







Subject: Computing	Year group: 4 Term: Autumn 1	Title: Using Images and Digital Media with Microsoft Office
<p><b>What should I know?</b></p> <ul style="list-style-type: none"><li>• What the term multimedia means</li><li>• The need to frame an image or scene and keep the camera still</li><li>• That a digital image can be captured from different devices and edited</li><li>• How images from different sources can be used to enhance a presentation or communicate an idea</li><li>• The meaning of the terms 'resizing', pixel size, resolution, image dimensions and aspect ratios</li><li>• That planning, evaluation and improvement are vital parts of the design process and ICT allows changes to be made quickly and efficiently</li></ul> 	<p><b>Facts I will learn ...</b></p> <ul style="list-style-type: none"><li>• That a digital image can be captured from different devices and it can be stored, developed and edited</li><li>• How images from different sources (stills, video, graphics) are used to enhance a presentation or communicate an idea</li><li>• Understand the meaning of 'resizing' i.e. the differences between pixel size, resolution and image dimensions</li><li>• That the internet is never truly private and can be monitored</li><li>• The need to keep personal information and passwords private in order to protect themselves when communicating online</li><li>• How to respond if asked for personal details or in the event of receiving unpleasant communications</li><li>• What the digital age of consent is and the impact of digital services asking for consent</li><li>• How to input media and produce a piece of work for a specific audience.</li></ul>	<p><b>Key questions ...</b></p> <ul style="list-style-type: none"><li>• What is a digital image?</li><li>• What is aspect ratio?</li><li>• What is the pixel size?</li><li>• How do I alter the image dimensions when editing a photograph?</li><li>• What are the key elements of a secure password?</li><li>• How do I respond if I am asked for personal details in an online communication?</li><li>• How can I input media into a PowerPoint Presentation or Word document?</li><li>• How can I make a project appeal to a specific audience?</li></ul> 

<p><b>Key Skills...</b></p> <ul style="list-style-type: none"><li>• To use a range of devices to capture still and moving images for a purpose</li><li>• To select and import graphics from digital cameras, graphics packages and other sources and prepare for use, e.g. cropping, resizing and editing</li><li>• To use various layouts, formatting, graphics and illustrations for different purposes or audiences</li><li>• To use various software tools to complete a project, problem or task</li><li>• To be able to 'resize' images (pixels, resolution, aspect ratio and dimensions)</li><li>• To create appropriate passwords.</li><li>• To keep passwords and personal data safe</li></ul> 	<p><b>Experiences that school may provide:</b></p> <ul style="list-style-type: none"><li>• The opportunity to create new passwords and test them out to check how secure they are</li></ul> 	<table><tr><th>Key vocab</th><th>Definition</th></tr><tr><td><b>Pixel</b></td><td>A pixel is a tiny area of illumination on a computer's monitor. It is the smallest unit of an image on a computer.</td></tr><tr><td><b>Resolution</b></td><td>The number of pixels in an image is called the resolution.</td></tr><tr><td><b>Aspect Ratio</b></td><td>Aspect ratio definition: the ratio of width to height of the picture on a television or cinema screen.</td></tr><tr><td><b>Dimension</b></td><td>Size as measured in length, width, or depth.</td></tr><tr><td><b>Graphics</b></td><td>Computer graphics are visual representations of data displayed on a monitor made on a computer. Computer graphics can be a series of images (most often called video) or a single image.</td></tr><tr><td><b>Monitored</b></td><td>Observed and kept track of</td></tr><tr><td><b>Audience</b></td><td>The people who will view a presentation or project</td></tr><tr><td><b>Consent</b></td><td>Permission for something to happen or someone to do something</td></tr><tr><td><b>Layout</b></td><td>The way in which parts of something are arranged</td></tr></table>	Key vocab	Definition	<b>Pixel</b>	A pixel is a tiny area of illumination on a computer's monitor. It is the smallest unit of an image on a computer.	<b>Resolution</b>	The number of pixels in an image is called the resolution.	<b>Aspect Ratio</b>	Aspect ratio definition: the ratio of width to height of the picture on a television or cinema screen.	<b>Dimension</b>	Size as measured in length, width, or depth.	<b>Graphics</b>	Computer graphics are visual representations of data displayed on a monitor made on a computer. Computer graphics can be a series of images (most often called video) or a single image.	<b>Monitored</b>	Observed and kept track of	<b>Audience</b>	The people who will view a presentation or project	<b>Consent</b>	Permission for something to happen or someone to do something	<b>Layout</b>	The way in which parts of something are arranged
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<p><b>Web links</b></p> <p><a href="https://password.kaspersky.com/">https://password.kaspersky.com/</a></p> <p><a href="https://www.saferinternet.org.uk/advice-centre/parents-and-carers">https://www.saferinternet.org.uk/advice-centre/parents-and-carers</a></p>	<p><b>Experiences that could be provided at home...</b></p> <ul style="list-style-type: none"><li>• Recap online safety rules and discuss what makes a good password</li><li>• Take digital images using different devices, maybe a family photo or a picture of a landscape and if possible use editing software to make changes to the image</li></ul>																					

