	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1	Summer 2
Knowledge	**ONLINE SAFETY PM 3.2** To know what makes a safe password. To understand how the Internet can be used in effective communication. To understand how a blog can be used to communicate with a wider audience. To consider the truth of the content of websites. To learn about the meaning of age restrictions symbols on digital media and devices. **EFFECTIVE SEARCH PM 4.7** To assess whether an information source is true and reliable.	**CODING PM3.1** To understand what a flowchart is and how flowcharts are used in computer programming. To understand that there are different types of timers. To understand the importance of nesting.	**WORD PROCESSING** *TWINKL Y4* + **TOUCH TYPING** *PM 3.4*	**SPREADSHEETS PM 4.3**	**EMAIL PM 3.5** To think about different methods of communication. To learn how to use email safely.	**BRANCHING DATABASES PM3.6**
Skills	**ONLINE SAFETY PM 3.2** To learn methods for keeping passwords safe. **EFFECTIVE SEARCH PM 4.7** To locate information on the search results page. To use search effectively to find out information.	**CODING PM3.1** To select the right type of timer for purpose. To understand how to use the repeat command. To design and create an interactive scene.	**WORD PROCESSING** *TWINKL Y4* + **TOUCH TYPING** *PM 3.4* To format images for a purpose. To use formatting tools to create an effective layout. To use the spellcheck tool. To insert and format a table in a word processing document.	**SPREADSHEETS PM 4.3** To format cells as currency, percentage, decimal to different decimal places or fraction. To use the formula wizard to calculate averages. To combine tools to make spreadsheet	**EMAIL PM 3.5** To open and respond to an email using an address book. To add an attachment to an email. To explore a simulated email scenario.	**BRANCHING DATABASES PM3.6** To sort objects using just 'yes' or 'no' questions. To complete a branching database using 2Question. To create a branching database of the children's choice.

		To change a page layout for a purpose. To create hyperlinks within a word document.	activities such as timed times tables tests. To use a spreadsheet to model a real life situation. To add a formula to a cell to automatically make a calculation in that cell.		
Vocabulary	**ONLINE SAFETY PM 3.2** Appropriate Blog Inappropriate Internet Password Permission Personal Information Reliable Source Reputable source Spoof Verify Vlog Website **EFFECTIVE SEARCH PM 4.7** Balanced View Easter eggs Internet Key words Reliability Results page Search engine	**CODING PM3.1** Action Alert Algorithm Background Blocks of Command Button Collision Detection Command Debug/Debugging Develop Event Execute Flowchart Nesting Object Output Plan Predict Procedure Properties Repeat Sequence Scene Sound Test Timer Values	**WORD PROCESSING *TWINKL Y4* + TOUCH TYPING *PM 3.4*** Align Bullet Copy Cursor Edit Font Colour Font Size Font Type Format Highlight Hyperlink Insert Paste Review Save Spellcheck Text Text Box Toolbar Wrap	**SPREADSHEETS PM 4.3** Average Budget Chart Column Data Decimal place Equals tool Format Cell Formula Formula Wizard Line graph Percentage Place value Random Number Tool Row Spin Tool Spreadsheet Timer	**EMAIL PM 3.5** Address book Attachment BCC CC Communication Compose Email Inbox Password Personal Information Save to draft Trusted Contact	**BRANCHING DATABASES PM3.6** Binary Tree Branching database Data Database Debugging