

Desktop Publishing

How can I present information?

Lesson 1 – To recognise how text and images communicate information

Lesson 2 – To edit text and layout

Lesson 3 – To choose an appropriate template

Lesson 4 – To add content to a document

Lesson 5 – To consider different layouts for different purposes

Lesson 6 – To know the benefits of desktop publishing

Visual Representations



Concept Links / Prior Knowledge

Year 1 - Know that there are different forms of communication.

Year 2 - Know what information technology is in a context and where have we seen it in the real world. Know I can extract information from the internet. To know that we can use different types of media to convey information, e.g., text, image, audio, video.

Cross-curricular Links

Art and DT –

Explore font choice and size, layout of text and image together

Sticky Learning

New Knowledge

- Know that we can retrieve information from online sources
- Know how to change text formatting such as font, size, colour, bold, italics and underlined
- Know how to manipulate text so it corresponds visually with what it says
- Know where the shift key is and how to capitalise letters and type symbols on a document

New Skills

- Retrieve relevant images and information from online sources
- Observe safe and unsafe websites and report unsafe sites to an adult
- Typing with uppercase and lowercase using all aspects of the keyboard
- Understand the need to be critical evaluators of content
- To draw a square, rectangle and other regular shapes on screen, using commands.

Vocabulary

Previous

Programming
Creating media
software
Save
Keyboard
Mouse
Computer
Desktop
Coding
Commands
Sequence
Instructions
Table
Organise

New

Text
Images
Benefits
Communicate
Font
Template
Landscape
Portrait
Orientation
Placeholder
Layout
Content
Copy
Paste
Purpose

Computer Safety

Children to be aware of what websites they are using and only use appropriate search engines when retrieving images.