



# All Saints CE Primary School and Nursery

## Medium Term Planning



Class teacher: Mrs Korzeniewski Year group: 4 Term: Summer 2 Subject: Computing - Microsoft office skills

Lesson	Learning Goal (L.G.)	Brief outline of lesson content (or where this can be found/unit found in, if for example it is a published scheme such as Science, Kapow French or Music, Purple Mash computing)	Key Vocabulary covered
1	LG: keeping myself safe online	Bespoke lesson (depending on needs of the class)	
2 & 3	LG: To log data taken from online sources in a spreadsheet.	Kapow Lesson 1 What's the weather? Explore data and collect from this website. Create own bar chart in excel and on paper (Data Handling maths/science).	
3	LG: Microsoft office skills	Learning to use Word	Align, bullet point, copyright, font, format, justified text, keyboard, orientation, text wrapping
4	LG: Microsoft office skills	Learning to use Excel	Cell, chart, column, formula, function, range, row, worksheet,
5 & 6	LG: Microsoft office skills	Learn to use Powerpoint. Use PowerPoint to create a presentation (non-chronological report on the Maya)	Animation, font, format, multimedia, notes pane, ribbon, slide, slide show, theme, transition