**Computing Autumn 1**

**Basic Functions - Word**

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|  | **Pathway 1** | **KS4 ICT** | **Term Autumn** | |
| **Learning Intention: This SOW aims to teach the computer parts and their uses. It also aims to teach the basic functions of Word. The pupils will be able to type words and sentences, change the text and insert shapes and pictures. The pupils will learn to share their interests, likes and dislikes before they type or insert pictures on Word.** | | | | |
| **Key knowledge that should be learned during this SoW** | | All | Most | Some |
| **Concept:** | | The pupils will understand some computer parts and basic functions of Word. | The pupils will understand most of the computer parts and basic functions of Word. | The pupils will understand all the computer parts and basic functions of Word. |
| **Knowledge:** | | The pupils will learn the names of the computer parts. They will also understand what we use Word for. | The pupils will be able to explain what each computer part is used for. They will also be able to explain the basic functions of Word. | In addition to the previous, the pupils will learn all the changes they can make on their text, shapes or images on Word. |
| **Key Skills:** | | The pupils will be able to locate and open Word. They will also learn how to use the keyboard to type names and sentences. | The pupils will be able to locate and open Word. They will learn how to use the keyboard to type names and sentences. They will also be able to modify their text and insert shapes and pictures. | The pupils will be able to locate and open Word. They will learn how to use the keyboard to type names and sentences. They will also be able to modify their text, shapes and pictures. |
| **Language and/or communication skills:** | | The pupils will be able to name objects, their classmates and the teachers. They will be able to use Word to type keywords to express their likes and dislikes in the future. The pupils will learn the following keywords: keyboard, CPU, mouse, monitor, Word, text, type, name, sentence. | In addition to the previous, the pupils will be able to use sentences to describe their interests, likes and dislikes. They will also be able to use Word to type sentences in the future. The pupils will learn the following keywords: keyboard, CPU, mouse, monitor, Word, text, type, name, sentence, insert, shape, picture, change, colour, size. | In addition to the previous, the pupils will be able to use paragraphs and pictures to express their likes/dislikes and share information about their lives. The pupils will learn the following keywords: keyboard, CPU, mouse, monitor, Word, text, type, name, sentence, insert, shape, picture, change, colour, size, font, bold, underline, Italic. |
| **Curricular Links** | | Links to other learning within the subject and spiral learning links: Word, typing, copying, pasting, saving, opening, printing, computer parts, change of the text, shapes and pictures.  Cross-curriculum links and over learning opportunities: English: speaking, listening, reading, typing, Art. | | |