



Coleman Primary School

Year 3 Spring 1 Knowledge Organiser

Computing—We are who we are

Computing Skill Progression

In Year 2 you were...using technology purposefully to create, organise, store, manipulate and retrieve digital content; using technology safely and respectfully, keeping personal information private.

In Year 3 you will be...using a variety of software (including internet services) on a range of digital devices to design and create a range of content, including collecting and presenting information; begin to use search technologies and understand how search results are selected; using technology safely and respectfully, recognise unacceptable behaviour and know ways to report concerns and inappropriate behaviour at school.

Key Vocabulary: We are who we are

Comments: a tool to allow one user to give feedback and suggestions to another

PowerPoint: a program to make presentations with text and pictures

Creative Commons: a scheme that allows you to use content off the internet without requesting permission

Narration: adding a voice/commentary to a presentation

Data Centre: warehouse of computer storage and processing connected to the internet

Personal Information: information about a person like their full name and their address

All about the PowerPoint ribbon

The screenshot shows the PowerPoint ribbon with the following elements and their functions:

- Slide navigation:** A plus sign icon to add slides and arrows for navigation.
- Undo and Redo:** Curved arrows for undoing and redoing actions.
- Insert:** Icons for inserting a text box, a picture, and a shape.
- Font settings:** A font name dropdown (Arial), a size dropdown (52), and buttons for bold (B), italic (I), underline (U), and text color (A).
- Themes:** A 'Themes' button on the right side of the ribbon.

Arrows point from the following text boxes to the corresponding icons in the ribbon:

- Additional slides can be added from here.
- Undo and redo mean you can go back if you make a mistake
- Insert a text box for writing.
- Insert a picture including from the internet.
- Choose the writing font
- Choose the size of the writing
- Choose: bold underlined or italics
- Choose: a style of your slides.