What Prior Knowledge should students have?

- The benefits of using a computer system to create text and image documents.
- How a computer system is organised to aid the safe storage and retrieval of work.
- How to save and retrieve documents.
- How to use text boxes and autoshapes to organise and present information on a page.

What Skills will students learn (Disciplinary Knowledge)

- Understanding the basic concepts of word processing
- Using keyboard shortcuts to save time
- Formatting text documents to make them visually appealing and increasingly appropriate for the audience
- Inserting and using images and shapes to enhance text documents

What key knowledge will be taught (Substantive Knowledge)

- Using a word processor to type and edit text
- Creating and formatting text documents
- Inserting images and shapes into text documents
- Using basic text editing tools

Key Vocabulary	Definition
Word Processing	The use of a computer to create, edit, and format text documents.
Line Break	A new line of text.
Image	A picture or photograph.
Text Document	A file that contains text, such as a letter, report, or poem
Text Box	A rectangular area in a document where you can type text.
Cursor	The blinking line that indicates where text will be inserted when you type.

Online Safety

- The children learn about the risks of cyberbullying, online predators, and sharing personal information online.
- Children are reminded about how to report inappropriate content and how to keep themselves safe online.