
















Word Processing: Hyperlinks in e-Vouchers

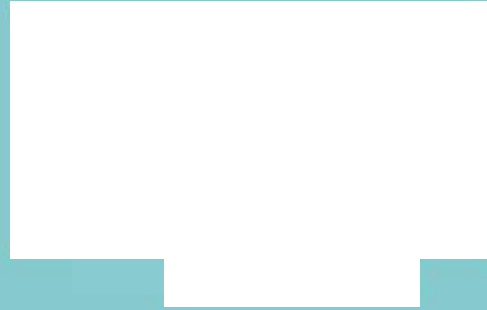
<p>Aim: Select, use and combine a variety of software on a range of digital devices to design a range of programs, systems and content that accomplish specific goals in the context of creating an e-voucher.</p> <p>I can create hyperlinks within a word document.</p>	<p>Success Criteria: I can choose a relevant website to link my document to.</p> <p>I can copy the URL that I need.</p> <p>I can format my hyperlink and find an appropriate place to insert it.</p>	<p>Resources: Lesson Pack</p> <p>Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) – 1 each where possible</p> <p>Whiteboards</p>
	<p>Key/New Words: Hyperlink, voucher, URL, format, text, images, apply, combine, insert, toolbar, tools, improve, edit, create.</p>	<p>Preparation: e-Voucher Word Document – saved to a location to be accessed by less able children</p>

<p>Prior Learning: Children will have learned how to use a hyperlink in slide show presentations as outlined in _____</p> <p>Children will have learned how to stay safe and responsible online as outlined in _____</p>

Learning Sequen

	<p>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.</p>	
	<p>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.</p>	
	<p>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.</p>	
	<p>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. <i>Can children search for trusted and relevant websites?</i></p>	
	<p>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?</p> <div style="display: flex; justify-content: space-between;"> <div data-bbox="215 1305 590 1507">  <p>Children edit the existing e-Voucher Word Document by inserting a given hyperlink into a sentence which the children type for themselves.</p> </div> <div data-bbox="614 1305 989 1597">  <p>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.</p> </div> <div data-bbox="1013 1305 1388 1653">  <p>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.</p> </div> </div>	
	<p>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.</p>	

<p>Taskit</p> <p>Guideit Children create a poster, using techniques learnt in this unit, to help pupils choose safe websites.</p> <p>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.</p>



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

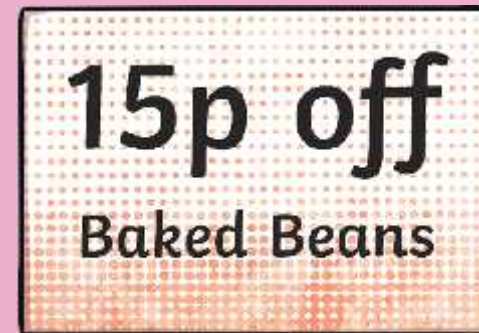


Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

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



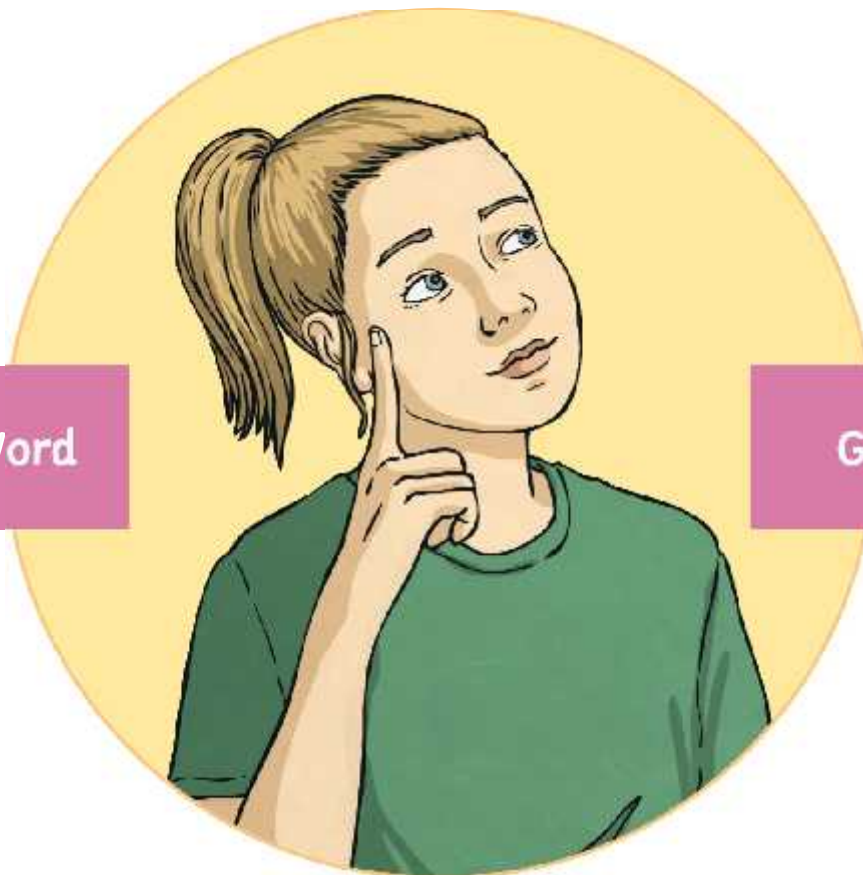
Present this voucher at the next cake sale and get any 2 cakes of your choice for just 10p.

[_____](#) 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.

A screenshot of the BBC Food website. The browser address bar shows "www.bbc.co.uk/food/fairy_cakes". The page features the BBC logo, navigation links for News, Sport, Weather, iPlayer, TV, Radio, and a search bar. The main heading is "FOOD DISHES". Below this are navigation tabs for Home, Recipes, Chefs, Programmes, Ingredients, Techniques, and FAQs. The current page is titled "Fairy cakes recipes" and features a large image of several decorated fairy cakes on a wire stand. Below the image is the text "How to make fairy cakes" by Stacie Stewart. To the right of the main content is a "Quick recipe finder" search box and a "Related dishes and ingredients" section with a grid of smaller recipe thumbnails including Almond cake, Banana bread, and Black Forest gâteau.

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



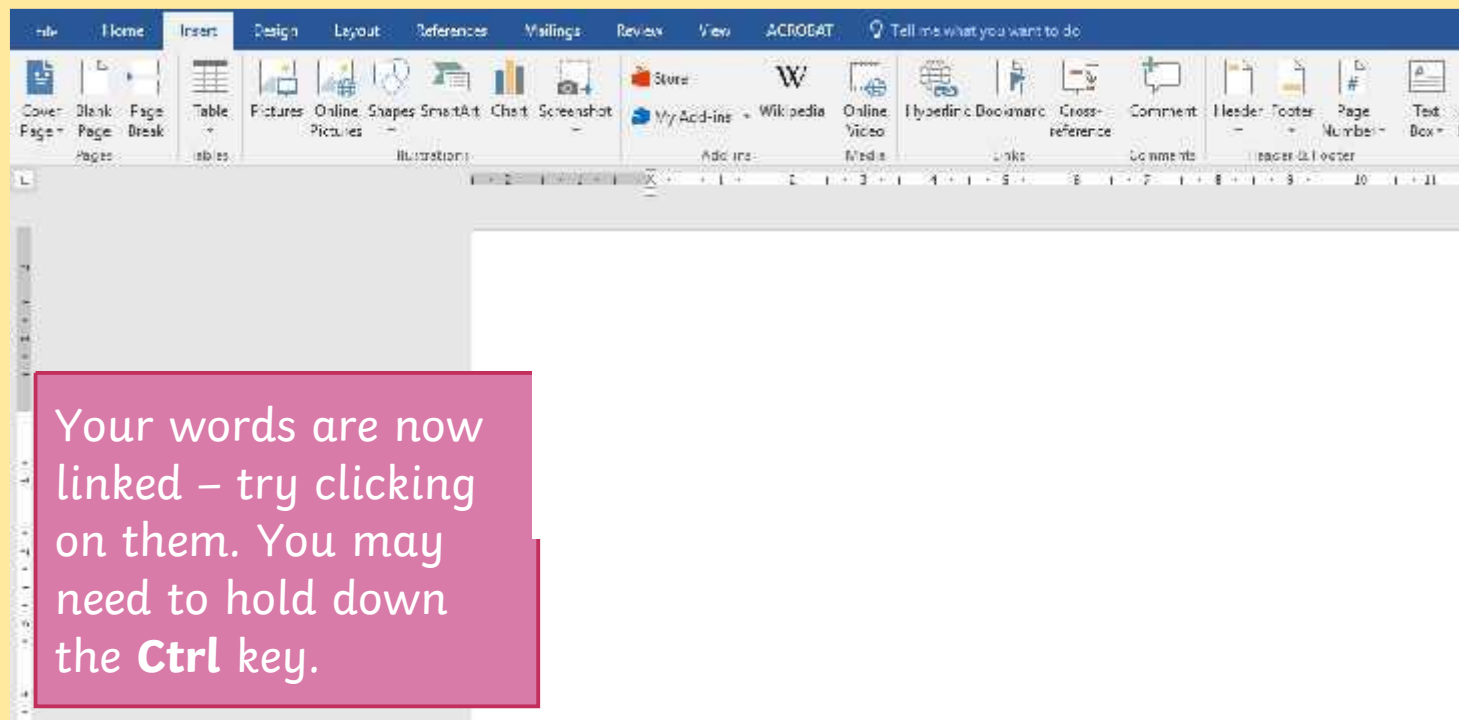
When you have chosen the webpage you would like to link to, copy the **URL (Uniform Resource Locator)** from the **address bar**.

Hyperlinks

Microsoft Word



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



Hyperlinks

Google Docs



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

A screenshot of the BBC Food website. The browser address bar shows "www.bbc.co.uk/food/fairy_cakes". The page features the BBC logo, navigation links for News, Sport, Weather, iPlayer, TV, Radio, and a search bar. The main heading is "FOOD DISHES". Below this is a sub-navigation menu with "Home", "Recipes", "Chefs", "Programmes", "Ingredients", "Techniques", and "FAQs". There are also links for "In Season", "Occasions", "Cuisines", and "Dishes". The main content area is titled "Fairy cakes recipes" and features a large image of several decorated fairy cakes on a wire stand. Below the image is the text "How to make fairy cakes" by "Stacie Stewart". A short paragraph follows: "Fairy cakes are perfect for baking with kids: they're a quick, easy and yummy introduction to cooking and you can let their imagination run wild with the decorations!". To the right of the main content is a "Quick recipe finder" section with a search input field and filters for "Quick & Easy" and "Vegetarian". Below that is a "Related dishes and ingredients" section with a sub-heading "Other cake" and a grid of six small images representing different cakes: Almond cake, Banana bread, Black Forest gâteau, and two others.

Hyperlinks

Google Docs



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

The screenshot shows the Google Docs interface. The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. The status bar indicates "All changes saved in Drive". The toolbar shows icons for undo, redo, print, and zoom (100%). The text "Click here to see a cake recipe!" is visible in the document. A dialog box is open over the text, with "Text" set to "Click here" and "Link" set to "Paste a link, or search". An "Apply" button is visible. Below the dialog box, search results are shown, including "Don't say 'click here'; not everyo..." with URL <https://www.w3.org/QA/Tips/noClick...> and "Why Your Links Should Never Sa..." with URL <https://www.smashingmagazine.com...>

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

Hyperlinks

Google Docs



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

Hyperlinks

Google Docs



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

A screenshot of the Google Docs interface. The menu bar at the top includes File, Edit, View, Insert, Format, Tools, Table, Add-ons, and Help. Below the menu bar is a toolbar with icons for printing, undo, redo, and text alignment, along with dropdown menus for zoom (100%), text style (Normal text), font (Arial), and font size (11). The main editing area shows a document with a single line of text that is highlighted in yellow. A red callout box is overlaid on the bottom left of the document area.

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.

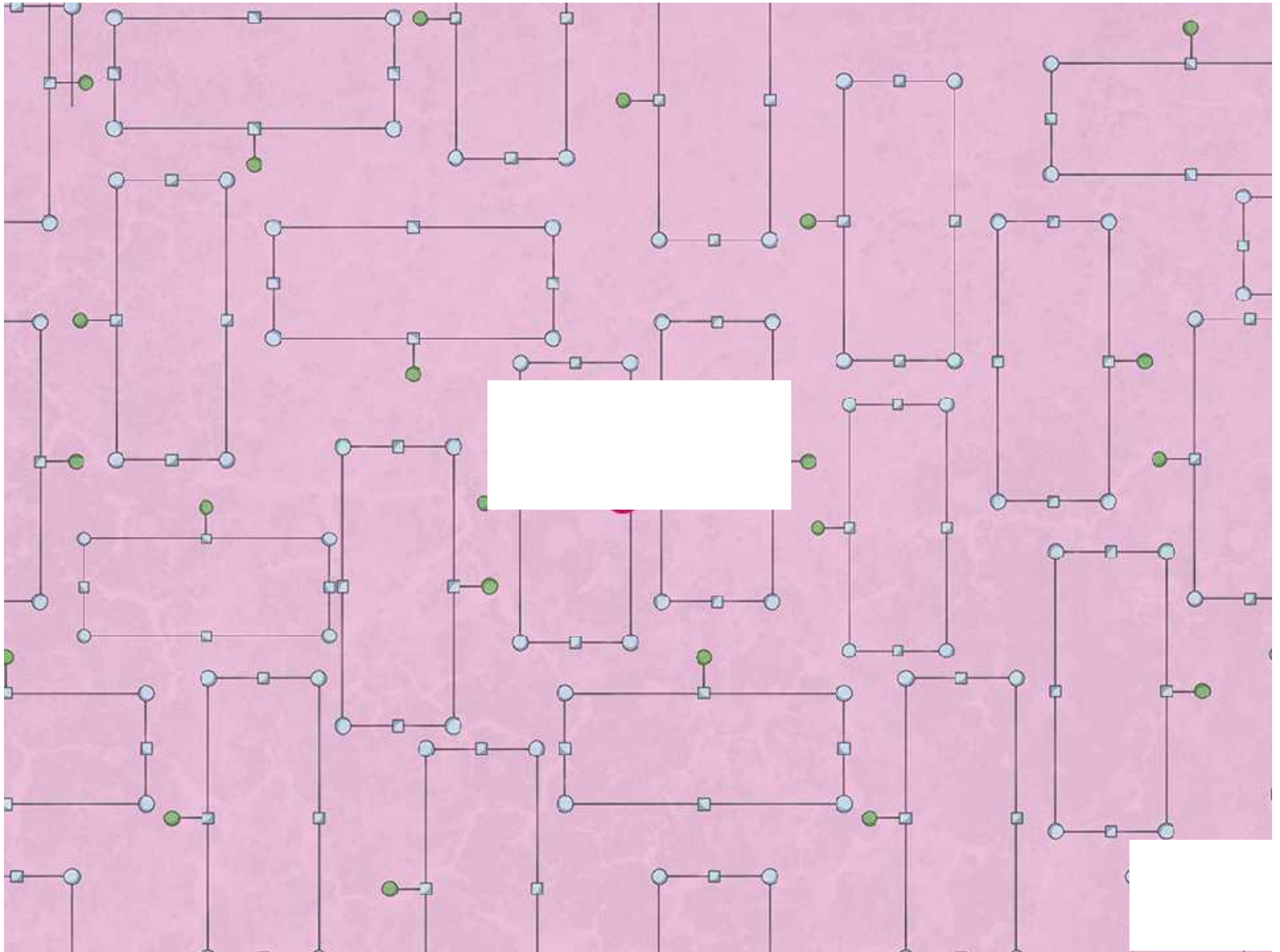
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E-Voucher

Regent Studies | www.regentstudies.com

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