

Year B - Lower KS2 Data Handling - Word (tables, text boxes, columns and symbols)	
NC objectives	Key knowledge and vocabulary
<ul style="list-style-type: none"> <li>• C2.5 – use search technologies effectively, appreciate how results are selected and ranked, and be discerning in evaluating digital content.</li> <li>• C2.6 – select, use and combine a variety of software (including internet services) on a range of digital devices to design and create a range of programs, systems and content that accomplish given goals, including collecting, analyzing, evaluating and presenting data.</li> </ul>	<p><u>New learning and vocabulary</u> Tables, text boxes, columns, symbols, shortcuts.</p> <ul style="list-style-type: none"> <li>• Being able to insert tables, columns and symbols in documents.</li> <li>• Being able to format tables to be able to manipulate data.</li> <li>• Know the shortcuts for basics (save, undo, print, cut, copy and paste)</li> <li>• Know how to access the symbols and to insert them.</li> <li>• Being able to change the layout and theme of a document.</li> <li>• Being to insert a Header and footer.</li> <li>• Being able to insert pages numbers.</li> </ul>
Prior Learning	
<ul style="list-style-type: none"> <li>• Know how to open, save, retrieve and edit documents.</li> <li>• Know how to insert images.</li> <li>• Know how to print documents.</li> <li>• Know how to change the font, size and colour.</li> <li>• Developed basic typing skills.</li> </ul>	
Year B- Lower KS2 e-Safety - Keeping information safe and secure	
NC objectives	Key knowledge and vocabulary
<ul style="list-style-type: none"> <li>• C2.4 – understand computer networks including the internet; how they can provide multiple services, such as the world wide web; and the opportunities they offer for communication and collaboration.</li> <li>• C2.7 – use technology safely, respectfully and responsibly; recognize acceptable/unacceptable behavior; identify a range of ways to report concerns about content and contact.</li> </ul>	<p><u>New learning and vocabulary</u> Private, personal information, password, e-safety, secure.</p> <ul style="list-style-type: none"> <li>• Knowing how to properly store passwords (not on digital devices).</li> <li>• Knowing the reporting processes for different social medias/websites.</li> <li>• Knowing where on to store documents and pictures on shared computers to keep them private.</li> <li>• Being able to report when something has been shared without consent.</li> </ul>
Prior Learning	
<ul style="list-style-type: none"> <li>• Knowing what classes as personal information.</li> <li>• Know to keep passwords safe.</li> <li>• Know to tell a trusted adult for permissions.</li> </ul>	

