

# YEAR 1

## 1.2 - Using Word & other programs to process and format text & images

<b>Computing Area</b>	Information Technology / Digital Literacy
<b>National Curriculum Strands</b>	<ul style="list-style-type: none"> <li>• Use technology purposefully to create, organise, store, manipulate and retrieve digital content</li> <li>• Recognise common uses of information technology beyond school</li> <li>• Use technology safely and respectfully, keeping personal information private; identify where to go for help and support when they have concerns about content or contact on the Internet or other online technologies</li> </ul>
<b>Skills Progression Points</b>	<ul style="list-style-type: none"> <li>• Use technology to collect information, including photos, videos and sound.</li> <li>• Use software with support, to create, store and edit digital content.</li> <li>• Use the keyboard or a word bank on a device to enter text into a program.</li> <li>• Save information in a specific place and retrieve it again.</li> </ul>
<b>Hardware</b>	Laptops or computers - a keyboard and mouse / mouse pad are essential
<b>Software/App</b>	Microsoft Word (or other word processing software such as Google Docs) <a href="https://www.j2e.com/jit5">https://www.j2e.com/jit5</a>
<b>Unit Objective</b>	To process and format text and images
<b>Unit Vocabulary</b>	Keyboard, keys, letters, Caps lock, Shift, Enter, Backspace. Log In, Shut Down