



How do you make a picture book?

Office Y1



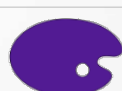
Computing skills

Creative Communicator:



- Communicate my ideas using a digital tool
- Create my own content based on ideas from my teacher.
- Begin to store and retrieve my own work with support.

Visualiser Designer



- Begin to use a process for testing different ideas with support.
- Find the best digital tool to achieve my goal from a range of tools available to me.

Key learning

- Create a new document and type on it using a keyboard
- Add pictures from the camera roll and Safari
- Add a text box and other shapes
- Rename a document to save it
- Format text by changing the font, the colour and making it bold, underlines or italic
- Use the undo button to correct mistakes
- For a range of shapes and images that have been added, change the fill colour and the border



Key vocabulary

Bold	Making a word or sentence thicker to stand out on the page.
Copy	To copy the text or image and store it on your virtual clipboard.
Document	A file that you can create and edit to include text, shapes, pictures and more.
Font	The style of writing you use on a computer or iPad.
Format	To change or edit part of a document or something about the document.
Insert	To put something into a document.
Paste	To put the image from the virtual clipboard where you want it.
Text box	A box that you can type into.
Undo	This takes you back one step and gets rid of the last thing you did.



Office - Our Learning Journey

Year 1

- Creating and saving new documents
- Adding pictures and text
- Formatting text in a range of ways
- Inserting different objects and formatting them

Year 2

- Adding, deleting and moving slides on Keynote
- Formatting slide layout and background
- Adding transitions to slides

Year 3

- Using animations for objects in Keynote
- Adding videos to slides
- Formatting videos to play across multiple slides
- Using themes

Year 4

- Creating a simple table and graph in Numbers
- Using basic formula including SUM, MAX and MIN
- Using autofill cells to put a formula in multiple cells

Year 6

- Explore different cell formats in Numbers
- Using formula including IF, AND, OR and NOT
- Use COUNTIF to find which cells return a certain condition

