



# Buglawton Primary School

Be the Best We Can

**Topic: Information Technology**

**Subject: Computing**

**Year: 2**

**Term: Summer**

### What should I already know?

- Identify the difference between left and right click.
- Describe what different formatting tools are (font, colour, bold etc...)
- Explain why computers are useful in presenting information.
- Type with two hands.
- Save work to a folder.
- Use keys such as space, shift and enter effectively.
- Record a sound.
- Format a piece of work with colours and fonts.

### What will I know by the end of the unit?

- Describe the uses of different programs on the computer (e.g. Word, PPT etc...)
- Explain what key terms are such as: text box; font; cursor



### What will I be able to do by the end of the unit?

- Adding photos, text and sound.
- Insert objects, text boxes and images.
- Refine skills into a 'finished product'.

### Agreed Real-life Outcome

- Simple PowerPoint.
- Edited photos.

Spelling	Definition
Text box	Something you add to a piece of work when you want to type.
Image	A picture that you add to your work.
Sound	Noise made by the computer.
Text	Words typed into the computer using the keyboard.
PowerPoint	An application that allows you to create presentations.
Cursor	Where your mouse is on the screen.