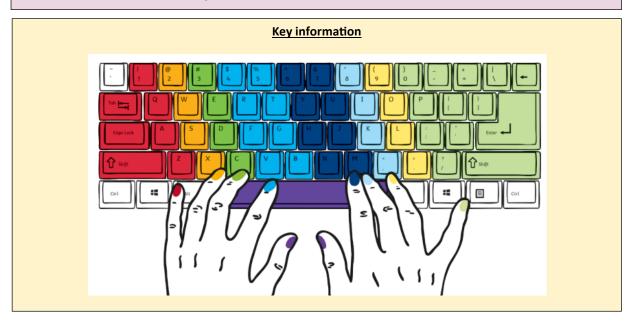


My Year 1 unit on Basic Word Skills, Year 2 unit on Basic PowerPoint Skills, and Year 3 unit on Basic Publisher Skills will help me with this unit.

This unit will help me with my unit on PowerPoint Skills in Year 5.



Vocabulary	
Touch Typ- ing	The skill of typing using all fingers without looking at the keys
Spellcheck	A tool that will check the spelling of your typing
Table	A grid of cells arranged in rows and columns. Tables are used to organise content /
Cells	The boxes inside a table—cells are arranged in rows and columns

	Online Safety Focus	Key Computing Skills and Knowledge
•	Know that we can find infor- mation about others by search- ing online	 Create and edit a table in Microsoft Word. Insert and delete cells in a table. Use find and replace tools to edit text.
•	Know that information online could have been created, copied or shared	 Learn the following shortcuts: ctrl B for bold, ctrl U for underline, ctrl I for italic, ctrl A for select all, ctrl E to align text into the centre (or a page or table cell), ctrl P for print and ctrl S for save. Know the function of the shift key, including for creating capital letters instead of Caps Lock
•	Know that content posted online can affect others, their feelings and how others feel about them (their reputation)	 Know some ways to change page setup e.g. whether portrait or landscape would work best Know how to spellcheck their work Know which fingers we should use typing (index fingers on keyboard home keys (f/j), left fingers for a/s/d/f/g and right fingers for h/j/k/l) and begin to start practising touch typing when working on a laptop