

Word Processing: Learn the Layout

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. I can use formatting tools to create an effective layout.	Success Criteria: I can suggest ways to improve a layout. I can select, edit and manipulate text in various ways.	Resources: Lesson Pack Desktop computers or laptops with word processing software (Microsoft Word or Google Docs) - 1 each where possible.
	Key/New Words: Layout, object, area, bullets, numbering, insert, image, text box, select, manipulate, edit, align, features, save, wrap, Microsoft Word, Google Docs.	Preparation: Perfect Poster Checklist - as required Finished Cake Sale Poster - printed to display Fix Me Cake Sale Poster - ready to display on IWB Effective Layout Checklist - per child Fix My Poster Activity 1, 2 and 3 - available on the shared drive Layout Challenges Activity Sheet - per child

Prior Learning:

Children will have learned how to format bullet points, numbers and text boxes as outlined in Children will have learned how to format and insert images. It would help if children have learned about features of a good poster or other persuasive texts.

Learning Sequence

	Bullets and Numbering: Ask children, in pairs, to decide which type of bullet points or numbers should be attached to each list. <i>Can children choose appropriate bullets and numbering?</i>	
	What Is a Layout? Use the Lesson Presentation to introduce the idea of a good layout, in the context of a bedroom.	
	Not the Perfect Poster: Children share what they remember about a good poster, using the Perfect Poster Checklist to fill any gaps. <i>Can the pairs suggest ways to improve the layout of the poster on the Lesson Presentation?</i>	
	Learn the Layout: Open the Fix Me Cake Sale Poster document and using children's suggestions, model how to move the various parts of the poster into the correct positions. You could ask an able child to do this for the class. Model how to delete the title and insert a text box and insert the missing picture. Display the printed Finished Cake Sale Poster to direct your amendments. <i>Can children think of a way of formatting the list of cakes using bullets and numbering?</i>	
	Fix the Poster: Children use the Finished Cake Sale Poster and the checklist on the Lesson Presentation to complete their activity. Ensure children save the edited posters to their folders. <i>Can children select, edit and manipulate text in the various ways to create a purposeful and attractive layout?</i>	
	<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>Edit and improve Fix My Poster Activity 1 document. Children are given all text and picture to edit.</p> </div> <div style="text-align: center;"> <p>Edit and improve Fix My Poster Activity 2 document. Children are given all text to edit but must add a picture.</p> </div> <div style="text-align: center;"> <p>Edit and improve Fix My Poster Activity 3 document. Children are given some text but will need to add more, and must add a picture.</p> </div> </div>	
	The Perfect Poster: In pairs children should review each other's posters using the checklist on the Lesson Presentation . Finally, ask the children the self-evaluation questions.	

Taskit

Advertiseit: Children use their word processing skills to create a poster to advertise an event happening in school You could hold a competition and display the winning poster around school!

Compareit: Children write a comparison of this _____ and this _____, focusing on the layout.



Computing

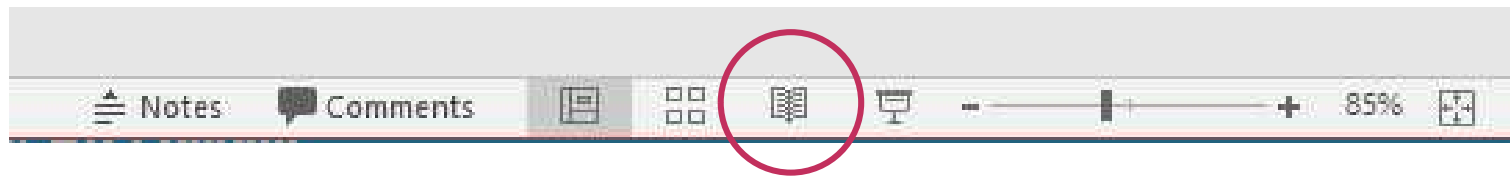
Word Processing

Learn the Layout



Computing

This lesson requires external documents to be opened during the lesson presentation. Viewing the slideshow using 'Reading View' will allow you to minimise and re-open the slideshow at the correct slide.



Aim

- I can use formatting tools to create an effective layout.

Success Criteria

- I can suggest ways to improve a layout.
- I can select, edit and manipulate text in various ways.

Bullets and Numbering



Can you and your partner decide which style of list to use for each of these examples?

1. Numbers

• Bullet points

Tick boxes



Features of a Poster

A bold title
Appealing images
Bright colours
Clear information

Making Toast

Place bread in the toaster.
Set the time dial to 3 minutes.
Push down the lever.
When the toast is ready it will pop up.
Spread butter onto the warm toast.



Things to Do Checklist

Finish homework
Tidy my room
Go to football training
Have a bath



Bullets and Numbering



Can you and your partner decide which style of list to use for each of these examples?



Features of a Poster

- A bold title
- Appealing images
- Bright colours
- Clear information

- Bullet points

1. Numbers

Making Toast

1. Place bread in the toaster.
2. Set the time dial to 3 minutes.
3. Push down the lever.
4. When the toast is ready it will pop up.
5. Spread butter onto the warm toast.



Things to Do Checklist



- Finish homework
- Tidy my room
- Go to football training
- Have a bath

- Tick boxes

What Is a Layout?



The word **layout** refers to the position of objects within an area.

Think about the position of the furniture in your bedroom.

Objects = Furniture

Area = Bedroom

What is wrong with the **layout** of this bedroom?

Not the Perfect Poster



Can you remember the features of a good poster? Tell your partner what you know already.

Layout can describe how text and images are positioned on a document.

Can you suggest ways to improve the layout of this poster?

Minimise the presentation here to work on the **Fix Me Cake Sale Poster**.



Learn the Layout



Did you fix the poster? Look down the checklist below to make sure.

Place and align features correctly:

- Title at the top.
- Pictures in the middle.
- Key information (dates, times, prices, place) at the bottom.

Make sure features are the correct size:

- Title should be large.
- Pictures need to be big enough to see the detail.
- Ensure key information is large enough to read but not bigger than the title.

Experiment with style and formatting:

- Could the title or image be slightly rotated?
- Try out different artistic effects on the image but make sure it is still clear what the image is.
- Could you give the text boxes a colourful background?

Don't forget to save your work!

Fix the Poster



Now it's your turn to fix a poster and create an effective layout. Open the right document and see if you can create the perfect Cake Sale poster!

Place and align features correctly:

- Title at the top.
- Pictures in the middle.
- Key information (dates, times, prices, place) at the bottom.

Make sure features are the correct size:

- Title should be large.
- Pictures need to be big enough to see the detail.
- Ensure key information is large enough to read but not bigger than the title.

Experiment with style and formatting:

- Could the title or image be slightly rotated?
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- Could you give the text boxes a colourful background?

Don't forget to save your work!

The Perfect Poster



How effective is your partner's layout? Use the checklist to decide.

Place and align features correctly:

- Title at the top.
- Pictures in the middle.
- Key information (dates, times, prices, place) at the bottom.

Make sure features are the correct size:

- Title should be large.
- Pictures need to be big enough to see the detail.
- Ensure key information is large enough to read but not bigger than the title.

Experiment with style and formatting:

- Could the title or image be slightly rotated?
- Try out different artistic effects on the image but make sure it is still clear what the image is.
- Could you give the text boxes a colourful background?

Don't forget to save your work!

The Perfect Poster

Which tools did you use today?

Do you want to share anything that you think went really well?

Is there anything that you would still like to know how to do?



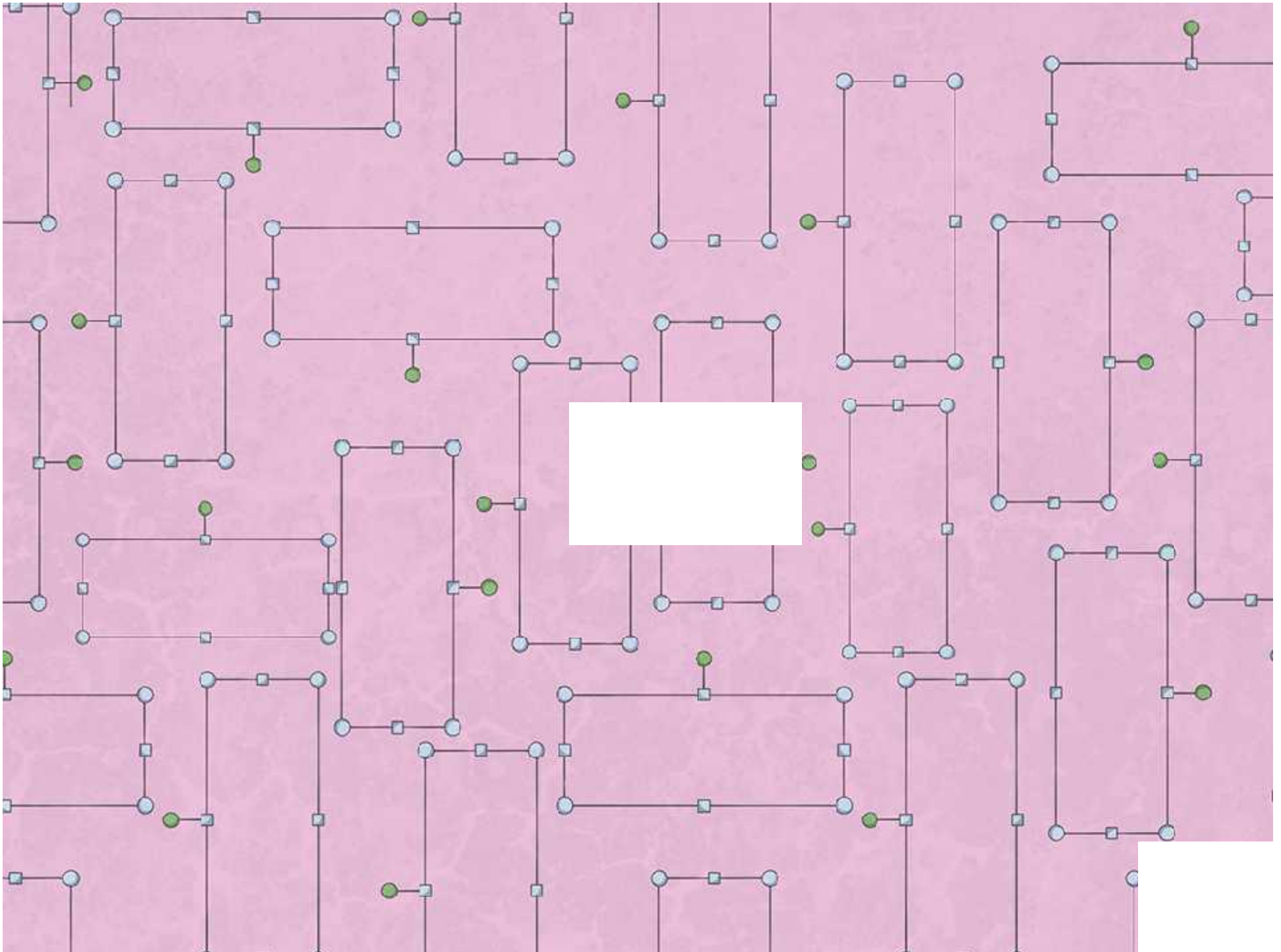
Aim



- I can use formatting tools to create an effective layout.

Success Criteria

- I can choose and format bullets and numbering.
- I can insert and format a text box.
- I can suggest ways to improve the layout.
- I can select, edit and manipulate text in various ways.
- I can use the align tool.



Cake Sale

Come and join us in the year 4 classroom and buy some of our delicious cakes.



We will be selling

-) Cupcakes
-) Flapjacks
-) Chocolate Brownies

We are selling cakes on **15th September** between
2:00p.m. and 3:00p.m.

We hope to see you there

We are selling cakes on **Friday 15th September** between
2:00p.m. and 3:00p.m.

CAKE SALE

Come and join us in the year 4 classroom and buy some of our delicious cakes.

Cupcakes

Flapjacks

Chocolate Brownies

We are selling cakes on **Friday 15th September** between
2:00p.m. and 3:00p.m.

CAKE SALE

Come and join us in the year 4 classroom and buy some of our delicious cakes.

We are selling cupcakes, brownies and fairy cakes on **Friday 15th September** between **2:00p.m. and 3:00p.m.**

CAKE SALE

Come and join us in the year 4 classroom and buy some of our delicious cakes.

We are selling cakes on **Friday 15th September** between
2:00p.m. and 3:00p.m.

Come and join us in the year 4 classroom and buy some of our delicious cakes.

The Perfect Poster Checklist

Make sure your poster includes: <ul style="list-style-type: none">• a main title informing the reader what your poster is advertising;• a short sentence explaining what you are advertising in more detail;• information about the date, time and place of your event;• an enticing image that clearly communicates the subject of your poster;• information about prices, if you are selling a product.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The words with the largest font size should be the main title.	<input type="checkbox"/>
Use one or more font effect to make your main title stand out.	<input type="checkbox"/>
Use bright and bold font colours for your main title (be careful not to use too many as this can be distracting to the reader).	<input type="checkbox"/>
Use a font type that is easy to read (try not to use more than two on your poster).	<input type="checkbox"/>
Insert an image into your poster. Format this image.	<input type="checkbox"/>
Use a font size that is easy to read. Anything over size 16 should be suitable	<input type="checkbox"/>
Use font effects to clearly display information about date, time and place.	<input type="checkbox"/>

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