## Word Processing

Knowledge	Skills
To know how to use basic computing skills.	To manipulate windows including viewing 2 windows at once. To create, search and organise files and folders. To create secure passwords. To take screenshots. To save work in my folder.
To know how to change the case of text.	To use two hands for typing and to keep typing at the end of a line. To use <shift>, <CAPS LOCK> and <space> correctly. To edit using <backspace>, <delete>, the arrow keys, undo and redo. To select and format text. To use the change case button.
To know how to align text.	To align text left, centre, right or justified. To use the Show all characters button to see where space and return are used.
To know how to use bullets and numbering.	To use the menu buttons for bullets and numbering. To choose the format of bullet points.
To know keyboard shortcuts.	To use the <ctrl> key to select several sections of text To use and remember keyboard shortcuts.
To know how to insert and format a text box.	To insert a text box. To format how a text box is laid out on the page.

This unit's Online Safety focus develops their understanding of Self Image and Identity.
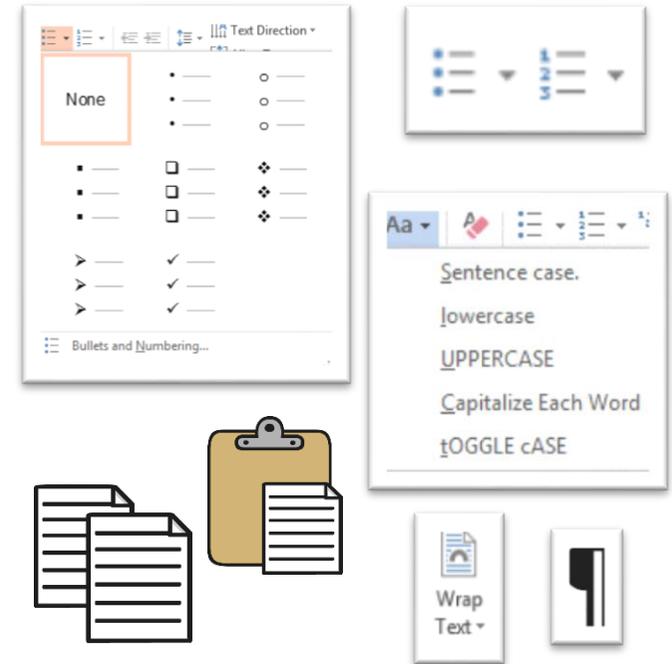
Key Words

Launch, application, window, minimise, restore, size, move, screen, split, create, organise, file, folder, close, exit, search, print, password, screenshot, Snipping Tool, keyboard, typing, save, shift, Caps Lock, space bar, edit, backspace, delete, arrow keys, undo, redo, select, change case, uppercase, lower case, capitals, menu buttons, align text, left, right, centre, justified, show all characters, bullet point, numbered point, indent, ruler, <ctrl> key, control key, shortcut, text box, format, wrap text and square.
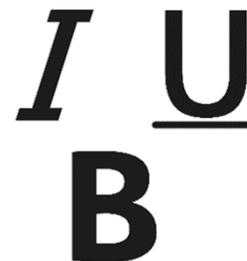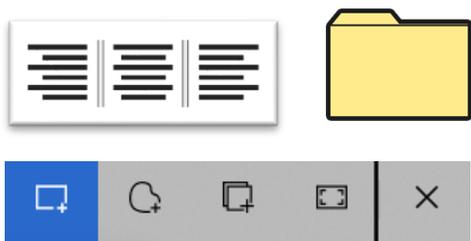
Online Communication

Knowledge	Skills
To know what cyberbullying is and how to address it.	To recognise cyberbullying. To identify a safe person to tell if I encounter cyberbullying. To identify that cyberbullying can happen via a range of devices.
To know how websites use advertisements to promote products.	To identify adverts online and identify a targeted advert. To explore how companies use websites to promote products.
To know how to create strong passwords and understand privacy settings.	To create a strong password. To explain why a strong password is important. To explain what privacy settings are.
To know how to safely send and receive emails.	To identify email as a form of communication. To identify an email that I should not open. To write an email with an address and subject. To send an email with an attachment.
To know about different ways children can communicate online.	To identify different forms of online communication. To explore the positive and negative aspects of online communities. To recognise the differences between communication in real life and online.

This unit's Online Safety focus develops their understanding of Online Bullying.
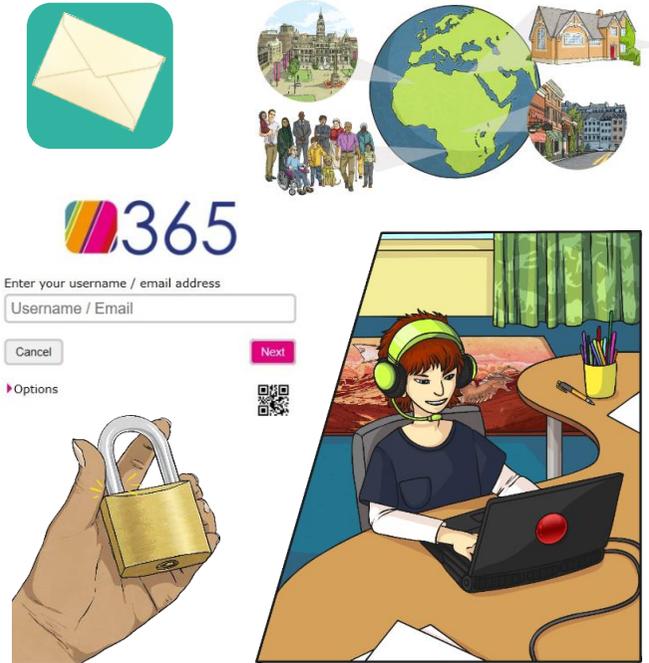
Key Words

Cyberbullying/bullying, digital, device, email, social media, posts, comments, website, Internet, advert, product, target, digital footprint. password, secure, privacy, settings, protect, safe, inbox, online, chat, attach, media and forum.

Programming Turtle Logo and Scratch

Knowledge	Skills
To know how to create and debug an algorithm using the move, rotate and repeat commands.	To write commands in the correct order. To write a variable value where required. To correct any mistakes. To use the commands fd, bk, lt, rt to move or rotate the turtle. To use cs to clear the screen. To use the repeat command.
To know how to create and debug algorithms to draw shapes.	To rotate the turtle angles other than 90 degrees. To use calculations as a variable. To use the pen block to draw. To create algorithms that draw regular polygons.
To know how to create and debug algorithms to draw patterns.	To use the repeat block to draw patterns. To vary the pen size and colour.

This unit's Online Safety focus develops their understanding of Privacy and Security.

when **t** key pressed
set pen size to 3
set pen colour to
pen down
repeat 36
repeat 4
move 100 steps
turn 90 degrees
turn 10 degrees
pen up
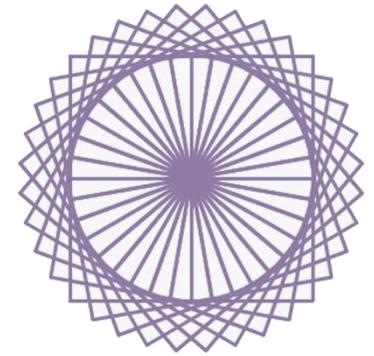
fd 100 move forward

bk 100 move backward

rt 90 turn right

lt 90 turn left

cs clear screen

repeat
fd 4 rt 90
fd 4 rt 90
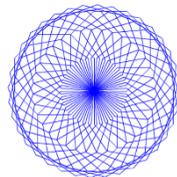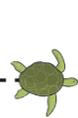
when **space** key pressed
clear
go to x: 0 y: 0
point in direction 90

SCRATCH

when clicked
repeat 8
move 50 steps
change colour effect by 25
move -100 steps
say Forward again! for 25 secs
move 50 steps
play drum 1 for 0.25 beats

REPEAT 4 [fd 100 rt 90]
REPEAT 4 [FD 150 RT 90]

pen up

turn 90 degrees
turn 15 degrees
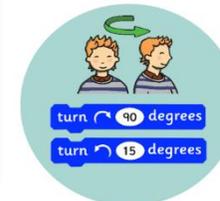
Key Words

Algorithm, instructions, commands, forward (fd), left (lt), right (rt), move, turn, clear screen (cs), variable, pen up, pen down, calculation, sprite, block, command, background or backdrop, green flag, key press, pen and repeat.