Prior Learning: In Year 2 children will have learnt to create presentations using Powerpoint, typing short texts, combining images and publishing effects. In Year 3, children will have used Word to publish posters, combining and manipulating graphics and text to suit a specific purpose.

Key Computing Knowledge Y4:

- Are able to make publishing choices based on purpose and audience.
- Know how to use a publishing template to create a specific outcome e.g. leaflet.
- Are able to select different page orientations/sizes.
- Are able to use columns, centring, tabs, block fill and highlighting to change text style and position.
- Know how to use a thesaurus, spell checker and find and replace to edit work.
- Know how to wrap text and change the position of objects.
- Are able to combine text and graphics: add a basic table, insert graphics from a file, put graphics and writing together, put a border around a piece of work, print work on different sized paper.

Key Computing Knowledge Y5:

- Know how to use the replace function to change a specific word or words in the document.
- Within a simple table are able to use the table tools; change the format of the table using the design tab and border tools as well as shade cells, change text direction, add/Delete cells/columns and rows, split cells and table, distribute columns/rows.

Key Computing Vocabulary

Template	A pre-made document that has already been formatted	**Orientation**	Whether a document is landscape or portrait
Centring	Putting a a shape, image or text in a central location	**Columns**	A vertical division of a page or text
Rows	A horizontal division of a page or text	**Highlight**	Select specific information
Fill	Changing the colour of an area or shape	**Graphics**	Visual images produced by a parent
Border	A gap or image around the edge of a page	**Distribute**	To evenly spread out rows and columns in a table
Replace Funtion	The ability to find text and replace it with an alternative	**Format**	To arrange and change the appearance of a document
		Cells	Squares in a table where data can be inputted

Software/Hardware Resources	Computing Outcomes	Cross Curricular Links
- Laptops - Microsoft Publisher	A non-chronological report from their work on dragons. Children will print and annotate these in books to show the key formatting they used to produce the final piece. Year 5 children will include a table that summarises data about their dragon.	- **English** – Non-chronological reports - **Science** – Creating tables from data gathered in enquiries

Linked documents: Class Overview, Computing Whole School Progression document and Class Medium Term Planning.