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: 5 Term: Autumn 1	Title: Chrome Book Key Skills

What should I know?

- That some tasks and problems require a variety of software tools to accomplish them
- To edit layouts and fonts in Microsoft Word and PowerPoint to portray and idea to a given audience
- That presentations and projects need to be analysed and evaluated and suitable changes suggested to improve them
- How images from different sources are used to enhance a presentation or communicate an idea
- That IT can automate manual processes e.g. find and replace and understand the advantages and disadvantages of this
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Facts I will learn …

- That online identity can be copied, modified or altered
- How to make responsible choices in regard to our online identity
- How to search for information online and how not all online information about someone may be true
- How to report any suspicions including 'report abuse' button
- That they should not publish other peoples' pictures or tag them on the internet without permission
- To use various layouts, formatting and graphics in Google Docs.
- To create hyperlinks both linear and non-linear in Google Slides.

Key questions …

- How can I use a hyperlink to improve my presentation?
- What is the 'report abuse' button and where can I find it on a webpage?
- Is it right to publish a photo of another person?
- Who is the audience for my presentation?
- What are the risks involved in communicating online?
- Which security settings do we know of that are used in social media?
- How can we ensure our identity is kept safe online?

Key Skills…

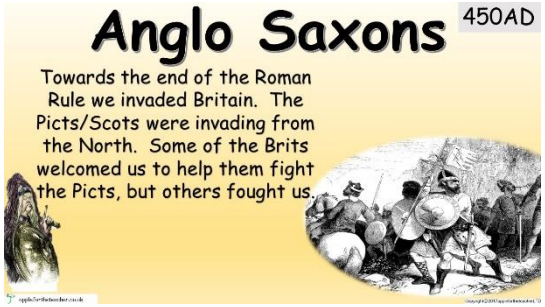
- To use different font sizes, colours and effects to communicate meaning for a given audience
- To use page setup to select different page sizes and orientations
- To use cut, copy and paste to refine and re-order content
- To use appropriate editing tools to ensure their work is clear and error free, e.g. spell checker, thesaurus, find and replace
- To select and import sounds and graphics
- To use and combine internet services such as those that provide images, sounds, 3-D representations and graphic software
- To insert and edit simple tables
- To create a range of hyperlinks and produce a non-linear, interactive presentation. Include slide transitions
- To identify inappropriate and unacceptable behaviour
- To continue to develop the skills to identify risks involved with contact, content and their own conduct whilst online

Web links

https://www.educationquizzes.com/ks2/ict/multimedia-presentations/

Experiences that school will provide:

- The opportunity to create a PowerPoint about the Anglo Saxons using all of the key skills



Experiences that could be provided at home…

- To look for images and information about the Anglo Saxons to create a poster

Key vocab Definition

Edit	To correct, revise, and get ready for publication
Hyperlink	A link from a hypertext document to another location, activated by clicking on a highlighted word or image.
Slide Transition	The change from one image in a slide show to the next.
Graphics	A pictorial image or series of images displayed on a computer screen.
Audience	A group that listens or watches (as at a play or concert)
Format	The way something is arranged or set out
Copied	To make a similar or identical version
Modified	To make partial or minor changes
Altered	To change in character or composition