



Year 2

Programme of study	Learning Intentions
<p><b>Term 1A</b> <b>Creating Pictures</b> In this unit, children learn how to use a simple word processor, building on their skills from Year 1. They are taught to insert images in different ways and to format these images using formatting tools.</p>	<p>I will open a Word document and save it as my name</p> <p>I can open a file in My Documents and then 'save as' back into the same folder.</p> <p>I will know how to right click so I can copy, paste and resize an image from Google.</p> <p>I can open a document in the class work folder and save it into My Documents.</p> <p>I can rename a file.</p> <p>I can open a file in the shared area and save it in My Documents.</p> <p>I will insert an image into a Word document, then resize and align it.</p> <p>I can insert a table into a Word document.</p>