

# Computing – Year 4 – Autumn 1 – Life on Land – Why is biodiversity important?

## Prior Learning (What we already know?):

- Learn to collect data
- Learn to sort data using branching databases
  - Textease branch
- Learn to create different graphs to show

## Key Questions:

- Describe how to cut and paste a piece of text using the keyboard short cuts.
- How do different search engines compare?
- What is the difference between a primary and secondary source?
- Why is using keyboard short cuts useful?

## Key Facts:

### Shortcut keys

- To save = Ctrl + S
- To underline = Ctrl + U
- To copy = Ctrl + C
- To paste = Ctrl + V
- To highlight = SHIFT + Arrows

## New Learning:

- To insert and manipulate images and content on word
- To use word or publisher to create a recount
- To understand what primary and secondary sources are
- To investigate and research using online tools
- To use short cuts (ctrl C / ctrl V / ctrl x) to copy, cut and paste and (Shit U / Shift B ) for underline and bold



## Key Resources:

<http://www.crazy4computers.net/short-cut-keys.html>

<https://support.microsoft.com/en-us/topic/keyboard-shortcuts-in-word-95ef89dd-7142-4b50-afb2-f762f663ceb2>

## New Skills:

- Use advanced tools in word processing such as tabs, appropriate text formatting, line spacing etc.
- To cut and paste
- To integrate graphics into a presentation
- Perform searches using different search engines and check the results against each other
- Use straightforward scientific evidence to answer questions or to support findings

## Vocabulary:

Borders, Background, Improve, Refine, Columns, Tables, Textbox, Ctrl, Shift, Short cuts

## Can I do this?

- Is beginning to use keyboard short cuts
- Understands what a primary and secondary source is
- Can edit text and images within a document
- Can research using online tools
- Can cut and paste an image or text confidently.