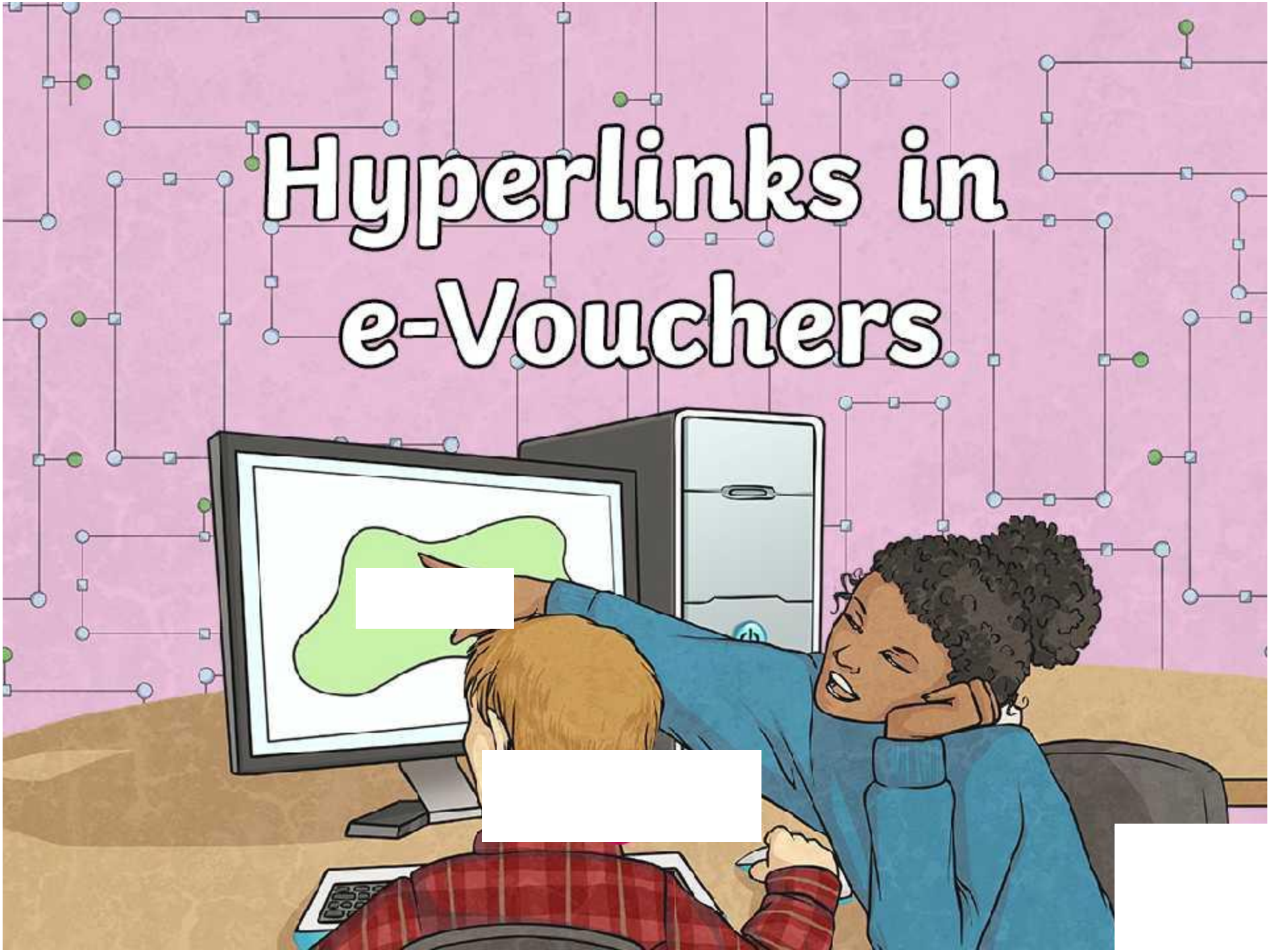
Guideit Children create a poster, using techniques learnt in this unit, to help pupils choose safe websites.

Imagineit: Allow children to use the Internet and the image manipulation skills learnt in this unit to create a digital scrapbook, using slide show presentation software, detailing their ideas for their own cake shop.

Computing

Word Processing

Hyperlinks in e-Vouchers



Aim

- I can create hyperlinks within a word document.

Success Criteria

- 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.

Word Processing Skills

Over the last few weeks you've learned lots of new word processing skills. Can you and your partner use some of your new knowledge to improve this word document?

e-Voucher

Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

Use the space more effectively by rearranging the text.

Word Processing Skills

e-Voucher

Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

Insert a picture to fill up any wasted space and format it.

e-Vouchers

A **voucher** is a document that includes special offers for customers, helping them to save money. Sometimes these come in magazines or through the letterbox, or are given as gifts.

e-Vouchers

An **e-voucher** is sent to a customer in an email.

This is the e-voucher that you improved earlier.

During the cake sale, one of your team members could politely ask customers to write down their email addresses and you could kindly send them an e-voucher for next time there is a sale. This will encourage them to spend money at your stall next time.

e-Voucher

Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

*It is important that you only use this email address to send the customer an e-voucher. You should **not** give the email address to anyone else or send your customer anything you haven't told them you will send.*

What Is a Hyperlink?

There's one more thing that we can add to our e-voucher.

A **hyperlink** is something that can be clicked on to show the user a page on the Internet.
How do you think these can be helpful?
Where do you expect that this hyperlink will take you?
Click on it to find out!

e-Voucher

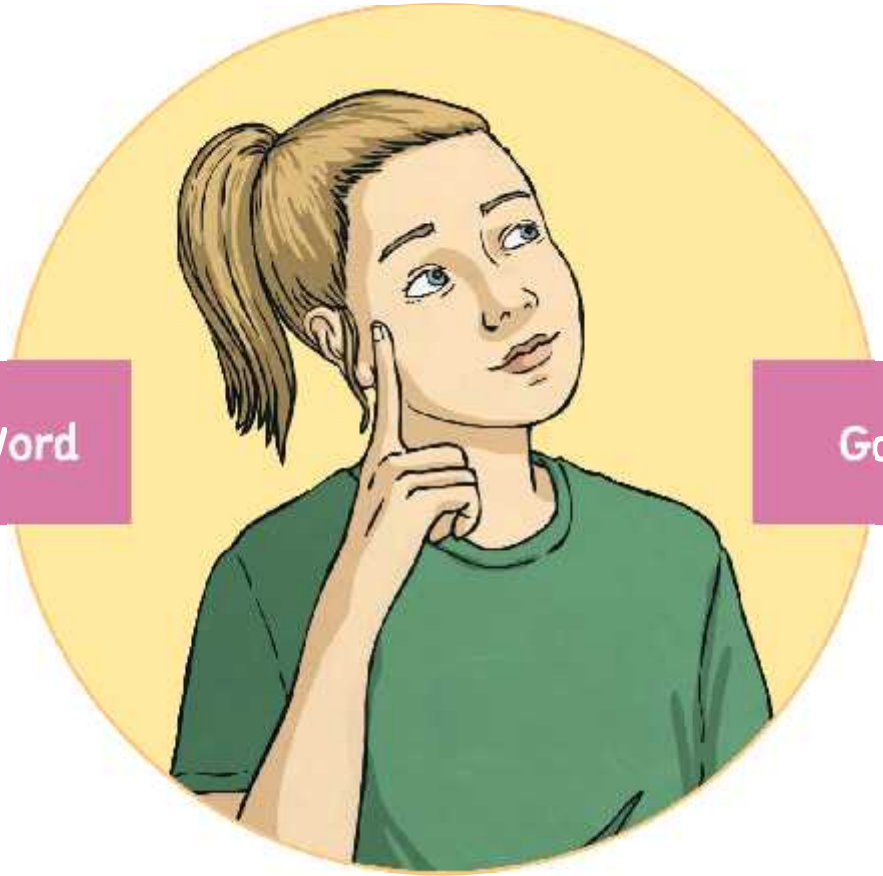
Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

_____ for a great cake recipe!

This is called a **hyperlink**.

Is it always safe to click on a hyperlink? Discuss this with your partner.

Hyperlinks



Microsoft Word

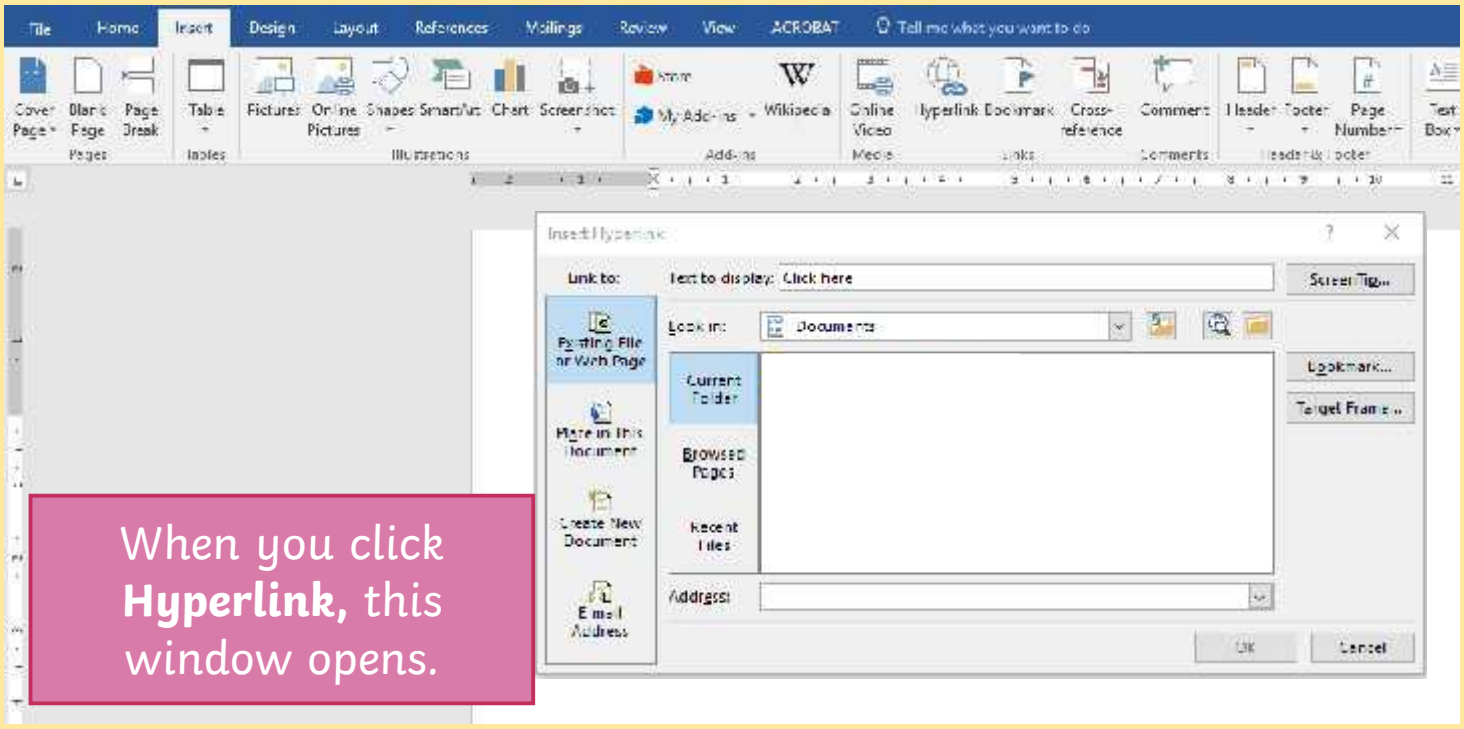
Google Docs

Hyperlinks
Microsoft Word

First, use a search engine to find a trusted webpage containing a recipe.

Hyperlinks
Microsoft Word

Open up a new document and type a sentence which instructs the reader how to use the link.



When you click **Hyperlink,** this window opens.

Hyperlinks
Microsoft Word

When you have chosen the webpage you would like to link to, copy the **URL (Uniform Resource Locator)** from the **address bar**.

Hyperlinks
Microsoft Word

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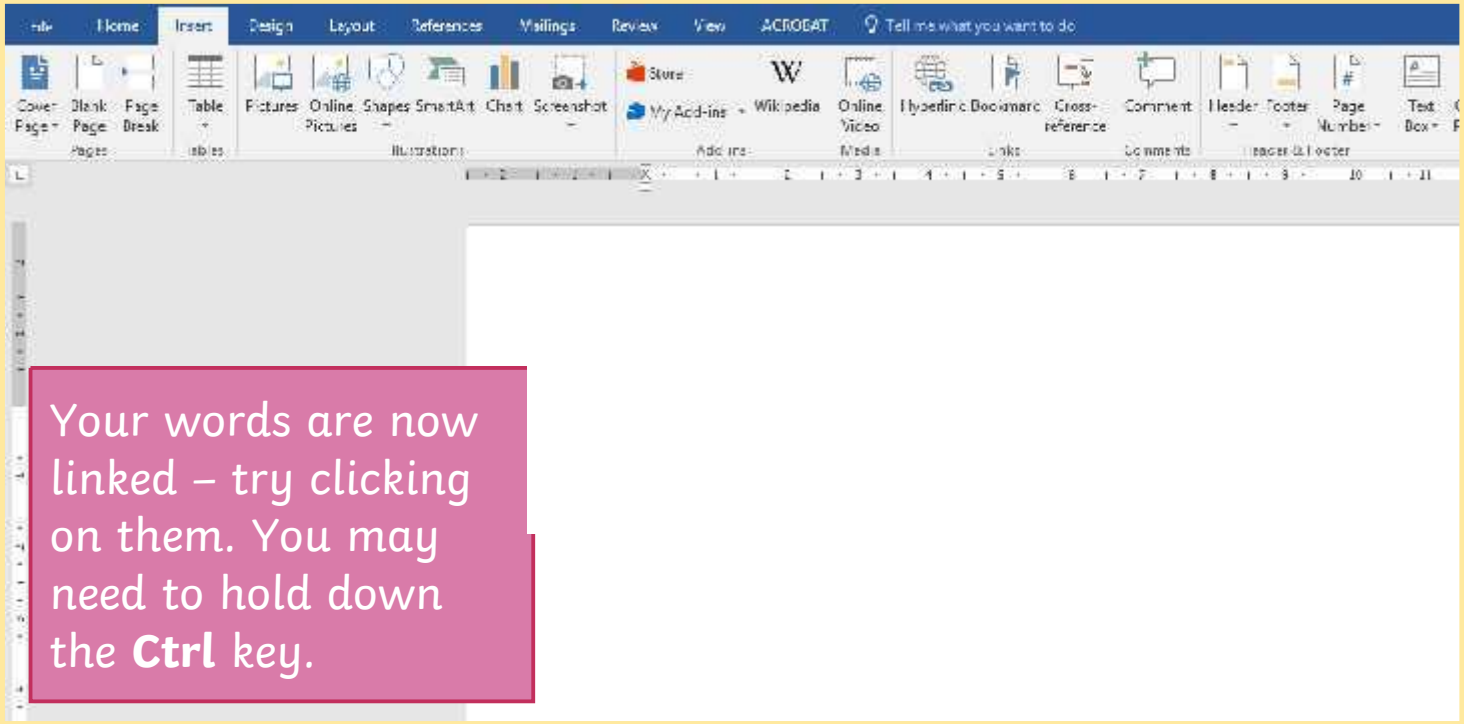

Your words are now linked – try clicking on them. You may need to hold down the **Ctrl** key.

Hyperlinks

Google Docs

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Google Docs

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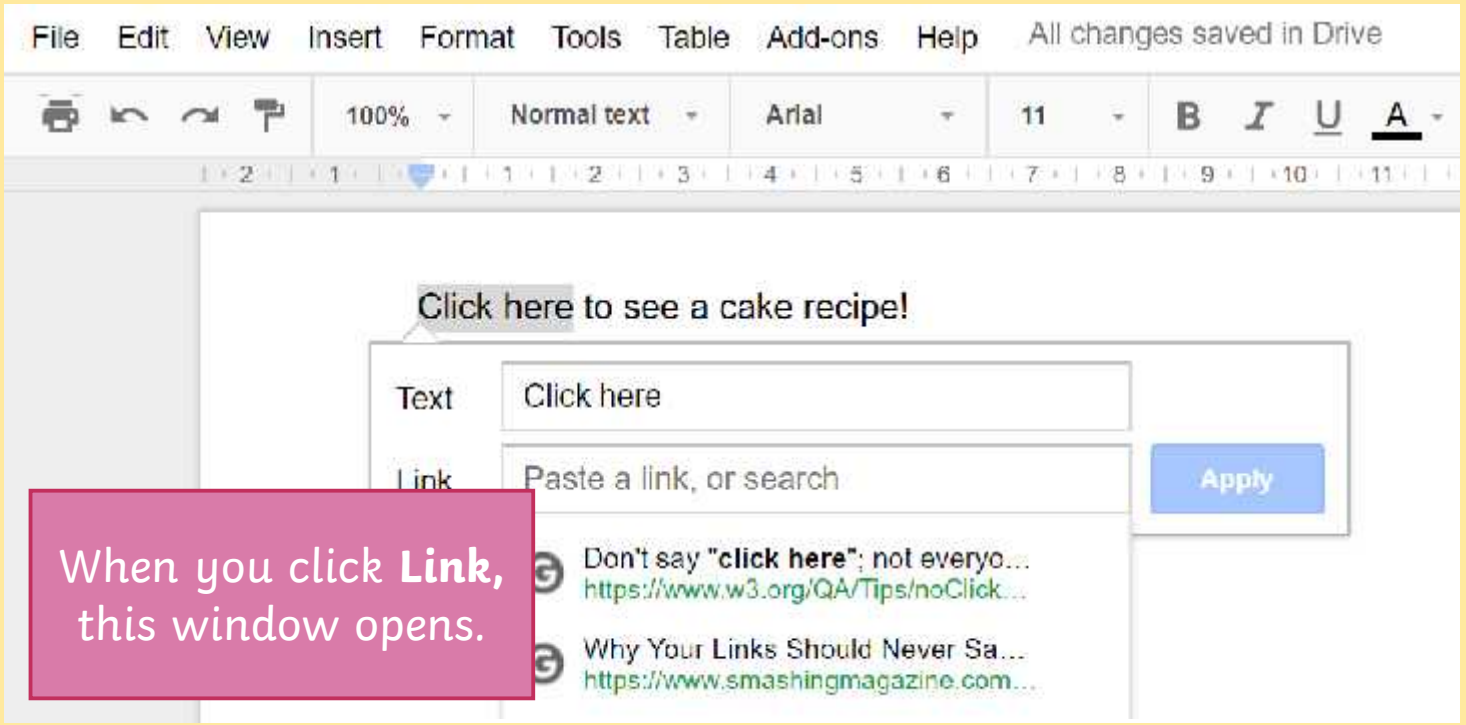

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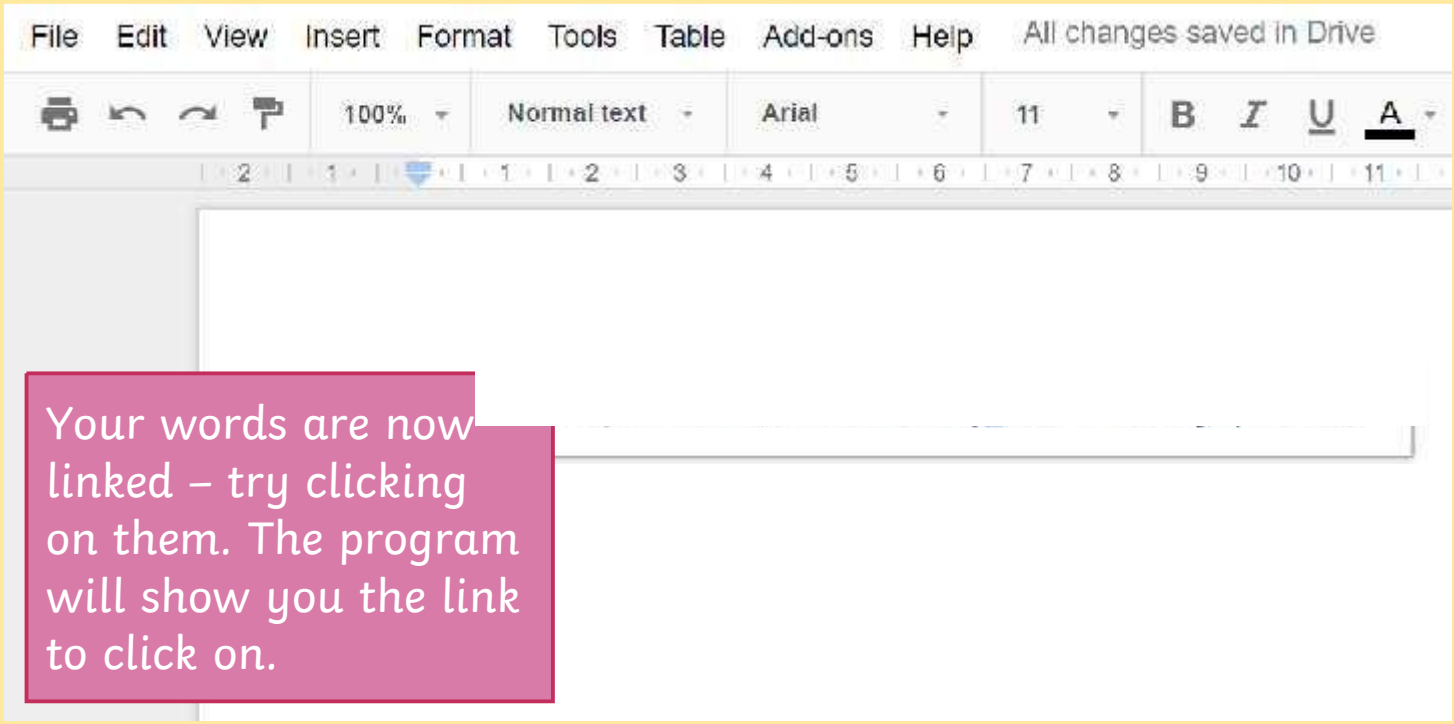

Your words are now linked – try clicking on them. The program will show you the link to click on.

Create an e-Voucher

Design an e-voucher for your cake sale and insert a hyperlink to a website containing fun and simple recipes. What deal will you offer to your customers?

Make sure that you:

- change the font colour, size and style;
- insert an image;
- insert a hyperlink.

e-Voucher

Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

a great cake recipe!

Can you:

Change the colour of the voucher background?

Give the voucher a border?

The Cake Sale Project

Over the last few lessons, you have created lots of different word processing documents and used lots of different word processing skills.

It's quiz time!

What is the function of a hyperlink?

Clicking on a hyperlink will take you to a webpage. Hyperlinks are often in a blue font colour and are underlined.

Aim

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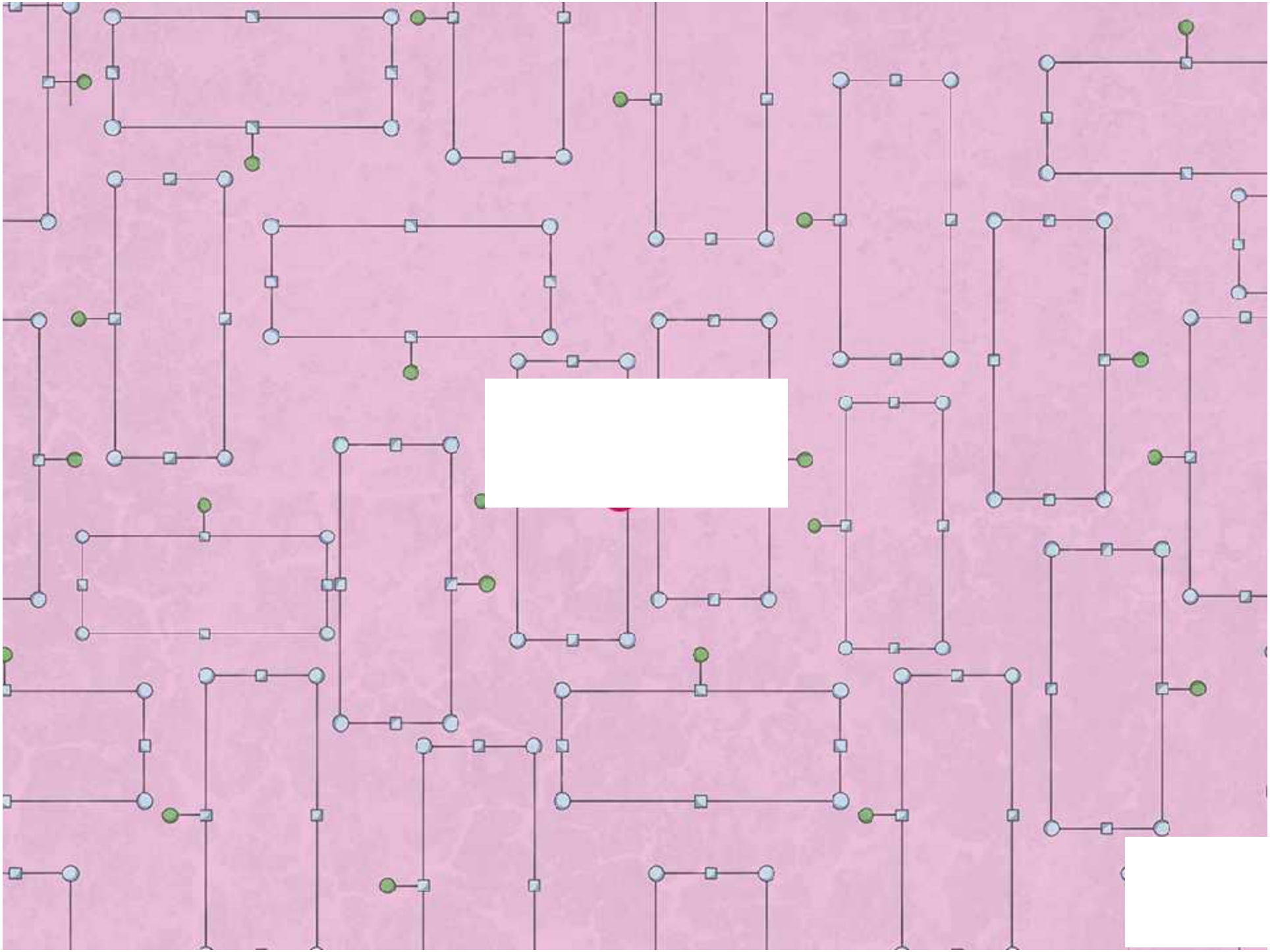

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E-Voucher

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