



TSS Primary Computing MTP 2022-2023

Year 4 Block 5 – Presenting the Solar System

Week	Key Targets and Learning Objectives	Key Activities	Key Vocabulary
Throughout	4TC.03 Use devices to create increasingly sophisticated digital artefacts, including the use of sound, video, text and other multimedia.		
1	4TC.04 Understand how to create a folder structure and how to name folders and documents.	<ul style="list-style-type: none"> • Model OneDrive on Desktop and in browser • Create Folders in OneDrive • Move documents from Downloads etc... • Define and discuss task (Solar System presentation in PowerPoint) • Explore https://spaceplace.nasa.gov/ 	<ul style="list-style-type: none"> • Onedrive • Folder • File • Document • Solar System • Presentation • Slideshow
2	4TC.02 Know what shortcuts are and be able use shortcuts for cut, copy, paste, save, undo, re-do and help. 4TC.06 Edit, and organise, the layout of a document.	<ul style="list-style-type: none"> • Open blank PowerPoint • Create Title Slide and add 1 slide per planet with titles • Model good and bad slide layouts and discuss features of each • Model Insert Pictures (Online) and add at least one image per slide* • Save to OneDrive (Model Ctrl-S) 	<ul style="list-style-type: none"> • Solar System • Presentation • Slideshow • Title Slide • Title • Subtitle • Image • Save
3	4TC.02 Know what shortcuts are and be able use shortcuts for cut, copy, paste, save, undo, re-do and help. 4TC.06 Edit, and organise, the layout of a document.	<ul style="list-style-type: none"> • Open saved work from OneDrive (Model browser and desktop) • Use https://spaceplace.nasa.gov/ to find information for each slide (Model Ctrl C/V and other shortcuts)* • Model use of Designer, Change Picture and Layout • Save to OneDrive 	<ul style="list-style-type: none"> • Solar System • Presentation • Slideshow • Cut • Copy • Paste • Image
4	4TC.02 Know what shortcuts are and be able use shortcuts for cut, copy, paste, save, undo, re-do and help. 4TC.05 Insert and complete a table within a text document. 4TC.06 Edit, and organise, the layout of a document.	<ul style="list-style-type: none"> • Show and discuss different tables about Solar System on Firefly • Open saved work from OneDrive (Model browser and desktop) • Model Add New Slide and Insert table* • Students create Fun Facts table using tables from Firefly • Save to OneDrive 	<ul style="list-style-type: none"> • Solar System • Presentation • Slideshow • Table • Row • Column



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5	<p>4TC.02 Know what shortcuts are and be able use shortcuts for cut, copy, paste, save, undo, re-do and help.</p> <p>4TC.05 Insert and complete a table within a text document.</p> <p>4TC.06 Edit, and organise, the layout of a document.</p>	<ul style="list-style-type: none">• Explore and define Navigation using school website and https://spaceplace.nasa.gov/ as an example• Model Insert Shape to use as button• Model “right click, copy image” and CTRL V to paste• Collect images or insert shapes for buttons on title slide• Discuss position and place. Create “Navbars”• Model hyperlink to page, link all buttons• Group and copy/paste to all slides• Save to OneDrive	<ul style="list-style-type: none">• Solar System• Presentation• Slideshow• Navigation• Button• Hyperlink• Group
6	<p>4TC.04 Understand how to create a folder structure and how to name folders and documents.</p> <p>4TC.05 Insert and complete a table within a text document.</p> <p>4TC.06 Edit, and organise, the layout of a document.</p>	<ul style="list-style-type: none">• Test navigation• Add transitions/animations and any other media (audio, video etc...)• Evaluate presentation using checklist• Make final edits to presentations• Save completed presentations and send on Firefly checking filename and destination• Share presentations	<ul style="list-style-type: none">• Solar System• Presentation• Slideshow• Media• Transition• Animation• Audio/Video• Evaluate• Checklist

* Order of activities may vary and are subject to revision