

5. SUGGESTED YEAR PLANNING FOR GRADE 6

Unit 1	Unit 2	Unit 3	Unit 4
Word Processing	Word Processing	Research	Integration
<ol style="list-style-type: none"> 1. Uses of Word Processing 2. MS Word toolbars and terminology 3. New, Open and Save 4. Type and Format text 5. Search and insert clipart 6. Insert own drawing 7. Wrapping 8. Insert WordArt 	<ol style="list-style-type: none"> 1. Revision: Text formatting, Clipart and WordArt 2. Select, cut and copy text 3. The Autoshape toolbar 4. Different Autoshapes 5. Change background 6. Change line colour 7. Change line style 8. Text boxes 	<ol style="list-style-type: none"> 1. Introduction to Encyclopedias 2. Copyright 3. Structured research 4. Encarta screen layout 5. Encarta terminology 6. Navigation 7. Search with keywords 8. Print from Encarta 	<ol style="list-style-type: none"> 1. Revision on Word Processing 2. Copy text from Encarta 3. Copy picture from Encarta 4. Copyright revision 5. Resource Lists 6. Research Project 1 7. Research Project 2 8. Research Project 3
<u>Recommended Software</u> Microsoft Word®	<u>Recommended Software</u> Microsoft Word®	<u>Recommended Software</u> Microsoft Encarta®	<u>Recommended Software</u> Microsoft Word® Microsoft Encarta®