

## Word processing skills: Year 4

### Key Question: How can I be quicker making my presentation?

#### **What I should know already:**

- I know how to use Slides and Doc to create my own work.
- I know how to use different fonts effectively.
- I can reorder my slides.
- I can select a formatted slide for the correct function.
- I can save and retrieve my work.
- I can insert hyperlinks, audio and video into a slide show.

#### **What I will know by the end of the unit:**

- I can create my own slide presentation or document.
- I can use different fonts for different purposes.
- I can insert an image on to my document.
- I can use spell check to correct my spellings.
- I can use both hands to type.
- I can insert a table into my work for a purpose.
- I can use short cuts on the keyboard to make working more efficient.

**Key Vocabulary:** See previous year groups for prior vocabulary.

**Hyperlinks**- Also known as a web link or link, a hyperlink is an icon, graphic or text that when clicked on links to another file/object/webpage.

**Audio** – sound

**Video** – recording and broad casting moving images.

**Table** – a set of facts or figures systematically displayed, especially in columns

**Image** – a picture or drawing

**Short cut** – an alternative route that is shorter than the one usually taken

**Insert** – include something in their writing

#### **Hardware and software to be used:**

Chromebooks  
Google Docs  
Google Slides

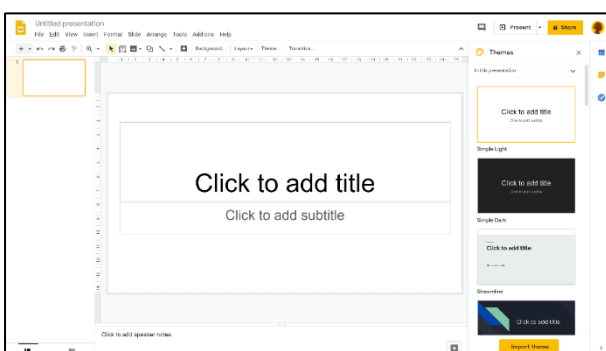


#### **Key questions:**

Why do insert tables into documents?  
Why do we have short cuts?

#### **Possible experience/outcome:**

- Create a slide presentation on their own topic they enjoy and can talk about.
- Using all techniques taught in years 2 and 3.



#### **Keyboard Shortcuts**

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Ctrl	+	A	= Select All	Ctrl	+	U	= Underline
Ctrl	+	C	= Copy	Ctrl	+	I	= Italics
Ctrl	+	X	= Cut	Ctrl	+	K	= Hyperlink
Ctrl	+	V	= Paste	Ctrl	+	S	= Save Post
Ctrl	+	B	= Bold	Ctrl	+	Z	= Undo

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### Possible modification and challenge:

**Modification** – Pictorial representations of different slides. Key words for their topic written down.

**Challenge** – to be an expert and help other children but not allowed to touch their computers. Able to present their slides with confidence and able to transition between slides.

### Useful links:

#### Keyboard Shortcuts

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