Buglawton Primary School
Be the Best We Can

Topic: Information Technology	Subject: Computing	Year: 3	Term: Summer

What should I already know?

- Describe the uses of different programs on the computer (e.g. Word, PPT etc…)
- Explain what key terms are such as: text box; font; cursor
- Adding photos, text and sound.
- Insert objects, text boxes and images.
- Refine skills into a 'finished product'.

What will I know by the end of the unit?

- Describe what a hyperlink is.
- Identify key applications for specific tasks.
- Explain key formatting tools and their functions.

What will I be able to do by the end of the unit?

- Add hyperlinks to documents, websites and pictures.
- Complete basic keyboard shortcuts such as copy, paste, save etc…
- Insert videos to presentations.
- Alter the size and looks of characters.
- Record and add sound recordings.

Agreed Real-life Outcome

- Completed PowerPoint.
- Word processed piece of work.
- Animation in Puppet Pals app.

Spelling	Definition
Hyperlink	Part of a text which allows you to access another website.
Keyboard Shortcut	A combination of keys used to achieve a task using a computer.
Formatting Tools	A series of applications giving the user ability to change the appearance of a document.
Recording	A section of sound or video inserted into a document or presentation.
PowerPoint	An application that allows you to create presentations.