

Strands/ Learning Outcomes The children will be able to...	Activities	Resources (Common Network Resources)	Teacher Comments / Assessment Notes
<p><b>CREATING AND PRESENTING</b> <b>Graphic Manipulation</b> <i>5-14 C/D "Using a range of drawing/painting facilities, extend graphic manipulation skills"</i></p> <p>Using Colour Magic, refine graphic details using the zoom tool</p> <p>Save a Colour Magic image as a gif or jpg</p> <p>Save graphics files from a variety of sources into their My Work folder</p> <p>Insert a saved picture from file into a document (eg Word, Publisher, PowerPoint)</p> <p>Continue to use skills in copying graphics from a variety of sources into a document (eg Word, Publisher, PowerPoint), using menus, tools or keyboard shortcuts (CTRL and C to copy, CTRL and V to paste)</p> <p>Re-size and re-position graphics in MS Word, using 'Text Wrapping'</p> <p>Use autoshapes from the Drawing Toolbar in MS Publisher, MS Word, MS PowerPoint</p>	<p>Use Victorian art as a starting point for various Colour Magic activities</p> <p>'Zoom In' tool allows pupils to make tiny alterations to improve the accuracy of their design. Use the 'Actual Size' tool to return</p> <p>Teacher explains reasons (see Help Sheet) for saving as a gif or jpg to make a much smaller file, rather than just copying the graphic</p> <p>Some websites require graphics to be saved rather than copied</p> <p>Saved pictures (as above) are inserted into documents. Insert Picture &gt; From File is also used to transfer photos from digital cameras</p> <p>Graphics can be copied from: Colour Magic, Internet, Picture Banks (see Curriculum Topic folder), Information Magic, Number Magic</p> <p>Without text wrapping, flexibility to move graphics in Word is limited. Practise this by compiling a research 'scrapbook' of text and graphics from different sources.</p> <p>Use callouts (speech bubbles) to reinforce direct speech. Block arrows</p>	<p>[CTB] 'ColMagTheme Victorians' file in the Victorians folder of the Curriculum Topic Bank in the School Shared Area</p> <p>An idea to practice control and accuracy [W] <a href="http://www.educationict.org.uk/pdf/colmagicgraffiti.pdf">http://www.educationict.org.uk/pdf/colmagicgraffiti.pdf</a></p> <p>[CTB] Help Sheet – 'How To Make Files Smaller' file (p1-3) in the Colour Magic folder of the Curriculum Topic Bank in the School Shared Area</p> <p>For users of Sony Mavica cameras, this document explains how to insert a picture from floppy disc [W] <a href="http://www.educationict.org.uk/pdf/importtomspub.pdf">http://www.educationict.org.uk/pdf/importtomspub.pdf</a> or find it in the [CTB] Sony Mavica folder in the Curriculum Topic Bank</p> <p>Instruction sheet for text wrapping (Find the Dog!), see page 3: [W] <a href="http://www.educationict.org.uk/pdf/gettingstartedmsword.pdf">http://www.educationict.org.uk/pdf/gettingstartedmsword.pdf</a></p> <p>Find the drawing toolbar in MSWord from the View menu &gt; Toolbars &gt;</p>	<h2 style="text-align: center;">Creating and Presenting Primary 6</h2>

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	are an excellent way of presenting sequenced instructions. Banners and stars can be part of an advertisement design. Use arrows for labelling.	Drawing. <b>[CTB]</b> Help Sheet – ‘How to Use Autoshapes’ file in the Using MS Word folder of the Curriculum Topic Bank in the School Shared Area	
<p><b>CREATING AND PRESENTING Text Handling</b> 5-14 D “Using appropriate software, extend WP skills by using a range of advanced text-handling features...”</p> <p>Continue entering text with increasing speed and accuracy, using two hands</p> <p>Choose the most suitable program for the intended purpose (from Word, Publisher, PowerPoint)</p> <p>Use ‘Page Setup’ to set Portrait or Landscape option</p> <p>Create and edit documents by confidently using text-formatting tools and incorporating graphics, if appropriate Use ‘Fill’ and ‘Fill Effects’ on frames in Publisher</p> <p>Use simple column layout in Word</p>	<p>By this stage, pupils should be continually demonstrating good habits, eg posture, two hands, keyboard familiarity and shortcuts</p> <p>Discuss reasons for program choice based on consideration of purpose and audience</p> <p>Choose appropriately, according to purpose</p> <p>For example: poster, information sheet, report, advert, poem, brochure, letter, instructions, notice, book cover, label, postcard, bookmark</p> <p>Also pieces of imaginative, personal and functional writing, showing a focus on content and structure supported by good use of text formatting</p> <p>Presenting information as a single page 2-column news sheet, as a group or individual For example: Report on a class visit Personal interests sheet Collaborative group report “Our Year in Primary 6”</p>	<p><b>[CTB]</b> Help Sheet – ‘How to Columns’ file in the Using MS Word folder of the Curriculum Topic Bank in the School Shared Area</p>	<p><b>Creating and Presenting Primary 6</b></p>

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<p>Use spell check and grammar check tools</p> <p>Use synonym option</p> <p>Use 'Print Preview' (in Word) to view a final document before printing</p> <p>Explore altering margins, using the ruler</p> <p>Practise using the 'Find' and 'Replace' tools in Word</p>	<p>Right click on a red underlined word to check spelling and typing errors. Right click on green underlined words to check phrasing and punctuation, eg no space after a comma</p> <p>Right click on a word and select 'Synonym' from the menu. Choose a word from the list</p> <p>Good practice to check layout, appearance, etc. For example, check that a letter is well spaced and looks balanced on the page.</p> <p>Teacher input on how adjusting margins using the ruler can help with appearance</p> <p>Use Edit menu &gt; Replace to change all the examples of a word or phrase in a document. This would be best taught where a real need arises, but the worksheet exercises help to show the powerful possibilities</p>	<p>Spell check and grammar check can be wrong! – teaching point</p> <p>[CTB] 'Worksheet Synonyms Chocolate' file in the Using MS Word folder of the Curriculum Topic Bank in the School Shared Area</p> <p>Click 'Close' to escape from print preview!</p> <p>Only adjust the margins (using the double-headed arrow). Do not try adjusting indents at this stage! Instruction sheet for altering margins, see page 2: [W] <a href="http://www.educationict.org.uk/pdf/gettingstartedmsword.pdf">http://www.educationict.org.uk/pdf/gettingstartedmsword.pdf</a></p> <p>[CTB] 'Worksheet FindReplace' file in the 'Using MS Word' folder in the Curriculum Topic Bank</p>	
<p><b>CREATING AND PRESENTING Multimedia</b> <i>5-14 D "Create a presentation or web pages, using more sophisticated software, incorporating text, graphics, sound"</i></p> <p>Plan a presentation, taking account of content, purpose, focus and audience</p> <p>Using PowerPoint, create a</p>	<p>View the 'Planning a Linear Presentation' show</p> <p>Starting from the teacher's outline specification, pupils plan presentation on paper first</p> <p>Topic-related work where a different aspect is dealt with on each slide,</p>	<p>[CTB] 'PptShow Planning Linear' file in the 'PowerPoint' folder in the Curriculum Topic Bank</p> <p>[CTB] 'LinearPlanSheet' and 'Linplan+notes' files in the 'PowerPoint' folder in the Curriculum Topic Bank</p>	<p><b>Creating and Presenting Primary 6</b></p>

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<p>presentation incorporating text, graphics from a variety of sources, WordArt, background, arrows and autoshapes</p> <p>Add 'Custom Animation' effects</p> <p>Add sound to slides (clipart sounds and Custom Animation sounds)</p>	<p>incorporating graphics from the Internet and Picture Banks (see Curriculum Topic Bank)</p> <p>Use PowerPoint to present a story related to the teaching of paragraphing, with a new paragraph on each slide. Eg Slide 1 introduce character and place Slide 2 introduce second character and a piece of action Slide 3 change place/time of action, etc</p> <p>Be prepared to let pupils explore these fully before suggesting that animation and sound effects can be more powerful if used sparingly!</p>	<p>This could be a task to devise a presentation for younger children, with audience awareness one of the learning outcomes</p>	
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<p><b>CREATING AND PRESENTING Graphic Manipulation</b> <i>5-14 D "Using a range of drawing/painting facilities, extend graphic manipulation skills"</i></p> <p>Using Colour Magic, explore the menu options, eg Image menu – Colour Effects, Image Filters. Options menu – Snap To Grid, Grid Settings</p> <p>Add special effects to alter the appearance of a graphic</p>	<p><b>Where practical, pupils should be encouraged to design their own illustrations in preference to constant use of clipart</b></p> <p>Explore the different effects possible in Colour Magic. Relate to Topic and Maths eg enterprise logos</p> <p>In Colour Magic, open (File menu) a previously saved digital camera photo, or other graphic, and add Colour Effects or Image Filters</p>	<p>Suitable exercises exploring the menus in Colour Magic: [W] <a href="http://www.educationict.org.uk/pdf/colmaghein6.pdf">http://www.educationict.org.uk/pdf/colmaghein6.pdf</a></p> <p>[W] <a href="http://www.educationict.org.uk/pdf/colmaglevcduppprimary.pdf">http://www.educationict.org.uk/pdf/colmaglevcduppprimary.pdf</a></p> <p>Adding special effects to images is also possible with the QX3 Computer Microscope</p>	<p><b>Creating and Presenting Primary 7</b></p>
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<p>Save a Colour Magic image as a gif or jpg, where possible, showing awareness of file size</p> <p>Appreciate the importance of file size and use Image &gt; Resize (Colour Magic) to reduce this</p> <p>Using MS Word, Publisher and PowerPoint, create documents showing confident use of:</p> <ul style="list-style-type: none"> <li>• inserting/pasting graphics from a variety of sources</li> <li>• re-sizing and re-positioning</li> <li>• text wrapping (Word - Find the Dog!)</li> <li>• manipulating autoshapes, using Order (Bring to Front, Send to Back) if necessary</li> </ul>	<p>If pupils have been using some of the image effects and filters, it is not always possible to save them as .jpps in Colour Magic. Therefore pupils must use Image &gt; Resize before copying or saving the graphic</p> <p>For example:</p> <ul style="list-style-type: none"> <li>- Annotated labelled diagrams of European countries or the digestive tract</li> <li>- World War II illustrated timeline</li> <li>- Enterprise flowchart (use block arrows)</li> <li>- Make-your-own research picture bank, using graphics from the Internet</li> <li>- Add speech bubbles to digital photos to create a storyboard plan, eg bullying incident. Photographing puppets rather than pupils can add a different dimension</li> <li>- Capture a drama 'still picture' on digital camera and create a document to record the drama storyline</li> <li>- Create a document with pupil-designed illustrations and/or formatted charts and graphs from Number Magic or Excel</li> </ul>	<p>[CTB] Help Sheet – 'How To Make Files Smaller' file in the Colour Magic folder of the Curriculum Topic Bank in the School Shared Area</p> <p>Instruction sheet for text wrapping (Find the Dog!), see page 3: [W] <a href="http://www.educationict.org.uk/pdf/gettingstartedmsword.pdf">http://www.educationict.org.uk/pdf/gettingstartedmsword.pdf</a></p> <p>Find the drawing toolbar in MSWord from the View Menu&gt; Toolbars &gt; Drawing.</p> <p>[CTB] Help Sheet – 'How to Use Autoshapes' file in the Using MS Word folder of the Curriculum Topic Bank in the School Shared Area</p> <p>'An Introduction to Using Spreadsheets with RM Number Magic', Level D, Activity 17</p>	
<p><b>CREATING AND PRESENTING Text Handling</b></p> <p><i>5-14 D/E "Using appropriate software, extend WP skills by using more sophisticated text-handling features..."</i></p> <p>Know when and why to choose particular WP/DTP programs</p> <p>Create and edit documents by:</p> <ul style="list-style-type: none"> <li>• selecting appropriate Page Setup option</li> </ul>	<p>See Graphic Manipulation section above for other examples of documents combining text and graphics</p> <p>For example: poster, information sheet, report, advert, poem, brochure,</p>		<p><b>Creating and Presenting Primary 7</b></p>

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<ul style="list-style-type: none"> <li>confidently using text-formatting tools, including 'Fill' and 'Fill Effects'</li> <li>incorporating a range of graphics, if appropriate</li> <li>using spell check, grammar check and synonym tools</li> </ul> <p>Use the 'Highlight' tool</p> <p>Use the 'Word Count' tool (Tools menu)</p> <p>Use the 'Bullets' and 'Numbering' tools</p> <p>Use the 'Hanging Indent' to indent blocks of text (as in a drama script)</p> <p>Create tables in Word</p> <p>Use the 'Connect Frames' tool in Publisher</p> <p>Revise using the 'Find' and 'Replace' tools in Word</p>	<p>letter, instructions, notice, book cover, label, postcard, bookmark</p> <p>Use text formatting to support language activities</p> <p>For example:</p> <ul style="list-style-type: none"> <li>Highlight a topic sentence in a piece of writing</li> <li>Teacher sets a writing task which demands a certain number of words</li> <li>Bullet points or numbering for functional writing or structuring a piece of writing</li> <li>Use of hanging indent to write short drama scripts or to support teaching of direct speech</li> </ul> <p>Simple tables are useful for presenting lists of information, eg timeline events, timetables, facts about countries</p> <p>Create professional newsletters using Publisher Teaching tip: Create and edit text articles in Word. Once edited, copy and paste into pre-prepared Publisher newsletter layout.</p> <p>Repeat P6 exercises if necessary</p>	<p>[CTB] 'How To Make a Hanging Indent' file in the 'Using MS Word' folder in the Curriculum Topic Bank</p> <p>[CTB] 'Worksheet Tables Harry Potter' and 'How To Make Tables Intro' files in the 'Using MS Word' folder in the Curriculum Topic Bank</p> <p>[CTB] 'LessonPlan Newsletter' file in the 'Newsletter' folder in the Curriculum Topic Bank</p> <p>[CTB] 'Worksheet FindReplace' file in the 'Using MS Word' folder in the Curriculum Topic Bank</p>	<h2 style="text-align: center;">Creating and Presenting Primary 7</h2>

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<p><b>CREATING AND PRESENTING Multimedia</b> 5-14 D/E "Create a presentation or web pages, using more sophisticated software, incorporating text, graphics, sound" Using PowerPoint, plan and create a presentation incorporating text, graphics from a variety of sources, WordArt, background, arrows, autoshapes, animation, sound</p> <p>Learn the difference between linear and non-linear (hyperlinked) presentations</p> <p>Plan and create a simple non-linear (hyperlinked) presentation</p> <p>Add short video clips to presentations (if facilities exist in the school)</p>	<p>Revise a simple linear presentation to recap on skills – topic or interest based</p> <p>View the 'Planning a Hyperlinked Presentation' show. Teacher shows demo files.</p> <p>For example: Present a product for a Mini-Enterprise topic. Home slide could have links to other slides on Production, Manufacturing Process, Personnel, Costing, Sales, etc</p> <p>Note 1: Do not try to put Custom Animation onto a hyperlinked presentation Note 2: In order for a hyperlinked presentation to work properly, uncheck the 'Advance on Mouse Click' option in the Slide Transition' window (in the Slideshow menu)</p> <p>Pupils save video files into their My Work folders from floppy, microscope software or Internet (Internet files must be .mpg video files for PowerPoint) Insert &gt; Movie &gt; From File to add the movie to their PowerPoint presentation (Note that if the presentation is moved, eg by floppy, the movie clip has to be moved too)</p>	<p>[CTB] 'PptShow Planning Hyperlinked' file in the 'PowerPoint' folder in the Curriculum Topic Bank</p> <p>[CTB] 'NonLin+notes' file in the 'PowerPoint' folder in the Curriculum Topic Bank</p> <p>The following are examples of non-linear (or hyperlinked) presentations [CTB] 'Ppt Demo The Body' file in the 'Health' folder and 'Ppt Endangered Spec' file in the Animals folder in the Curriculum Topic Bank</p> <p>Web authoring and hyperlinks in Word are other ways of approaching the idea of presenting information in a non-linear way</p> <p>Some Sony Mavica models are capable of taking short movies (approx 10 seconds) QX3 Computer Microscope can be set up to take time-lapse or real-time video clips Some video clips are available on the Internet [W] <a href="http://www.educationict.org.uk/">http://www.educationict.org.uk/</a></p>	<p><b>Creating and Presenting Primary 7</b></p>

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		<a href="http://bpt/ictmultimedia.htm">bpt/ictmultimedia.htm</a>	