The Valley Primary School

Class 1Computing MTP Autumn 1 2023-2024.

Online Safety

Unit Overview:

Lessons 1 and 6 focus on important computer skills needed for safe and effective computer use and introduce some further skills concerning the use of folders, searching for files and printing. Lessons 2-5 introduce children to presentations and teach the skills needed to create a simple presentation.

While many schools have Microsoft PowerPoint, there are alternatives. Impress is part of Apache OpenOffice and is free, as is Google Slides, part of Google Drive, which is available with a gmail address. Schools with Apple computers can also use Keynote, as well as MacOs versions of PowerPoint or Impress, or Google Slides. There are simpler presentation applications designed for children which may be used, although they may not have all the features, particularly for the later units.

Knowledge / Skills & Concepts:

In this unit, the children will:

Learn some basic computer skills.

Learn how to create a presentation using software.

Assessment:

...all children should be able to:

• Insert slides, add and type in a text box.

...most children will be able to:

• Create folders.

• Print files.

• Add images.

• Format text and text boxes.

...some children will be able to:

• Save files in an organised folder structure.

• Search for files on the computer.

• Set windows side by side.

• Format text boxes and images.

• Reorder slides and present their presentation.
Key Vocabulary: System unit, monitor, switch, shut down, log on, log off, windows, folder, new folder. Presentation, Microsoft PowerPoint, OpenOffice Impress, Google Slides, Apple Keynote. New slide, slide layout, text box, format, font, colour, background, line. Image, picture, photo, format, insert, copy, folder, network, aspect ratio. Slide, Slide Sorter View, drag, present. Search, print, options, date, print options, black and white, colour, selected pages, double sided.

Learning Sequence & Objectives	Activities	Resources
To use basic computer skills. **To use a folder.**	**Prior Learning:** It will be helpful if children can switch on and shut down computer, log on/log off and manipulate windows. **Learning Sequence** **Getting Started:** Children switch on, log on and launch an application. How many ways can they think of launching an application? **Can you remember how to..?** Ask some children to demonstrate any of the following skills: • Minimize and restore windows • Resize and move windows • Go to their folder • Save work into their folder • Open work from their folder **Splitting Windows/Creating New Folders:** Show the children 2 extra skills: • How to split 2 windows across the desktop (*drag to the right / left centre of screen or <windows> + left/right arrow keys*) • How to create folders **Side by Side** (*2 possible slides provided*): **Side by Side A:** Ask the children to load a picture from the network or the Internet and a graphics application and to have both windows side by side on the screen. Children look at the image and copy it in the graphics application. **Side by Side B:** Ask the children to load an Internet browser and navigate to a particular web page, and a word processor, and to have both windows side by side on the screen. Give them a question to research and ask them to write a sentence in the word processor answering the questions. Ask the children to save their picture or writing into their folder, or into a folder you want them to create. **What is a presentation?** Ask the children if they know what a presentation is. (*They may have heard the particular versions of presentations like PowerPoint.*) **Task***it* ***Split*it:** Open 2 windows or applications and place side by side. ***Challenge*it:** Use the **Challenge Cards** for extension activities.	**Teaching slides** Lesson Pack Laptops
To organize ideas for a presentation.	**Prior Learning:** Children will have discussed what a presentation is in lesson 1. **Learning Sequence** **What is a presentation?** Ask the children if they know what a presentation application is, and which presentation applications they have heard of. Show the logos and ask which application they represent. Show the ones available in your school. **Here Are Some Examples:** Demonstrate a presentation (*some Twinkl PowerPoints are provided within the Lesson Pack*). Ask the children what they think they are used for. **Explore:** Allow the children to look at some themselves and discuss the features, asking the children to identify the main features of each presentation. • A title slide (*often with author*) • Each slide has a main idea • Slides are organised in an order • Slides often use images and text (*and sometimes video*) Allow the children to look again at the presentations and see if they can spot these features. **How to Organise a Presentation:** Using a topic the children are learning about in class, model how to organise a presentation. Ask the children to suggest some key topics about which they might want to present their learning. **Organise:** Children will prepare a presentation on an aspect of their learning. (*Choose a topic you are working on or have completed.*) Children plan the main ideas for their presentation. These will be the slide headings/titles. A planning template is provided if needed. **Share:** Children share their ideas with a partner. Have the children got any suggestions for their partner, or are there any ideas they could use in their own plan? Choose one or two pairs to share their learning from their discussion, displaying their plans if possible. **Task***it* ***Organise* it:** Use the **Planning Template** for children to plan different presentations. ***Challenge*it:** Use the **Challenge Cards** for extension activities.	**Teaching slides** Lesson Pack Laptops Presentation application. Visualiser or way of displaying children's written work.

To create a simple presentation with text.

Prior Learning: Children will have identified the main features of a presentation and planned their own presentation in lesson 2.

Learning Sequence

	Have a Go: Ask the children to launch the presentation application, and to create their planned title slide. This will demonstrate some of what the children already know about presentation applications.
	Slides: Demonstrate how to add slides and change the slide layout. You may wish to show the children more than one way.
	Create Your Slides: Ask the children to create their slides for their planned presentation, choose the best layout for each slide, and type the title. Tell the children not to make their final slide. Ask the children to save the presentation into their folder. Ask the children to insert a new blank slide for their final slide. Can they work out how to add text to the blank slide?
	Adding Text /Formatting a Text Box: Using the children who know what to do, demonstrate how to add and format a text box.
	Your Presentation: Ask the children to make sure they have a title on each slide. Then they should start to type some text on each slide about the ideas on each slide. Give the children the chance to experiment with formatting the text and the text boxes. *(It is important for children to consider the effectiveness of text fonts and styles. Children often wish to use fonts that look spectacular, which others may not find as effective).*
	Share: Allow the children to come together in pairs and review each other's presentations, paying particular attention to the formatting of font and text box. Choose one or two pairs to comment on each other's presentation to the whole class.

Task*it*

***Format*it:** Give the children a simple presentation to change the format of the text boxes.

***Challenge*it:** Use the **Challenge Cards** for extension activities.

Teaching slides

Lesson Pack

Laptops

Presentation software

To add and format an image.

Prior Learning: Children will have identified the main features of a presentation and started to create their own presentation in lessons 2 and 3.

Learning Sequence

	What's in the picture? Ask the children to open a new presentation and try to insert an image.
	Insert an Image /Copy and Paste an Image/ Resize an Image: Demonstrate how to: • Insert an image from a folder • Copy an image from another document • Resize the image *(particularly where very large images are inserted, which need to be moved to find the corner)* Show the children that it is important to retain the aspect ratio of pictures by resizing from the corner, not the sides.
	Your Presentation: On the new presentation the children opened at the beginning of the lesson, ask the children to insert and copy images and resize as appropriate. Once they are confident with this, ask them to open their presentation and put relevant images onto each slide. The children could continue with their text and save their file.
	What looks good? In pairs, ask the children to evaluate how well each image is laid out on the page and suggest any alterations.
	Share: Choose one or two pairs to review the layout of the images. Look at some presentations where images and text are used and look at the layouts. Two examples are suggested on the slide and are included in the pack.

Task*it*

***Challenge*it:** Use the **Challenge Cards** for extension activities.

Teaching slides

Laptops

To reorder slides and present a presentation.	**Prior Learning:** Children will have used copy and paste to insert an image in to their own presentation in lesson 4. **Learning Sequence** **Can you reorder?** Ask the children to reorder a set of story cards or sequencing activity. **Reorder Slides / Presentation Mode:** Demonstrate how to reorder slides, using the Slide Sorter View *(available in PowerPoint)* or in the Slides Sidebar and then the different ways to present a presentation *(If you have a computer connected to a screen and a projector, or 2 screens, it's worth exploring the different options available to play the presentation).* **Reorder This Presentation:** Give the children a presentation to reorder, and then to use the different methods to present. **Complete Your Presentation:** Ask the children to complete their presentations, reorder their slides if necessary. **Share:** Children work together as pairs to review their presentations and suggest any improvements. **Improvements:** Give the children more time to complete and then practice presenting their presentations. **Which skills?** Choose some presentations and ask the children to present them to the class. Consider the skills that have been learnt in this unit. With which skills do the children feel confident, and which do the children feel they need to practice. **Search:** Does anyone now how to search for a file on their computer? **Task***it* ***Reorder*it:** Give the children some (Twinkl) presentations where the slides have been mixed up, for the children to reorder. ***Present*it:** Present your completed presentation from the lessons to some children or adults in school. ***Challenge*it:** Use the **Challenge Cards** for extension activities.	**Teaching slides** Lesson Pack Laptops
To search and print.	**Prior Learning:** Children will have used copy and paste to insert an image in to their own presentation and reordered the slides in lessons 4 and 5. **Learning Sequence** Use one of these options to revise the skills from the previous lesson. **Can you? (A)** Children open a writing and painting application side by side. Write name and paint a picture and save both files as "Me" into a new folder called "Side by side" in their own folder. **Can you? (B)** Children open their presentation from previous lesson alongside a painting application. They choose a picture to paint in the painting application, and save into their folder. **What can we find?** Show children how to search for files by file name and date. **Can I print please? / Print Options:** Ask the children why we need to print and get them to consider the amount of paper wasted by unnecessary printing. Show children the different print options, which are relevant to them. *(Print dialogue boxes are not the same for every application, so children need to learn to look for the options they need).* **Search and Print:** Children search for the files created today and last week. With the files created today, children to look for the different print options: • Choose a different printer if there is one • Print in black and white • Print selected pages • Print double sided *(The children shouldn't actually print the file many times.)* **Our Skills:** Children to list the new skills in this unit: • 2 windows on a screen • Create folders • Save work in folders • Search for files • Print options Which skills do they find easy, and which need more practice? Who is confident at saving in their own folder? **Task***it* ***Search*it:** Children search for files in their folder. ***Challenge*it:** Use the **Challenge Cards** for extension activities.	Teaching slides Lesson Pack Laptops