



Year 4 Information Technology

Key Facts

Key Vocabulary:

- extend** to make longer.
- insert** to place something into something else.
- tabs** allows the user to access different parts of a menu.
- font** refers to the size, weight, colour and style of typed characters within a document.
- filters** allow you to change the appearance and colour of a photo or video.

Links to prior learning:

- J2e – Year 1
- Posters – Year 2
- Blogging – Year 3

Word processing and publishing

Microsoft Publisher is an Office application that allows you to create professional documents such as newsletters, postcards, flyers, invitations, brochures, and more. Using the “Insert” tab it is possible to add “text boxes” and “posters” to your document. If you highlight text, you can then change the font, size and colour. The tools in the “paragraph” box allow you to fine-tune the layout of the current paragraph. This might included dividing your text into more than one column.

Film making – iMovie

iMovie allows us to create films on iPads. Our films must explain what Barnes Primary is doing to be more sustainable. A successful film is well planned, with ideas that flow in order (just like a piece of writing). You can add photos or video from your photo library. Tap the add media button + in the upper-right corner, then tap “Photos” or “Albums”. Then tap the photo you wish to use. Added photo appear for a duration of 3 to 6 seconds. You can shorten or extend the duration using the trim handles. A Ken Burns effect will can the camera appear to sweep across and in on the image. If you click on an photo a menu will appear below it which will allow you to add text, filters and you can shorten and lengthen the duration. Click on the question mark symbol for guidance on what each symbol does. If you click “Learn more” it opens a help box which explains all the skills you will need.

