

What is a computer ?



Year 5 Introductory unit

What do we learn.

1. Rules, hardware and logging on
2. What is a network, Save or save as.
3. Setting up folders
4. Using Word
5. Using Epraise

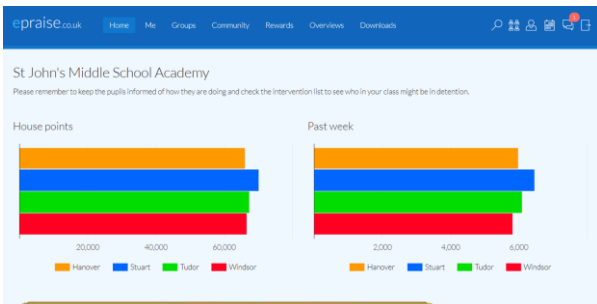
	Definition
Internet	network, or system, that connects millions of computers worldwide
Network	A computer network connects two or more computers and communication devices. Users can share data, files, or applications on the network as if these resources resided on their respective computers.
Server	a computer that serves many kinds of information to a user or client machine

Using Word

Formatting in Word refers to adjusting text to draw the reader's attention to specific parts of a document and emphasize important information



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When starting work create a save as.



What is the difference between SAVE and SAVE AS?

SAVE		SAVE AS
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- Save your work for the first time
- Save changes to your work and keep it in the same location
- Use when you have a document that you don't need to rename
- Save your work with a new name
- Save a second copy of your work to a different location (like a thumb drive)
- Save work from a template
- Use when you want to keep an original copy of your work without changes

Wrapping Text

This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text.

Without text wrapping the text and the picture appear on the same line, leaving large gaps in the document.

This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text. This is some text.

Without Text Wrapping

With Text Wrapping

Posture

Why should I have a good posture at the computer?

A good posture is important to help you avoid any injuries that come from repeatedly using the computer incorrectly.

Top Row

Why should I type certain keys with certain fingers?

Using specific fingers for specific keys allows you to type more quickly.

Home Row

Bottom Row

Space Bar

Sweet	Price
Mars Bar	£0.60
Snickers	£0.55
Haribo Star Mix	£1.29
M&Ms	£1.50
Maltesers	£2.00

Column

Row

- PowerPoint: A special computer program for making slides that helps you show information in a clear and interesting way.
- Slides: Pages in your presentation where you put your words, pictures, and other things you want to show.
- Presentation: A way to share information using slides, like in school projects or telling a story.
- Text: The words you write on your slides to explain your ideas.
- Images: Pictures or photos that you can add to your slides to make them look cool.
- Theme: A special style that makes your slides look nice and matches the topic you're talking about.
- Transition: A fancy way the slides change from one to the next, like a slide turning into another.
- Font: The way the letters and words look on your slides, like if they are big or small or fancy.
- Bullets and Numbers: Small dots or numbers that help you make lists on your slides.
- Shapes: Different designs like circles, squares, or arrows that you can put on your slides.
- Animations: Fun movements or changes you can add to things on your slides to make them more interesting.
- Hyperlinks: Special links that take you to other places on the internet when you click on them.
- Online Safety: Learning how to be smart and safe when using the internet, like not talking to strangers and protecting your personal information.
- Cyberbullying: When people are mean or hurtful to others online through messages, comments, or posts.
- Personal Information: Details about you, like your name, address, or school, that you should keep private to stay safe.
- Media Safety: Knowing how to use photos, videos, and other things online responsibly and without hurting others.
- Interactive Presentation: A special kind of slideshow where you can click on things to make them do things, like answer questions or go to different slides.
- Engaging: Making your presentation interesting and exciting so people want to pay attention.
- Culminating Project: The final task where you use everything you learned to create something impressive, like your interactive presentation about online safety.

Year 5 E-safety and PowerPoint Basics

What do we learn.

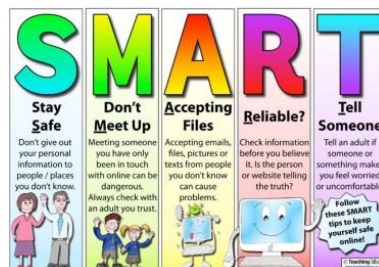
Introduction to PowerPoint Basics and being unkind online

Enhancing Your Presentations Reporting a concern

Creating Engaging Presentations and Viruses through hyperlinks

Backing up data and inserting video and audio clips into my presentation

Complete Interactive Presentation Project



Staying safe online

Never disclose
your name telephone number address or school

Never accept someone as a 'friend' on social media simply because they claim to know another friend of yours. **Always be cautious about what you say online.**

Never agree to meet anyone in person that you've only known online. If somebody does start sending you messages that offend or upset you, tell an adult that you trust.

Visit these websites for advice

Webwise, UK Safer Internet Centre, THINK U KNOW, ChildLine 0800 1111

Social Media

Social media are apps or websites that people use to communicate with others. Often the age limit for these websites / apps is 13 years old.

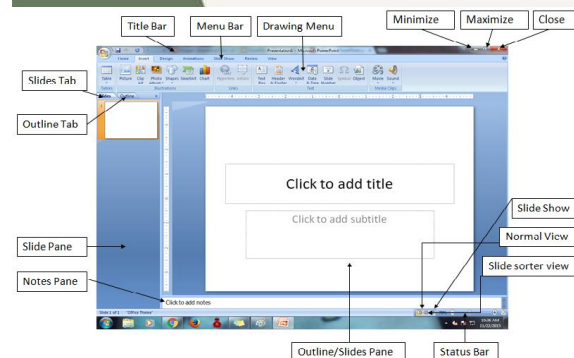
The information people share is often personal and to stop people seeing it they should change their settings to Private.

Keywords	Definition
Data Protection	Making sure the data that people provide is protected from people that should not see it
Social media	Social media refers to websites and applications that are designed to allow people to share content quickly, efficiently, and in real-time.
Responsible online users	Being a responsible digital citizen means having the online social skills to take part in online community life in an ethical and respectful way. Thinking about how your online activities affect yourself, other people you know, and the wider online community.
Privacy	The right to keep information private.

What is Hyperlink?

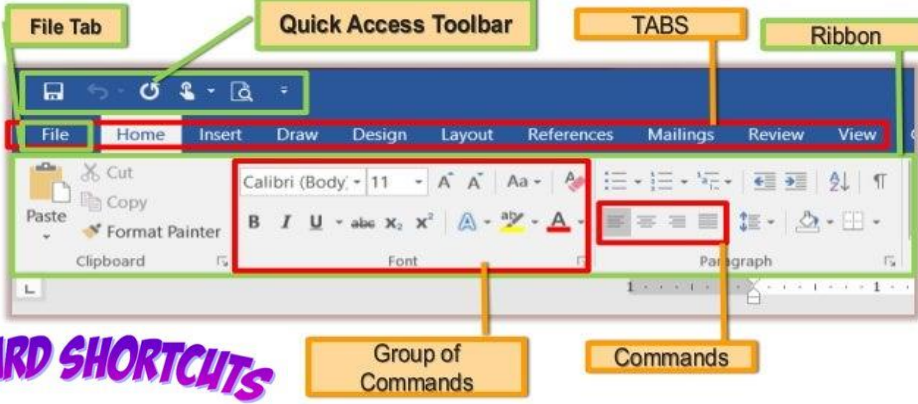
A hyperlink, also known as a link or a web link, is an icon, graphic, or text that points to another file or object.

The World Wide Web is made up of hyperlinks that connect billions of sites and data.



Year 5 Word Design Own Bedroom

COPY Ctrl+C	FIND Ctrl+F	SELECT ALL Ctrl+A	UNDO Ctrl+Z
SAVE Ctrl+S	CUT Ctrl+X	PASTE Ctrl+V	KEYBOARD SHORTCUTS

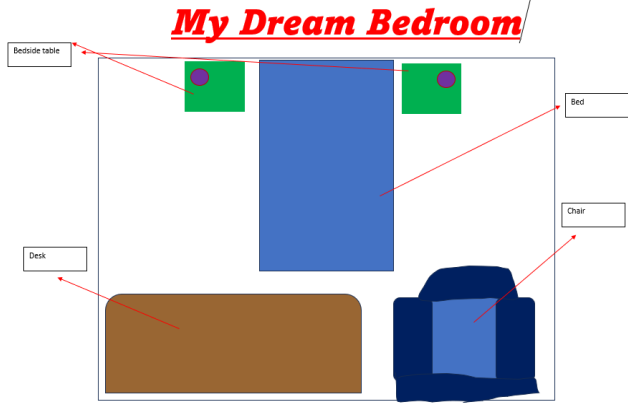


KEYBOARD SHORTCUTS

O Open a document	N Open a new document	S Save a document
C Copy something you have highlighted	V Paste something you have highlighted	X Cut something you have highlighted
Z Undo your last action	Y Repeat your last action	W Close a document
B Make something you have highlighted bold	I Make what you have highlighted <i>italic</i>	U Make what you have highlighted <u>underlined</u>


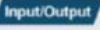


KEYBOARD SHORTCUTS

P Open the printing menu	A Highlight everything in the document	J Justify where the cursor is
L Left align where the cursor is	R Right align where the cursor is	E Centre where the cursor is
> Increase the font size of text you have highlighted		< Decrease the font size of text you have highlighted
F3 Change the case of text	Home Jump to the start of the document	End Jump to the end of the document



- Microsoft Word: A computer software application used for creating and editing text-based documents, such as letters, reports, and designs.
- Digital Design: The process of creating visual content using computer software and electronic devices, often involving layouts, images, and text to convey ideas and concepts.
- Layout: The arrangement of elements, such as images, text, and shapes, on a page or screen to create a visually appealing design.
- Customize: To modify or personalize something according to specific preferences, often using tools and options provided by software.
- Descriptive Text: Written content that provides details, explanations, or information about specific objects, ideas, or concepts.
- Formatting Options: Tools and settings within software that allow users to change the appearance of text and other elements, such as making text bold, italic, or changing its color.
- Save: To store a document or file on a computer's storage system, ensuring that the work is preserved and can be accessed later.
- Print: The process of producing a physical copy of a digital document on paper using a printer.#
- Layout: The arrangement or positioning of various elements, such as text, images, and shapes, on a page or screen to create a cohesive and visually appealing design.
- Bird's Eye View: A perspective that shows an overhead or top-down view of a scene or area, resembling the view one might have from high above, like a bird in the sky.
- Scale: The proportional size relationship between elements in a design or a model, maintaining the relative dimensions while either enlarging or reducing them.
- Copy: To duplicate selected content, such as text, images, or objects, and place the duplicate in a different location, leaving the original content unaffected.
- Paste: To place copied or cut content from the clipboard into a different location within a document or application.
- Cut: To remove selected content from its original location and place it in the clipboard, allowing for relocation or pasting in another area.
- Duplicate: To create an exact copy or replica of an object, image, or element within a design.
- Margins: The blank spaces around the edges of a printed or digital document, ensuring that the content is not placed too close to the edge.
- Outline: A summarized representation of the main points or structure of a design, text, or concept, often presented in a hierarchical format.
- Rotate: To turn an object, image, or element around a central point, changing its orientation or angle.
- Snap: A feature that automatically aligns and adjusts the positioning of objects or elements to a specific grid, guideline, or nearby object, aiding in precise placement.

Symbols

Name	Symbol	Usage
Terminator		Starts or stops a process.
Input or output		An input is data received by a computer. An output is a signal or data sent from a computer.
Process		An instruction or a command.
Decision		A decision, either yes or no. For example, a decision based on temperature that turns a central heating system on or off.

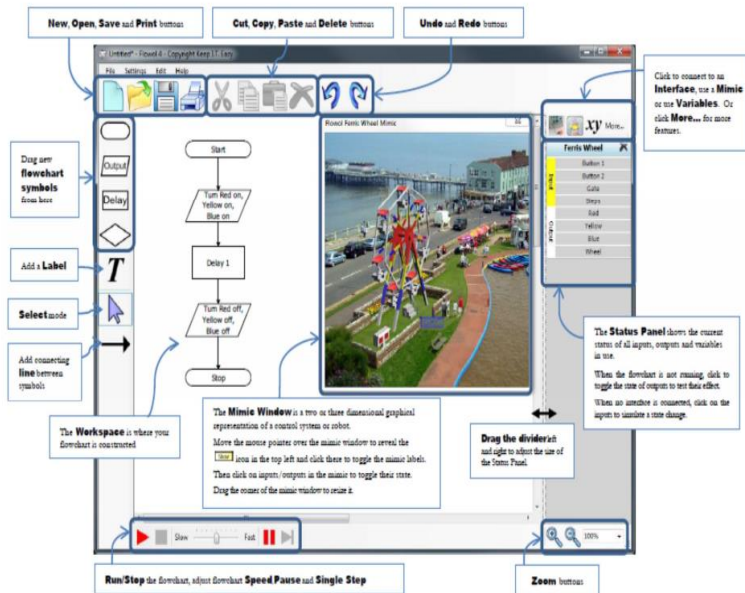
Year 5 Flowol

What do we learn.

- Follow written instructions to draw a simple flowchart
- Insert symbols into a flowchart.
- Add inputs into a flowchart.
- Identify conventional symbols, understanding the process of each stage.
- Create a program to control a simple sequence.
- Modify symbols in a flowchart for effect.
- Create flowcharts for multiple inputs and outputs.
- Use decisions and subroutines.
- Program inputs and outputs
- Solve a given problem independently with a flowchart solution, organized into multiple subroutines.
- Create a program to control a sequence with variables.

Vocabulary

- **Algorithm** a set of rules for solving a problem
- **Flowchart** sequences of instructions set within symbols that lead to a real-life simulation
- **Simulation** A model that produces an output, either visual or physical, as it runs
- **Sequencing** creating a set of instructions to complete a task
- **Loop** repeat an action until a certain condition is met
- **Subroutine** a set of instructions designed to perform a frequently used operation within a program
- **Variable** a memory location to store data for use in decision making
- **Sensor** an object whose purpose is to detect events or changes in its environment, and then provide a corresponding output
- **Programming** the process of writing computer software




Slow ————— Fast
 To adjust the speed that the flowchart runs, drag the speed slider to the left to slow the flowchart down, and to the right to speed it up. Return the slider to the middle for normal speed.

Some of the mimics available

