Key Vocabulary and Definitions:

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|  | To move back one space in a text with the press of a key. |
|  | A key on a computer keyboard that you press to make any letters you type appear as capital letters |
|  | A specific style of text displayed on a computer screen. |
|  | An input device which consists of number of buttons known as keys |
|  | The wide key at the bottom of a computer keyboard that is used to make a space. |
|  | A flat, touch-sensitive surface which the user slides one or more fingers on to move the cursor on the screen. |
|  | software or a device that allows users to create, edit, and print documents. |

Progression: This unit progresses the learners’ knowledge and understanding of using computers to create and manipulate digital content, focussing on using a word processor. The learners will develop their ability to find and use the keys on a keyboard in order to create digital content. The learners are then introduced to manipulating the resulting text, making cosmetic changes, and justifying their reason for making these changes.

National Curriculum:

Use technology purposefully to create, organise, store, manipulate and retrieve digital content.

Final Outcome:



Computing: Teaching Sequence

1. Exploring the keyboard
2. Adding and removing text
3. Exploring the toolbar
4. Making changes to text
5. Explaining my choices (2 lessons)

Online Safety: Health and Well-Being

1. Give examples of when I should ask permission to do something online.
2. Use the internet with adult support to communicate with people I know.
3. Explain why it is important to be considerate and kind to people online.
4. Explain why things one person finds funny or sad online may not always be seen in the same way by others.

Blooms Taxonomy – Specific Verbs to Use in Lesson Aims

Knowledge: Describe, find, identify, list, locate, name, recognise, retrieve Comprehension: Classify, compare, explain, infer, interpret, paraphrase, summarise Application: Carry out, implement, use Analysis: Deconstruct, Organise, outline, structure Synthesis: Construct, design, devise, invent, make, plan, produce, Evaluation: Appraise, assess, choose,