

Year group: 4	Term: Autumn 1	Unit: Collaborative Learning	Online Safety: Recognising what appropriate behaviour is when collaborating with others online.
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Must have knowledge:

- To understand that software can be used collaboratively online to work as a team.
- To know what type of comments and suggestions on a collaborative document can be helpful.
- To know that you can use images, text, transitions and animation in presentation slides.

Key Vocabulary:

Collaborate: Working with others to achieve a specific goal.

Email: Electronic-mail which allows us to send messages and files from one account to another over a network.

Transition: Effects that can be applied to occur between slides, images or video clips.


E-document: An electronic file which can contain text, images, tables and charts

Key skills

- Use online software for documents, presentations, forms and spreadsheets.
- Using software to work collaboratively with others.
- Recognising what appropriate behaviour is when collaborating with others online.

Did you know?

You can work together online on presentations, documents and spreadsheets.



Working on an online document editor together:

