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| Year Group | Autumn 1 | Autumn 2 | Spring 1 |
| Year 4  Computing | Animations Unit 4.6 (science)  Effective searching | Logo (Mapwork)  Unit 4.5 | Coding/Hardware  Unit 4.1/4.8 |
| Online Safety  I 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 parts  I 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 parts  I 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 Audiences  Unit 4.4 | Spreadsheets/  Line graphs  IPC/Maths  Unit 4.3 | Effective Searching  Unit 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 terms  I 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 |  |

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. |