



# Unit 4.3 iOffice - iSocial



**Year: Four (Level 2)**  
**Term: Spring**

## Background information for teachers

Pupils will be presented with a hypothetical scenario where all social media platforms have been removed from the internet. They will then be tasked with designing and creating their own social media platform to fill the gap in the market. Throughout the half term, pupils will use more advanced functions in word processors to plan their ideas before finally collating them into a Keynote ready to be presented to their peers.

## Learning Outcomes for the Unit

The main purpose of iSocial is to build on the word processing skills learnt within Level 1 to enable pupils to use the program to its full potential. Pupils will learn how to use more advanced functions like Strikethrough and Highlight. More advanced pupils/classes will be taught how to track changes and how this is a useful tool for collaboration. At the end of the course pupils will learn how to present their work creating a Keynote presentation collating all the work they have done throughout the half term.

## Key vocabulary

Word Processing	Word Processing refers to the act of using a computer to create, edit, save and print documents.
Edit	A change or correction made as a result of editing.
Highlight	draw <b>special attention</b> to.
Strikethrough	Strikethrough is a typographical presentation of words with a horizontal line through their centre <del>Example</del>
Centre	Alignment determines the appearance and orientation of the edges of the paragraph: left-aligned text, right-aligned text, centered text, or justified text, which is aligned evenly along the left and right margins.
Align Left	
Align Right	
Justify	
Target Market	A particular group of consumers at which a product or service is aimed.
Audience	The assembled spectators or listeners at a public event such as a play, film, concert, or meeting.
Pitch	A speech that is given in order to persuade someone
Presentation	A speech or talk in which a new product, idea, or piece of work is shown and explained to an audience.

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Learning Session 1	The first learning session is designed to reintroduce the class to the word processing app; they used this app within iOffice Level 1. They will learn what the term Functions means, and they will start to understand some of the basics within the app. The class are tasked with creating their own social media after all other forms were removed from the internet. Throughout the half term, in pairs, the students will design their own unique social media platform. In Learning Session 1 they must type out their mission statement and complete given formatting changes. The second task will be to begin their plan and note down ideas.
Learning Session 2	After learning their first nine functions in Learning Session 1 they begin Learning Session 2 with a recap. They will then continue to be guided through adding their ideas and adding to their knowledge of word processing functions. After finishing their ideas, the second part of the lesson will be focused upon refining those ideas and creating their final product.
Learning Session 3	Learning Session 3 is centred around the Insert tab. The pairs will have to start by inserting their school emblem into the document as a letterhead. They will then move on to designing a logo for their social media using Logo Foundry and inserting that into the ideas document, so all their ideas are contained in the one document.
Learning Session 4	Their final product will now be pitched to another pair in the classroom. The class will learn why pitching ideas to a focus group is important and what to do with the feedback. The pairs can choose whether to alter their document or keep it as is. During this lesson pupils will also learn about target markets and how they can be useful in pinning down ideas to stop them being too broad or undesirable.
Learning Session 5	The class must start to build their presentation. Using the app Keynote pupils will transfer ideas from their word processing document to the Keynote presentation. They will be tasked with making additional slides to include an 'About me' page. Pupils can make the page factual or fiction. Some upper KS2 pupils will be expected to outline why they have made these choices, sighting group discussion or feedback from Learning Session 4.
Learning Session 6	After a short time to finalise their presentation, the class will be pitching their new social media platform to the class. The rest of the class will act as a focus group and give feedback on their presentation and ideas.
Learning Session 7	This session will run either as part of a longer half term or a contingency for pupils or classes who have exceeded the lesson plans for the half term. Pupils will use this lesson to discuss the changes the 'focus group' suggested. They will be able to make changes to their work or not. Pupils must decide as a group if they think the feedback will make their idea stronger, or change it too far from their plan.