Year 4 Autumn 1 Computing – Computer Systems and Networks

Big Question

How can I collaborate online?

Key Vocabulary for the unit:

Collaborate: Working with others to achieve a specific goal.

E-Document: An electronic file which can contain text, images, tables and charts.

Edit To change and amend something.

Email: Electronic-mail which allows us to send messages and files from one account to another over a network.

Icon: A small image which represents something or someone. Insert (file) To attach or place a file into an email or document.

Link: A line of text that, when clicked, directs you to another website or document.

Presentation software: A program that allows you to insert information into slides ready to share with others.

Presentation: A slide show that is used to display information.

Reply: To say or write a message in response to something that has been said to you.

Reviewing comments: Looking at comments written by others on a document to help the collaborative process.

Share: To show or give a part of something to someone else.

Spreadsheet A file where you can input, sort and analyse data across a series of cells.

Formula: A mathematical solution from the data.

Transition Effects: These can be applied to occur between slides, images or video clips.

Powerful knowledge/skills for this unit:

I understand that computer networks provide multiple services

I can use online software for a variety of reasons.

I can use software to work collaboratively.

I can recognising what appropriate behaviour is when collaborating with others online.

I can use comments and suggestions on a collaborative document.

I can use images, text, transitions and animation in presentation slides.

What I should already know from Year 3:

To understand that email stands for 'electronic mail.'

To know that an attachment is an extra file added to an email.

To know how the internet uses networks to share files.

To understand that emails should contain appropriate and respectful content.

Useful diagrams for the unit:

Working on an online document editor together:

You can work together online on presentations, documents and spreadsheets.