



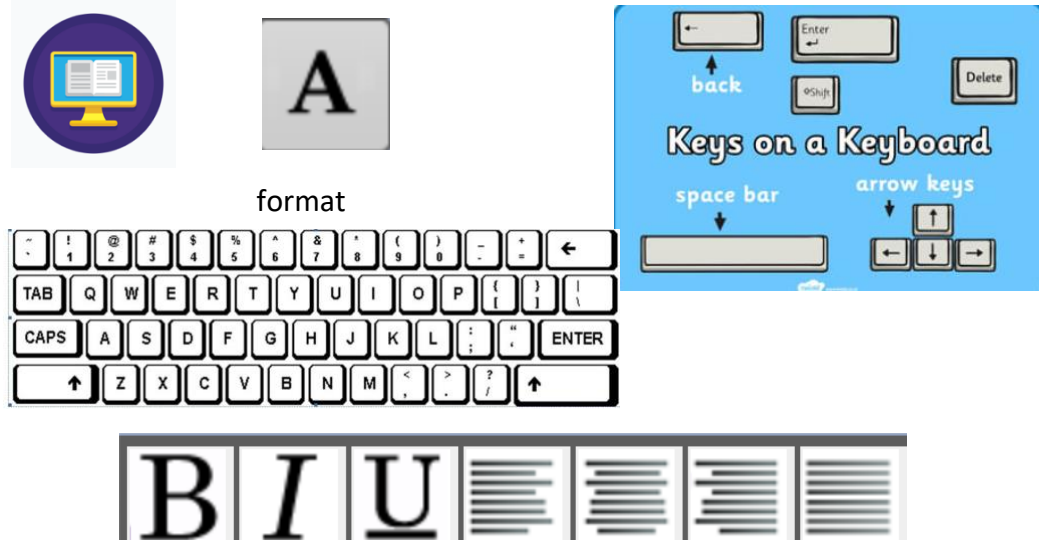


Writing & Presenting (Year 1)

| Prior Learning | | Concepts | |
|--|---|--|---|
| <ul style="list-style-type: none"> Introducing typing – recognising some letters on keyboard. | | layout | The way in which a document is set out. |
| | | style | The overall appearance of the font etc. |
| Key Vocabulary | | Images and Techniques | |
| Shift | The key used to turn a lowercase letter into an uppercase letter. |   <p>format</p>   | |
| Spacebar | The key on the keyboard used to insert spaces. | | |
| Uppercase | Capital letters needed at the start of a sentence, name etc. | | |
| Lowercase | Small letters as opposed to capital letters. | | |
| Format | Changing the style of something e.g. text | | |
| Font | The style of text. | | |
| Key Knowledge/Skills | | | |
| 1) I can type accurately using the keys on a keyboard. | | | |
| 2) I can use shift for a capital letter. | | | |
| 3) I can use the space bar and full stop key to type simple sentences. | | | |
| 4) I can change the font of my text, thinking about the purpose of my content. | | | |
| 5) I can change the size of my text. | | | |
| 6) I can change the colour of my text. | | | |

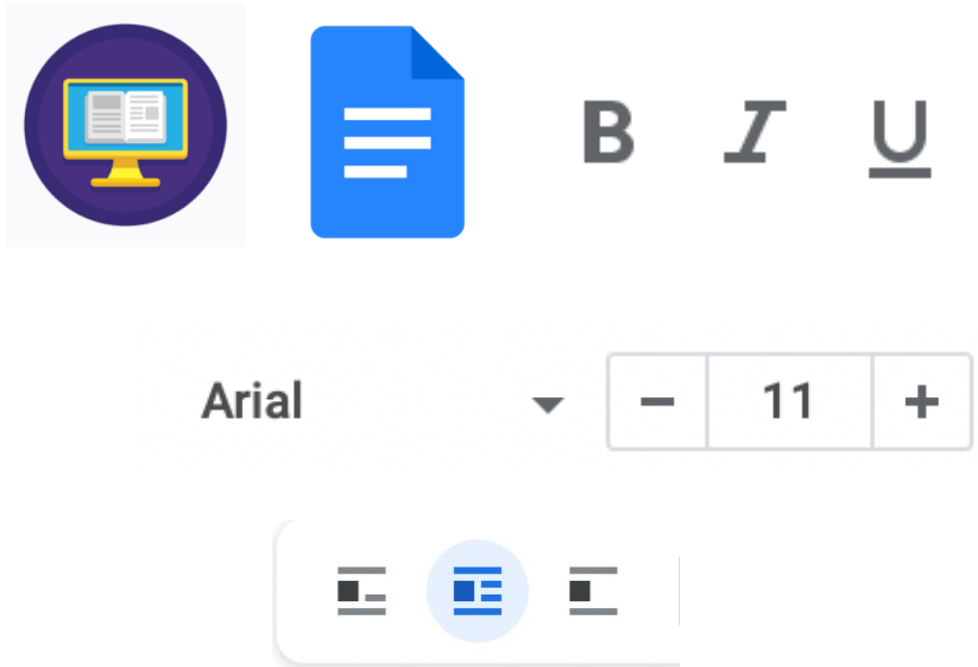
Writing & Presenting (Year 2)

| Prior Learning | | Concepts | |
|---|---|--|---|
| <ul style="list-style-type: none"> • Typing simple sentences using shift, space bar and full stop. • Changing the style, size and colour of a font. | | layout | The way in which a document is set out. |
| | | style | The overall appearance of the font etc. |
| Key Vocabulary | | Images and Techniques | |
| Font | The style of text in a document. |  <p style="text-align: center;">format</p> | |
| Bold | An effect added to words to make them more defined . | | |
| Underline | Used to underline parts of a document. | | |
| Italic | Used to <i>emphasise</i> words in a document. | | |
| Alignment | The direction text flows e.g. left, centre and right | | |
| Format | Changing the style of something e.g. text | | |
| Key Knowledge/Skills | | | |
| 1) I can type accurately using the keys on a keyboard. | | | |
| 2) I can use shift, space bar and full stop to type simple sentences. | | | |
| 3) I can format my font (style, size and colour) | | | |
| 4) I can make key words in a document bold. | | | |
| 5) I can change the alignment of my writing for different purposes. | | | |
| 6) I can underling headings, subheadings etc. | | | |

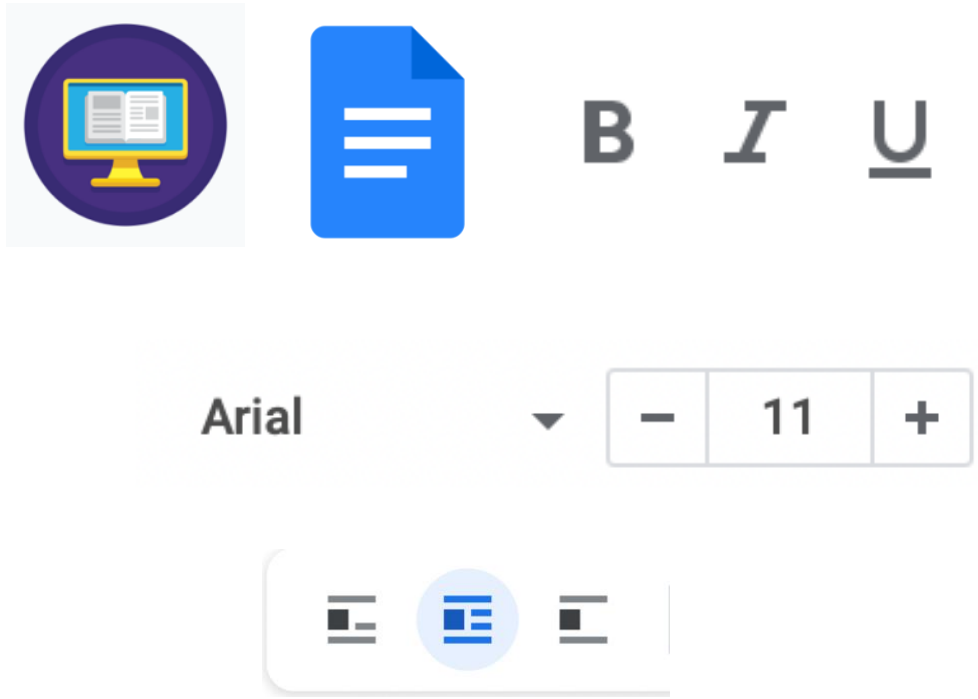
Writing & Presenting (Year 3)

| Prior Learning | | Concepts | |
|---|--|-----------------------|--|
| <ul style="list-style-type: none"> • Typing simple sentences. • Format the style of writing. • Use bold, italic and underline. | | layout | The way in which a document is set out. |
| | | audience | The group to whom the content is targeted. |
| Key Vocabulary | | Images and Techniques | |
| Slide | A single page in a presentation. | | |
| Text box | A box in which text can be input and formatted. | | |
| Design theme | Ready-made templates with a given look. | | |
| Media | Images, videos or sounds. | | |
| Transition | Effects used when one slide moves to the next. | | |
| Animation | Effects used to bring objects on and off slides. | | |
| Key Knowledge/Skills | | | |
| 7) I can add text to a slide and format it. | | | |
| 8) I can add media to a presentation. | | | |
| 9) I can add shapes and lines to a presentation. | | | |
| 10) I can change the order of layers when adding different objects. | | | |
| 11) I can use transitions and animations in a presentation. | | | |
| 12) I can present my work using Slides. | | | |

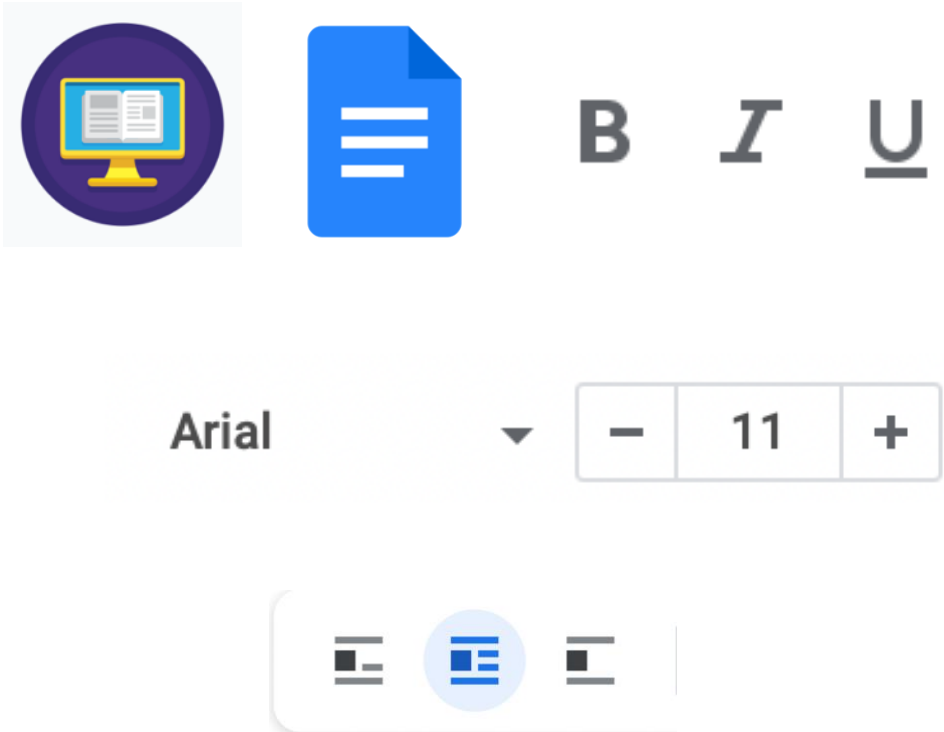
Writing & Presenting (Year 4)

| Prior Learning | | Concepts | |
|---|--|--|--|
| <ul style="list-style-type: none"> • Formatting style of writing. • Using tools such as bold, italic and underline. • Touch typing skills. | | layout | The way in which a document is set out. |
| | | audience | The group to whom the content is targeted. |
| Key Vocabulary | | Images and Techniques | |
| Document | A type of file which shows written information and/or images and sometimes charts or tables. |  | |
| Text formatting | Changing the text in a document e.g. font, colour, size, bold, italic, underline. | | |
| Usage rights | The right to be able to use or share an image. | | |
| Insert | Add other objects e.g. pictures, tables etc to a document. | | |
| Resize | Change the size of the picture when considering the layout and audience. | | |
| Text wrapping | A feature which helps you to put images neatly on a page or within a paragraph. | | |
| Key Knowledge/Skills | | | |
| 13) I can create a document using publishing software such as Google Docs. | | | |
| 14) I can make multiple changes to the design and layout of a document, taking into consideration the audience whom I am writing for. | | | |
| 15) I can search for images that are free to use and distribute. | | | |
| 16) I can save and insert images into a document. | | | |
| 17) I can resize an image or other object, considering the layout of my document. | | | |
| 18) I can use 'wrap text' to place images neatly onto a page, considering the design of my document. | | | |

Writing & Presenting (Year 5)

| Prior Learning | | Concepts | |
|--|---|--|--|
| <ul style="list-style-type: none"> • Use of basic tools in Google Docs. • Searching for images online for use in work plus saving and inserting these into a document. • Resizing and wrapping a text document to improve presentation of a document. | | layout | The way in which a document is set out. |
| | | audience | The group to whom the content is targeted. |
| Key Vocabulary | | Images and Techniques | |
| Paragraph formatting | Changing the format of text in a paragraph, including how the text is aligned and spaced. |  | |
| Picture formatting | Changing the look of a picture, e.g. adding effects, borders etc. | | |
| Text boxes | A way to include text in a position you want out of line with the rest of the document. | | |
| Layering | Placing objects over the top of one another for added effect | | |
| Readability | How easy and pleasant it is to read and understand a document. | | |
| Hyperlink | A link placed in a document that takes the reader, for example, to an external website for further information. | | |
| Key Knowledge/Skills | | | |
| 19) I can edit and format an image. | | | |
| 20) I can use tools such as bullet points for different purposes in a document. | | | |
| 21) I can use text boxes to add extra information in a document e.g. to caption a photo. | | | |
| 22) I can use shapes within a document for different purposes and can layer different shapes and objects. | | | |
| 23) I can change the layout of a document and improve its readability through the use of headers, footers and page breaks. | | | |
| 24) I can add hyperlinks into a document. | | | |

Writing & Presenting (Year 6)

| Prior Learning | | Concepts | |
|--|---|--|--|
| <ul style="list-style-type: none"> ● Basic formatting of paragraphs and pictures. ● Adding shapes and text boxes into documents. ● Inserting hyperlinks into documents. | | layout | The way in which a document is set out. |
| | | audience | The group to whom the content is targeted. |
| Key Vocabulary | | Images and Techniques | |
| Text formatting | Changing the text on a page including the font, size colour and whether it is bold, italic or underlined. |  | |
| Paragraph formatting | Changing the text in a paragraph, including how it is aligned and spaced. | | |
| Picture formatting | Changing the style of the picture, including its colour, adding effects, cropping etc. | | |
| Text wrapping | A feature used to position images nearly on a page or within text. | | |
| Merge cells | A tool to use when making a table to join cells which are next to each other in columns or rows. | | |
| Template | A ready-made outline of a document you might want to adapt, such as a letter. | | |
| Key Knowledge/Skills | | | |
| 1) I can add an automated table of contents. | | | |
| 2) I can share documents with selected users and understand the different permissions when sharing documents. | | | |
| 3) I can use drawing tools to create a diagram/logo. | | | |
| 4) I can insert and format a table. | | | |
| 5) I can use and edit a template for different purposes. | | | |
| 6) I can use spelling and grammar tools to improve my work. | | | |