## Year 4 Computing - Autumn 1

### 'Text & Multimedia'

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| AUTUMN 1 | **Multimedia & Word Processing** | - I can evaluate a range of electronic multimedia, appropriate to task e.g website, photostory, leaflet, and recognise key features of layout and design  
- With support, I can plan the structure and layout of document/presentation.  
- I can select and import graphics from digital cameras, graphics packages and other sources and prepare it for processing using ICT.  
  (e.g. cropping, resizing and editing).  
- I can select and import sounds (e.g. own recording, sound effects bank created by teacher and video/visual effects into a multimedia presentation).  
- Through peer assessment and self evaluation, I can evaluate work both during and after completion, and make suitable improvements.  
- I can create for a particular audience.  

**When word processing children should:**  
- I can choose freely from a range of text styles, to suit a particular audience.  
- I can hold two hands over different halves of the keyboard  
- I can use more than two fingers to enter text.  
- I can use appropriate editing tools to ensure their work is clear and error free, e.g., spell checker, thesaurus, find and replace.  | **Multimedia Packages:**  
- Powerpoint  
  - Create slides and add pictures, text, WordArt, Video.  
- Word processing Packages:  
  - Microsoft Word  
- Microsoft Photostory (as whole class)  
  - Combines photos into a slideshow and allows sound, voice commentary and titles to be added.  
- Touch Typing Course:  
  - BBC Dance Mat Typing  
  (www.bbc.co.uk/schools/typing)  
  - 2type  

**Teachers Resources:**  
LGFL Audio Network (bank of sounds).  
MS Word Clicker 6  
Purple Mash  
2Publishextra  | E-SAFETY  
Plan, design and create and improve their own multimedia presentation showing awareness of audience.