St Paul's Church of England Primary School

"Don't let anyone look down on you because you are young but set an example for the believers in speech; in conduct; in love; in faith and in purity."
(1 Timothy 4:12)

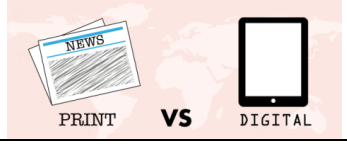
Subject: Computing	Year group: 3 Term: Autumn 1	Title: Text and Multimedia

What should I know?

- That technology can be used to communicate ideas in different ways e.g. text images, tables and sound
- What the term multimedia means
- The importance of files being organised and named appropriately and accurately
- That a website has a unique address and the need for precision when typing it
- How to keep personal information safe online and where to go for help when they have concerns

Facts I will learn …

- That we can word process information onto a document using Microsoft Word
- That a variety of fonts and sizes can be used
- To understand and recognise what unacceptable online behaviour is
- What to do and who to tell if they discover something inappropriate or offensive on a website, at home and in school
- To recognise key features of the layout and design of a range of electronic and printed texts
- To recognise the difference and the advantages and disadvantages between electronic media and printed media
- How connected devices collect and share information with others
- Strategies to create and keep passwords safe



Key questions …

- What does it mean to use technology responsibly?
- How can I recognise unacceptable behaviour online and who do I report it to?
- What are the key features of this layout?
- What is the difference between electronic media and printed media?
- What are the advantages and disadvantages between electronic media and printed media?
- How can we edit text and media on Microsoft Word and PowerPoint?
- How can we create a suitable password to keep our information safe?

Key Skills…

- To be able to create a 'secure' password, e.g. combination of letters, symbols and numbers in accordance with the school's online Safety policies and procedures /AUP
- To use page setup to select different page sizes and orientations
- To insert and edit simple tables
- To use different font sizes and effects appropriate to the purpose of the text
- To use appropriate editing tools to ensure their work is clear and error free, e.g. spell checker, thesaurus, find and replace
- To use cut, copy and paste to refine and re-order content including between applications e.g. from a PowerPoint to a word document
- To delete, insert and replace text using mouse or arrow keys
- To begin to use more than two fingers to enter text

Experiences that school will provide:

- To take part in a walk in the local area capturing images and video using a range of devices

Key vocab Definition

Multimedia	The combination of sound, still pictures, and video.
Secure	Able to be counted on; reliable. Provides safety.
Edit	To correct, cut, add to, or change with the goal of producing a finished product.
Word Processing	The process of creating, editing and formatting documents using specific software
Page Setup	Configuring the layout of a document
Font	The style of text displayed on a computer
Private	Keeping things not to be revealed to others
Media	A means of communication in the form of printed or electronic publications.
Responsibly	Able to make the right decisions.
AUP	Acceptable Use Policy

Web links

https://www.childnet.com/resources/the-adventures-of-kara-winston-and-the-smart-crew/watch-full-movie

Experiences that could be provided at home…

- Recap the rules for the safe use of the internet at home
- Use word processing software to create an online safety poster