



Year 2

Programme of study	Learning Intentions
<p>Term 1B</p> <p>Word Processing to Communicate Meaning</p> <p>This unit allows children to further develop their word processing skills; skills that are embedded across the curriculum. They become more adept at using a range of formatting tools within Microsoft Word for different purposes.</p>	<p>I can insert a table into a Word document.</p> <p>I will know how to move columns and rows in a table.</p> <p>I will cut, paste and format key words into a Word document using the right button on a mouse.</p> <p>I will use images, text, tables and formatting tools to create pictures.</p> <p>I will combine text, graphics and tables to design a get well poster.</p> <p>I can realign, resize and insert images from Google and Word Art to make a Christmas concert poster.</p> <p>I will use 2Create a Story to retell the Christmas story with animations.</p> <p>I will use 2Animate to create a picture slide.</p> <p>I can 'cut' a piece of a picture and 'paste' it to make a symmetrical pattern.</p>