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| Year Group | Autumn 1 | Autumn 2 | Spring 1 |
| Year 4Computing | Animations Unit 4.6 (science)Effective searching | Logo (Mapwork)Unit 4.5 | Coding/HardwareUnit 4.1/4.8 |
| Online SafetyI can think about the risks of sharing personal information online **(including photographs)** and understand the idea of a digital footprint |
| I can design, write and debug **(e.g. correct/improve)** programs that accomplish specific goals **(e.g. using software to simulate physical processes or control physical objects)** | I can design, write and debug **(e.g. correct/improve)** programs that accomplish specific goals I can solve problems by breaking them into smaller partsI can use logical reasoning to explain how some more complicated algorithms **(e.g. a sequence of instructions)** work I can detect and correct errors in algorithms and programs | I can design, write and debug **(e.g. correct/improve)** programs that accomplish specific goals I can solve problems by breaking them into smaller partsI can use logical reasoning to explain how some more complicated algorithms **(e.g. a sequence of instructions)** work I can detect and correct errors in algorithms and programs |

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| Spring 2 | Summer 1 | Summer 2 |
| Writing for Different AudiencesUnit 4.4 | Spreadsheets/Line graphsIPC/MathsUnit 4.3 | Effective SearchingUnit 4.7 |
| E Safety |
| I can understand the opportunities that networks offer for communication and collaboration **(e.g. working on shared documents)** | * Spreadsheets :
	+ I can enter labels and numbers into a spreadsheet
	+ I can enter formulae into a spreadsheet
	+ I can use ‘SUM’ to calculate the total set of numbers in a range of cells
	+ I can change data in a spreadsheet to answer ‘what if…?’ questions and check predictions
 | I understand the function of a search engine and understand the importance of using the correct search termsI am beginning to understand the concept of plagiarism* Web skills:
	+ I can use ~ on google to return synonym results e.g. ~*large lakes* will find results for great lakes as well
	+ I can use *define* before a word using google to get the dictionary definition
	+ I can use a minus (-) to exclude words on a web search e.g. *Manchester – football* would take out results for Manchester that involved football
	+ I can google search using *or* to give equal value
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Ongoing Skills

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| * I can minimise, resize and close windows on the desktop.
* I can get back to the desktop
* I can take screen shots
* I know that the shift key can be used to access other symbols on the keys
* I can open multiple tabs without leaving the search e.g. by right clicking and opening in a new tab
* I can copy and paste information from the internet into a word document using ctrl and C or copy and paste through right clicking
* I can use and save favourites in the web browser
* I can alter font type, size and colour for emphasis and effect
* I can use bold, underline and italic
* I can use bullet points and numbers
* I can highlight text
* I can use ‘select all’
* I can align left, align right and centre text
* I can combine graphics and text
* I can use the shift key to insert characters e.g. exclamation marks
* I can type in capitals and lowercase letters by putting caps lock on/using shift
* I can delete use delete and backspace
* I can use undo and redo tools
* I can create a simple text box
* I can resize, rotate and format text boxes
* I can move a text box or any other object around the page
* I can insert and manipulate multiple text boxes and other objects on any page
* I can insert a picture from a file
* I can insert and manipulate Word Art
* I can insert and format shapes
* I can group and ungroup objects
* I can layer objects for a purpose
* I can insert and format a table e.g. add a border, change the background colour etc
* I understand the terms field, record, file, sort, classify and order
* I can use a database to answer questions
* I can use a spread sheet to make various types of charts
* I can use a database to sort and classify information and present their findings
* I can send and receive an email
* I can reply to an email
* I can use an address book to store and select email addresses
* I can send an attachment via email
 | * I understand that programs like PowerPoint are primarily about presenting information in manageable chunks/slides
* I can add slides and change their layout using the options available
* I can add text to a slide and how to modify it using simple formatting tools
* I can add pictures or clip art onto a slide
* I can place my slideshow into and out of presentation mode
* I can reorder slides
* I can add a sound file to a slide as an object
* I can record a simple sound clip as an object on a slide
* I can add a video to a slide
* I can add hyperlinks to a slide
* I can create slide transitions
* I can add animations to objects on the page
* I can change the running order of animations and slide timings
* I can use transitions and animations for effect
* I can use spell and grammar check through menu bar and right clicking
* I can use the find and replace tool
* I can move a word or a sentence by lassoing the text and dragging it into a new position
* I can orient the page view and page size
* I can insert a table and adjust its formatting adding new columns and rows and merging cells
* I can use menus effectively to navigate software
* I can save a copy of a word file as a PDF.
* I can use the following terms to search a database – greater than, less than, and , or.
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