



Buglawton Primary School

Be the Best We Can

Topic: Information Technology

Subject: Computing

Year: 4

Term: Spring

What should I already know?

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



What will I know by the end of the unit?

- Describe what SmartArt is.
- Explain what certain keyboard shortcuts do.

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

- Perform more complex keyboard shortcuts such as: changing text size; formatting shortcuts; undo/redo.
- Record and add sounds to a project.
- Choose appropriate formatting tools to purpose and audience.

Agreed Real-life Outcome

- Completed PowerPoint.
- Word processed piece of work.

Spelling	Definition
SmartArt	A specific diagram, graph or flowchart added to a PowerPoint.
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.