

























Computing					
Rationale	<p>The aim of our Computing curriculum at Baden-Powell & St. Peter's is to provide an engaging and inclusive environment in which our children can gain the confidence and skills to access and excel in Secondary School and into the wider world with increasing independence; we teach them Digital Literacy, Coding and Online Safety; we provide opportunities for children to apply both their knowledge and skills across different contexts; and we help them to see the importance of our school values of Respect, Friendship, Compassion, Aspiration and Resilience within the world of Computing.</p> <p>It is our priority to keep children safe so our Computing curriculum equips the children with essential skills to react responsibly and keep themselves mentally healthy in digital and online environments. We start every school year with this topic which is revisited across the academic year.</p> <p>The knowledge and skills that we have chosen to include in our Computing curriculum derive directly from the objectives set out in the National Curriculum (2014) and are in line with CLP guidance for Computing.</p> <p>The sequence of our Computing curriculum is cyclical which allows us to introduce, revise and build upon existing knowledge and skills throughout an academic year and into the next.</p> <p>Lastly, we aim to highlight three substantive concepts which we consider to be integral to the subject of Computing – Safety, Presenting To An Audience and Digital Literacy. We weave these ideas throughout our topics to further increase the relevance and real-world application of the learning the children encounter.</p>				
	Autumn 1	Autumn 2	Spring 1	Spring 2	Summer 1 & 2
Year 3 	Online Safety	Word Processing Microsoft Word	Word Processing Dance Mat Typing	Word Processing Microsoft Word	Coding
	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:
					
Key people: Parents, teachers, trusted adults	Key people:	Key people:	Key people:	Key people:	
Year 4 	Online Safety	Word Processing Microsoft Word	Online Safety & Database Flexitree	Word Processing Microsoft Word	Coding
	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:
					
Key people: Parents, teachers, trusted adults	Key people:	Key people:	Key people:	Key people:	
	Autumn 1	Autumn 2	Spring 1 & 2	Summer 1	Summer 2
Year 5 	Online Safety	Word Processing Microsoft Excel	Coding	Word Processing Microsoft PowerPoint	Word Processing Microsoft PowerPoint
	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:
					
Key people: Parents, teachers, trusted adults	Key people:	Key people:	Key people:	Key people:	
Year 6 	Online Safety	Word Processing iMovie	Coding	Word Processing Microsoft Excel	Word Processing Microsoft Publisher
	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:	Substantive concepts:
					
Key people: Parents, teachers, trusted adults	Key people:	Key people:	Key people:	Key people:	

3 substantive concepts

Safety
Presenting To An Audience
Digital Literacy



You will find this revisited across the whole year within other topics.

Computing - Progression

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Computing - Progression		
Autumn 1	Autumn 2	Spring 1
Online Safety	Word Processing Using Microsoft Word	Word processing using Dance Mat Typing
Key Knowledge	Key Knowledge	Key Knowledge
The school has rules around using computers to keep me and the equipment safe (e.g. I must have permission to use a computer). If I see something online which makes me feel uncomfortable, I should turn the screen off and report to an adult. I must use my username and password to logon to the school network.	I must save my work in my documents and create new folders to organise it. I can change the size and style of font in a document by clicking on the drop down options. To insert a picture from the Internet into a Word document, I must save it into My Pictures folder first.	Hovering my hands over the keyboard will help me to type more quickly. I press the space bar with my thumb. Information found on web pages is not always reliable and has different purposes (e.g. to sell something).
Other Knowledge	Other Knowledge	Other Knowledge
Personal information should not be shared online. Personal information includes: full name, date of birth, address, school and telephone number. If they feel uncomfortable with anything online, they should inform a trusted adult. It is important to only communicate online with people that we know face-to-face. There is a difference between 'liking' and 'trusting' strangers, including celebrities; this is especially the case online. Real people can be upset by my actions online.	Family members and school staff are trusted adults who can help me to stay safe online. To find specific information online, I need to insert key words into the search engine. I use the ENTER button to start a new line. It is important to save my work at regular intervals. It is important to name my documents appropriately so that I can find them easily again. It is important to organise my documents into folders so that I can find them easily again. I can identify the most relevant results in a search by reading the summaries (and discounting some)	Copying someone else's work from the internet without permission can cause problems I need to use both my hands to touch type effectively. By tapping the space bar, we can create a space between words. Touch typing allows me to type without looking at the keyboard.
Key Skills	Key Skills	Key Skills
Online Safety Know how to create a secure password. Explain why they need to keep their password and personal information safe. Explain how knowing someone online is different from knowing someone offline. Identify appropriate online behaviour.	Digital Literacy Create a Word document with both text and saved/downloaded pictures. Save a file to personal documents folders and retrieve it again. Create new folders to organise and manage my documents effectively.	Digital Literacy Maintain a fluent speed of typing by familiarity of the position of letters on the keyboard
Key Vocabulary	Key Vocabulary	Key Vocabulary
Computer— a device for working with information. Screen— the part of the computer which shows what is being looked at. Mouse— the equipment used to move the arrow on the screen. Keyboard—the equipment used to enter writing and numbers into the computer. Permission— asking a trusted adult to be able do something Password—my personal word to keep my login safe Private— information that needs to be kept safe Login— Signing in to a computer or system. Secure— Something which is safe. Online— a network that connects millions of computers (the internet) Offline— Something which is not on the Internet. Trust—Something or someone you can rely on. Kind—Being positive and caring towards something/someone. Bullying—repeated actions which intentionally cause upset or harm Uncomfortable—Feeling unsure or uneasy about something.	Trust—Something or someone you can rely on. Online— a network that connects millions of computers (the internet) Folder - where you choose to save your documents to organise them Save - to put in a folder to use again My documents— a folder for saving my personal work Insert - add in Font - an assortment of letter styles Enter / return key - sends the cursor to start a new line or executes a command Search engine - an online program that helps people find the information they are looking for	Fact—something that has been proven to be true. Opinion— a view about something that is not necessarily true. Fluent—do something easily. Touch typing—the practice or skill of typing using all fingers without looking at the keys. Space bar - the long key used to create a space when typing Content - what is on a website Copyright - protected so no-one else can own it Consequence - a result of something happening Keys - the buttons on the keyboard
cross curricular links		

Computing - Progression

Spring 2	Summer 1 & 2
Word Processing using Microsoft Word	Coding
Key Knowledge	Key Knowledge
A word underlined in red could be spelled incorrectly. The 'backspace' button deletes what is behind and the 'delete' button deletes what is ahead. Font can be made bold, underlined or Italic by clicking on the icons on the Home tab.	An algorithm is a set of instructions and a program is a set of instructions that a computer can follow. I can use the word 'repeat' to write a program in less steps. A program can achieve a specific goal.
Other Knowledge	Other Knowledge
Child-friendly search engines are available to find things safely online. If you right click on a word that is underlined in red, it will give you hints to the correct spelling or grammar to use.	It is important to respect and follow age restrictions to keep me safe. People can change their identity online for different reasons. An efficient program has the least amount of steps Using repetition in programs, makes them shorter and quicker to write Coding software such as code.org and Scratch can be used to write programs.
Key Skills	Key Skills
Digital Literacy Use the spell checking tool and delete keys to edit spelling errors.	Coding Make a program to successfully achieve a specific goal. Make a program with the least number of steps (by using the 'repeat' instruction)
Key Vocabulary	Key Vocabulary
Font - An assortment of letter styles Backspace— the key on a computer keyboard that you use to move backwards on a line of text and remove letters that you have already typed. Delete— to remove something Bold— used to emphasize something strongly in writing Underlined— is a section of text in a document where the words have a line running beneath them Italic— a style of typeface in which the text appears slanted Search engine - an online program that helps people find the information they are looking for	Algorithm - A set of instructions Repeat - do something again Debugging - Finding and fixing errors in programs. Program - a set of instructions that a computer can follow Bug - An error in a program that prevents the program from running as expected. Sprite - A graphic on the screen with a location, size and appearance. Identity - what makes a person who they are, eg appearance, personality and beliefs.

Computing - Progression

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	Autumn 1	Autumn 2	Spring 1
Year 4	Online Safety	Word Processing Using Microsoft Word	Online Safety & Database using Flexitree
	Key Knowledge	Key Knowledge	Key Knowledge
	Being kind and respectful online makes me a good digital citizen. I should not share personal information online. If you reuse someone else's content, you must give credit to the creator.	Right clicking the mouse accesses editing options. Right clicking on the bar at the top of an internet provider can allow me to add a webpage as a favourite to access more quickly next time. By clicking the WordArt icon on the INSERT tab, I can add a variety of text styles	Clicking on the three vertical dots within the 'home' tab, creates bullet points. By clicking the PAGE LAYOUT tab, I can change the orientation between portrait and landscape. To organise data, I can add information to a database.
	Other Knowledge	Other Knowledge	Other Knowledge
	I should not meet anyone I meet online, face-to-face. Content can be reused as long as credit is given to the creator. I can report bad behaviour that I see online by BLOCKING, REPORTING and TELLING There are reasons for and against monitoring online behaviour	Be able to move a picture or shape around the page, I must click on the rainbow icon to change it's settings. Save a picture from the internet into my pictures folder Input a picture into a Word document Insert shapes into a Word document. Layout page content in an aesthetically pleasing way. Save work in 'my documents' and retrieve to edit at a later date You can change the properties of a photo so that they can remain in a fixed position or move in line with text	Adding information to the database allows me to present data. A fact is true and an opinion can differ from person to person. If I interact with people online in a kind and respectful way, it will positively impact on how they perceive me. People may have aliases online and therefore not be who they appear to be.
	Key Skills	Key Skills	Key Skills
	Online Safety Give examples of respectful and healthy online behaviour. Explain how our online actions can affect others. Explain how what is put online is not private and that permission needs to be asked to share content.	Digital Literacy Edit the font, its size and colour to create an effect. Use 'design' and 'layout' tools to improve the 'look' of a document to have the greatest effect/impact on the audience.	Digital Literacy Use a digital database. Make a digital database.
Key Vocabulary	Key Vocabulary	Key Vocabulary	
Online safety—staying safe online Respectful—feeling or showing respect Digital citizen—a person who develops the skills and knowledge to effectively use the internet and other digital technology, especially in order to participate responsibly Personal information -information about any person, such as information that relates to a person 's name, health, finances, education, addresses, telephone numbers etc. Compassion—being sympathetic to someone's feelings BLOCK— prevent someone from contacting you online REPORT— formally providing information about an incident to a website TELL—make something known to a trusted adult Content—what is on a website Creator—the person who made the content Uppercase—capital letters eg A B C Lowercase—small letters eg a b c Symbols— sign that stands for something Monitoring— checking and keeping a record of something	Save – to put in a folder to use again My documents— a folder for saving my personal work Folder - where you choose to save your documents to organise them Insert – add in Favourite – a shortcut to a website that you visit regularly Edit – to change something by correcting it, adding to it or deleting something Mouse— the equipment used to move the arrow on the screen. WordArt—a type of font that you can move around the page Right-click—right click by pressing the right-hand button of the mouse Highlight— to select an area or section of text, shown by a coloured box over it. Delete— to remove something Toolbar—a strip of icons that can be clicked to perform certain functions	Fact—something that has been proven to be true. Opinion— a view about something that is not necessarily true. Alias—a false identity Respectful—feeling or showing respect Bullet points—organise the presentation of a list Orientation—how the page is rotated. Turned between landscape and portrait. Data—facts and numbers gathered together for reference. Database—a structured set of data held in a computer. Classification tree - a set of questions used to identify something	
cross curricular links			

Computing - Progression

	Spring 2	Summer 1 & 2
Year 4	Word Processing using Microsoft Word	Coding
	Key Knowledge	Key Knowledge
	Information is reliable if I can find the same fact on more than one website. I can add a border to the page by clicking the DESIGN tab, then page border. I use the mouse to highlight, edit and delete text.	To debug is to look for problems in the code and solve them. A variable is something in code that can change. Using the word 'when', can make events occur in response to other actions.
	Other Knowledge	Other Knowledge
	There is a difference between when it is and isn't appropriate to copy other people's work. Copying the work of others and presenting it as one's own is called plagiarism. Clicking on the plus and minus zooms the page in and out There is a difference between what is and isn't ok to share online There are risks posed by online communications.	Know the difference between bots and people online Breaking up problems into smaller parts, makes it easier to solve Watching a program with repetition and conditionals allows me to spot if and where it goes wrong and debug it. There are ways to use technology in a healthy way.
	Key Skills	Key Skills
	Digital Literacy Save work into the appropriate folder Name folders Name documents and pictures when saving them Use the mouse to copy and paste from the internet to a Word document	Coding Use the 'run' function to check each line of code to identify 'bugs'. Debugging incorrect simple code Create a variable, using 'when', in an algorithm. Use the shift button on the keyboard to type a + symbol. Planning time spent online effectively (with parents)
Key Vocabulary	Key Vocabulary	
Reliable - can be trusted and believed Plagiarism - Copying the work of others and presenting it as one's own Document - a written piece that provides information Highlight— to select an area or section of text, shown by a coloured box over it. Folder - where you choose to save your documents to organise them My Pictures - the name of the folder to save pictures in Page border - a design around the perimeter of the page Paste - Insert text or image that you have copied	Algorithm - A set of instructions Program - a set of instructions that a computer can follow Bug - An error in a program that prevents the program from running as expected. Debugging - Finding and fixing errors in programs. Loop - The action of doing something over and over again. Programming - The art of creating a program. Event - An event is an action that causes something to happen. Variable - a value that can change in a program Conditionals - you can give a program a choice of outcome. For example, using if / when Sprite - A graphic on the screen with a location, size and appearance.	

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Computing - Progression		
Autumn 1	Autumn 2	Spring 1 & 2
Online Safety	Word Processing Using Excel	Coding
Key Knowledge	Key Knowledge	Key Knowledge
If a stranger contacts me online, they may want to cause me harm, so I should block them and not reply. If I receive online communication which makes me feel uncomfortable, I should BLOCK, REPORT (button, CEOP) and TELL (a friend, trusted adult, police or Childline). Bullying is repeated, one-sided behaviour which intentionally causes upset, whereas joking and teasing are not intended to cause harm.	By highlighting data on EXCEL and clicking on the INSERT tab and graph picture, a graph can be created. Typing = allows you to write a formula which can calculate the sum or average of a set of data. Pressing the CTRL and C buttons on the keyboard at the same time copies what is highlighted, then CTRL + V will paste this.	A repeat (nested) loop is a command that can be used to make a block of commands run a set number of times. A procedure is a named piece of code that you can call over and over again. Code can be typed.
Other Knowledge	Other Knowledge	Other Knowledge
There are a number of strategies to support myself and others having difficulties online. I must turn off 'location sharing' on apps. There are ways to block users and report abuse on some apps.	* signifies 'multiply' / signifies 'divide' A spreadsheet is used to perform calculations and data analysis with accuracy and speed Data can be typed directly into a cell or into the formula bar A row is a numbered, horizontal set of cells A column is a lettered, vertical set of cells A cell reference is a letter followed by a number that represents the position of a cell A formula is a simple calculation or program given to a specific set of cells. Information online may be incorrect.	Using named procedures simplify complex programs. Some apps and games may request or take payment for additional content (e.g. in-app purchases, lootboxes) It is important to seek permission from a trusted adult before purchasing additional content. It is appropriate to use memes and emojis in informal communication. Programming language includes abbreviations such as: fd 100, bk 50, rt 90, lt 45.
Key Skills	Key Skills	Key Skills
Online Safety Describe strategies to stay safe online eg blocking, reporting and telling. Identify and explain the difference between joking and bullying.	Digital Literacy Identify and use tools to write formulas in the most efficient way when creating a spreadsheet. Identify the best graph to present data in the clearest way to the audience.	Coding Using a repeat loop to write programs more efficiently. Debugging incorrect multi-step code.
Key Vocabulary	Key Vocabulary	Key Vocabulary
BLOCK — prevent someone from contacting you online REPORT — formally providing information about an incident to a website TELL —make something known to a trusted adult Harmful – something that is unkind and could hurt someone Threatening – make someone feel unsafe or scared by saying that something nasty will happen Consent – give permission or approval for something to happen Permission — asking a trusted adult to be able do something Bullying —repeated actions which intentionally cause upset or harm Banter - no hurt is intended Abusive - a range of behaviours that cause harm or distress to another person	Spreadsheet - A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells. Data —facts and numbers gathered together for reference Cell : the boxes you see in the grid of an Excel worksheet Sum : the total of a set of numbers Average : the total of a set of numbers, divided by the amount of numbers added Formula : used to do mathematical calculations Highlight — to select an area or section of text, shown by a coloured box over it. Reliable - can be trusted and believed Source : stating where you found the information e.g. the name of the book or website address	Behaviour - An action that a sprite performs continuously until it's told to stop. Command - an instruction given to a computer to perform a specific task. Sprite - A graphic on the screen with a location, size, and appearance. Loop - The action of doing something over and over again. Event - An event is an action that causes something to happen. Permission - asking a trusted adult to be able do something Repeat - do something again Debugging - Finding and fixing errors in programs. Bug - An error in a program that prevents the program from running as expected. Procedure - a piece of code that you can call over and over again. In-app purchase – paying for something whilst using an app Emoji - an icon used to express an emotion Meme - an image or video which spreads rapidly online
cross curricular links		

Computing - Progression

Computing - Progression		
Summer 1	Summer 2	
Word Processing Using Microsoft PowerPoint	Word Processing using Microsoft PowerPoint	
Key Knowledge	Key Knowledge	
Summaries provided by the search engine help me find the most relevant website to me. Choosing a relevant template background in PowerPoint makes the presentation relevant for the intended audience. To add a hyperlink, I right click and then click on the Link icon.	Clicking the 'Transitions' tab and choosing one, can add an effect to PowerPoint slideshows. Clicking the 'Animations' tab and choosing one, can animate pictures and text entering and exiting PowerPoint slides. I can check the URL of a website to help me decide on its security and reliability.	
Other Knowledge	Other Knowledge	
I can prevent identity theft by not sharing personal information online. The internet collects information about us which we share with it and draws us to targeted ads. To add a table into Powerpoint, click 'insert' then 'table' to choose the amount of cells.	Fake news can be harmful to people.	
Key Skills	Key Skills	
Reject cookies on each new website visited Add background designs to slides Identify the most reliable and relevant information for a presentation, keeping my audience in mind. Insert data into a table	Review the presentation of work and relevance to audience. Identify the most reliable and relevant information for a presentation, keeping my audience in mind. Looking at URL to decide on website's reliability.	
Key Vocabulary	Key Vocabulary	
Slide - A new page in a PowerPoint presentation Background — what is on the slide before text, pictures and other features are added. (It can be a theme or a picture.) Hyperlink —can be added to help the user navigate between pages or another website Theme —a particular colour, design or style consistent throughout the pages Table —a grid of cells arranged in rows and columns Search engine - an online program that helps people find the information they are looking for	Transitions —change how the presentation moves from slide to slide Animations —add movement to the text and images within the slide Reliable - can be trusted and believed Review - assess the success in order to improve it	

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Computing - Progression		
Autumn 1	Autumn 2	Spring 1 & 2
Online Safety	Word Processing Using iMovie	Coding
Key Knowledge I should record evidence of online bullying to share with a trusted adult, through a screen shot, print screen, copying and pasting or forwarding. I must not share inappropriate images of myself or my friends online, even if I have their permission. I can reduce the risks of using technology on my eyesight, posture, diet, sleep, mood and concentration by taking regular breaks, exercising, setting time limits and using good lighting.	Key Knowledge Combining a range of video and photos can create a movie sequence. You can overlay text and audio to add information to your movie. Using a review can help me edit my work to make it more relevant for the intended audience.	Key Knowledge By reading the code, I can predict what will happen when the program runs. To make a change to a program or stop it, I use variables. Algorithms can be used to program devices.
Other Knowledge Things shared privately online can have unintended consequences for others There are different ways to report online bullying depending on the context It is important to continue asking until I get the help needed.	Other Knowledge You can add media to your project by importing it from your device You can choose from a selection of premade project templates to help structure your movie You can preview the project that you have made by watching the screen. You can edit your project by going onto the timeline and: Adding transitions between media to suit your style Adding audio on top of your images and videos Adding filters to change the way the images appear on the screen Trimming away unwanted beginnings and ends of media Adding themes to your project to suit your style	Other Knowledge I need to change my password if it is shared, lost or stolen. A value stored as a variable can change over time, like points in a game or a step counter. It is important to challenge and reject inappropriate representations online. A physical system (e.g. computer game) is controlled by a program
Key Skills Online Safety Explain how to report online in different contexts. Screen shot and save bullying as evidence. Implement different strategies to prevent online activity from affecting physical and mental health. Explain why it is important to ask for help, until I receive it.	Key Skills Digital Literacy Create a movie using a combination of media and tools. Present information for a specific audience Edit work to have maximum impact on the audience for my work.	Key Skills Coding Use variables in a program to make events occur in response to other actions. Read a series of code to predict what will happen when the program runs. Program a device using code. Debug programs involving variables.
Key Vocabulary Inappropriate— not suitable behaviour or actions Consequence - a result of something happening Social media - websites and applications where users can share content REPORT— formally providing information about an incident to a website BLOCK - prevent someone from contacting you online Evidence - facts or information which is used to support a point Screenshot - a picture taken of how a screen looks at a certain moment Forwarding - sending information received on technology to someone else	Key Vocabulary Project - The movie that you are putting together Media - Any images, video and audio that are involved in your project Transition - How one piece of media changes to a different piece Caption - Words that appear within a project Import - To insert media from your iPad into iMovie Timeline - The order that the media is played, similar to a storyboard Preview - Shows you what your project will look like so far Trim - Shortening the duration of a piece of media Undo - To reverse what you had just done as though it had never happened Split - To break up a piece of media into two pieces at the selected point Theme - The overall style of your project. You can select from a number of set themes Filter - To place cinematic effects over pieces of media Edit - to change something by correcting it, adding to it or deleting something	Key Vocabulary Sprite - A graphic on the screen with a location, size and appearance. User - Someone who uses something, including software and hardware. Algorithm - A set of instructions Program - a set of instructions that a computer can follow Behaviour - An action that a sprite performs continuously until it's told to stop. Debugging - Finding and fixing errors in programs. Variable - a value that can change in a program Input - what the user gives to the computer Event - An event is an action that causes something to happen.
cross curricular links		

Computing - Progression

Computing - Progression		
Summer 1	Summer 2	
Word Processing using Microsoft Excel	Word Processing using Microsoft Publisher	
Key Knowledge Using 'if' in Excel, can change the content of a cell. Conditional formatting can change the appearance of a cell. Pressing the CTRL + ALT + DELETE buttons on the keyboard at the same time allows me to troubleshoot.	Key Knowledge Microsoft programs have a similar layout, so if I can use one, I can use them all. Pressing FN + PRINT SCREEN buttons on the keyboard at the same time copies what is on the screen. By clicking the icon on the LAYOUT tab, I can organise my writing into columns.	
Other Knowledge Age rating content protects children. I can use simple formulae to save time typing out numbers I can use function machines to predetermine what will happen to the data I input	Other Knowledge What you read online can be written to influence, persuade and manipulate the reader Taking a screenshot can be used to report online bullying You can insert pictures to a document in a variety of ways You can insert text boxes so that the text can appear in specific locations. You can change the properties of a photo so that they can remain in a fixed position or move in line with text as well as apply visual effects to them.	
Key Skills Using conditional formatting on Excel to control the presentation of the spreadsheet. Using Excel to create a function machine	Key Skills Reporting inappropriate online content to the website Implement previous knowledge and skills about common features of Microsoft programs to navigate unfamiliar software. Organise a document so its purpose and meaning are clearer to the audience (including use of columns).	
Key Vocabulary Age rating - legal age at which a child can watch a film or play a game Spreadsheet - A computer program that represents information in a grid of rows and columns. Any cell in the grid may contain either data or a formula that describes the value to be inserted based on the values in other cells. Cell: the boxes you see in the grid of an Excel worksheet Columns - Vertical reference points for the cells in a spreadsheet. Rows - Vertical reference points for the cells in a spreadsheet. Conditional formatting - changing the look of a cell or cells dependent upon a variable	Key Vocabulary Influence - the power to affect others Persuasion - deliberately using influence Manipulation - unfairly change something to your own advantage Disinformation - false information that is put online with the intention to be shared and mislead people Microsoft Office - A series of applications designed to aid productivity on computers Column - A vertical line of cells or text Screenshot - a picture taken of how a screen looks at a certain moment Text box - An object that allows the user to insert text to the document	