

## Year 3: Touch Typing

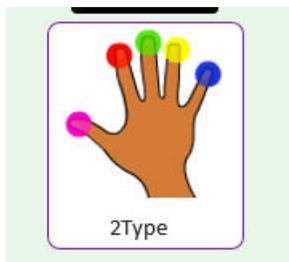
### Touch Typing

Using specific fingers for specific keys allows you to type more quickly.  
When typing, a good posture is important to help you avoid any injuries that come from repeatedly using the computer incorrectly.

### What you will learn by the end of the unit:

- To introduce typing terminology.
- To understand the correct way to sit at the keyboard.
- To learn how to use the home, top and bottom row keys.
- To practise typing with the left and right hand.

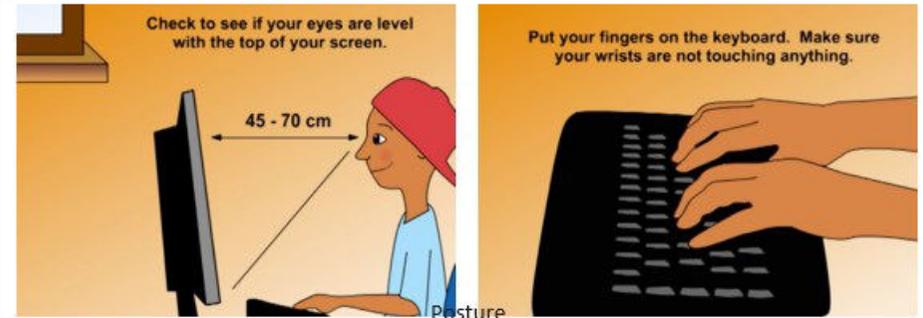
### Key Resources



### Vocabulary

<b>Posture</b>	The correct way to sit at the computer.
<b>Top row keys</b>	The keys on the top row of the keyboard.
<b>Home row keys</b>	The keys on the middle row of the keyboard.
<b>Bottom row keys</b>	The keys on the bottom row of the keyboard.
<b>Space bar</b>	The bar at the bottom of the keyboard.

### Key Images



## Year 3: Email

### Email

Email is a method of sending electronic communication from one device to another. As well as sending a message, files such as photographs, videos, music and other resources can be attached to the email can sent to the receiver.

### What you will learn by the end of the unit:

To think about different methods of communication.

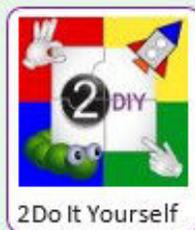
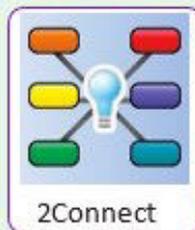
To open and respond to an email using an address book.

To learn how to use email safely.

To add an attachment to an email.

To explore a simulated email scenario.

### Key Resources



## Vocabulary

<b>Communication</b>	The sharing or exchanging of information by speaking, writing, or using some other medium such as email.
<b>Email</b>	Messages sent by electronic means from one device to one or more people.
<b>Compose</b>	To write or create something.
<b>Send</b>	To make an email be delivered to the email address it is addressed to.
<b>Report to the teacher</b>	A way in 2Email to tell the teacher if you have received an email that makes you feel upset or scared.
<b>Attachment</b>	A file, which could be a piece of work or a picture, that is sent with the email.
<b>Address book</b>	A list of people who you regularly send and email to.
<b>Save to draft</b>	Allows you to save an email that you are working on and send it later.
<b>Password</b>	A secret word, phrase or combination of letters, numbers and symbols that must be used to gain admission to a site or application such as email
<b>CC</b>	A way of sending a copy of your email to other people so they can see the information in it.
<b>Formatting</b>	Allows you to change the way the text of an email looks. For example, you can make the text bold or underline it.

## Key Images

A list of people you have sent emails to before

Click here to write your email

Formatting bar where you can change how the message looks.

The image shows a screenshot of an email client interface. At the top, there are tabs for 'Compose', 'Address Book', and 'Sent Mail'. Below the tabs is a search bar and a 'Create New Page' button. The main area displays a list of emails with columns for 'From', 'Subject', and 'Date'. The 'From' column lists various contacts like 'Neil Armstrong', 'Elonka Shuttle 1', and 'Cyber Cop'. The 'Subject' column lists messages like 'My main aim', 'Message from Shuttle Commander', and 'Captain's Briefing'. The 'Date' column shows dates from 15/07/2020 to 13/10/2020. At the bottom, there is a 'Formatting bar' with options like 'First page', 'Previous page', 'Page 1 of 6', 'Next page', and 'Last page'.