

## Year 4 - Computing

### Microsoft Office 365: Website

06.01.2026 LS/MC

#### NC Objectives:

Understand computer networks including the internet; how they can provide multiple services, such as the world wide web and the opportunities they offer for communication and collaboration.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Key Vocabulary: audience, content, features, information, Microsoft Sway, progress, web browser, web page, website, WWW

LO: To explore the features of Microsoft Sway

#### Lesson 1:

#### Recap and recall

Microsoft  
PowerPoint. LY

Type username and  
password, then  
click sign in. AF

Can you remember and demonstrate how to log in to your email account?

Can you remember how to make text bold, italic or underlined?

What is the easiest way to copy and paste in a document?

Can you name any software that can be used to create a presentation?

Use the icons in the  
toolbar. AM

CTRL C + CTRL V

## Attention grabber



## Websites

- Which websites do you visit regularly?
- What is the purpose of these websites?
- Who are they aimed at?



## Websites

- Websites are used to share information with a wide audience.
- This means that once published, they are visible anywhere in the world.



## Web page

- A web page can be made up of text, images, videos and links.
- A website is a collection of web pages that usually link together.

## Microsoft Sway

Website design often looks similar to creating a presentation and has many of the same features.

- What kinds of features are usually included in a presentation?

## Main event



© Image courtesy of Microsoft

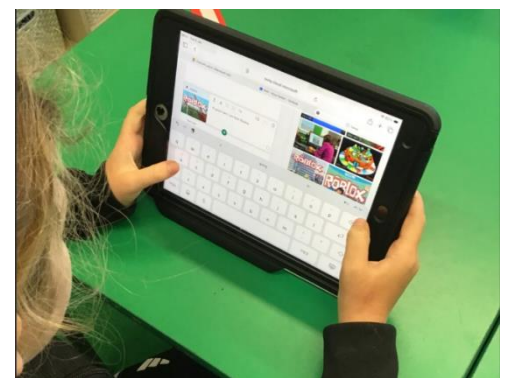
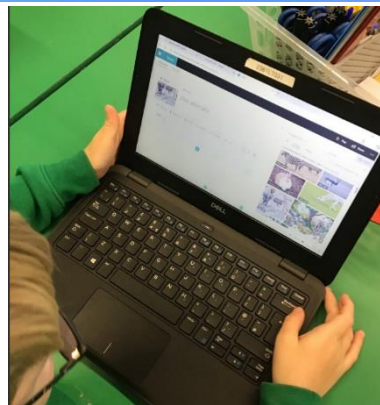
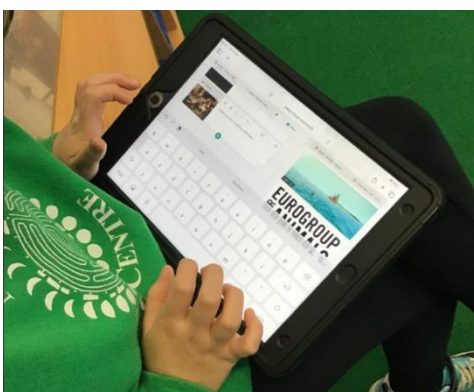
## Creating a Sway

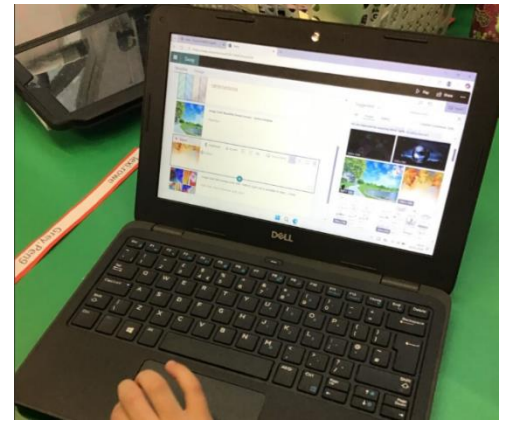
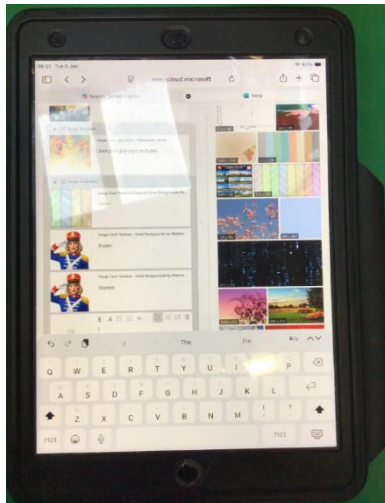
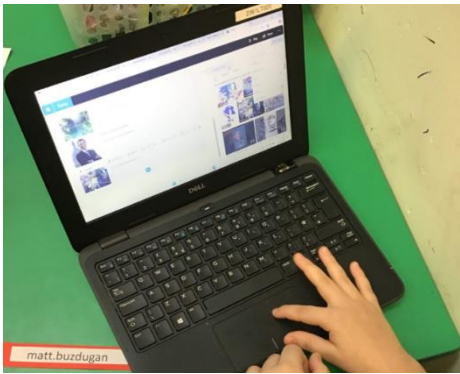
1. Add a 'Title' and 'Background image'.
2. Add 'Heading 1'.
3. Add 'Text'.



Some ideas of a theme for your website:

- A hobby.
- Your class.
- Your family or friends.
- Favourite food or animal.





## Wrapping up

Use design mode to see what your work will look like.

What went well?

What are your next steps?

## 13.01.26 LS/MC

### NC Objectives:

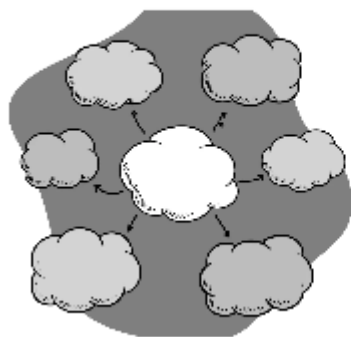
Understand computer networks including the internet; how they can provide multiple services, such as the world wide web and the opportunities they offer for communication and collaboration.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Key Vocabulary: collaboration, content, contribution, hyperlinks, online, style, webpage, content, design, images, review, tab, website.

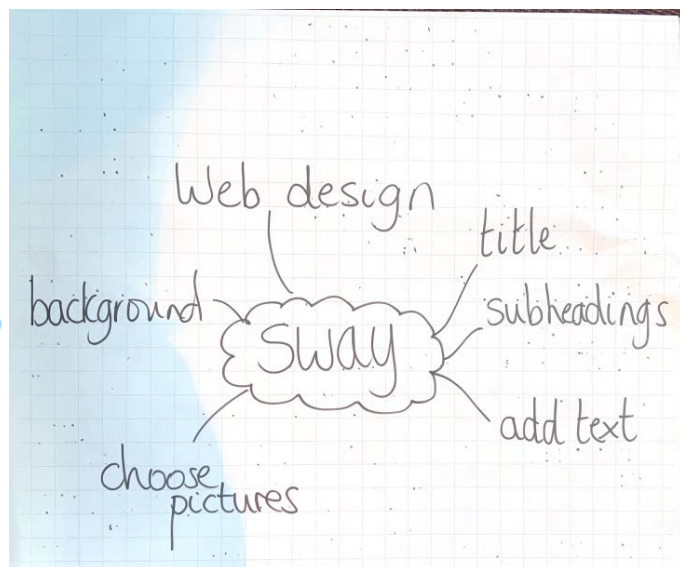
LO: To plan content for a collaborative webpage.

### Recap and recall



### Mind map

Create a mind map to show everything you learnt about Microsoft Sway in the last lesson.



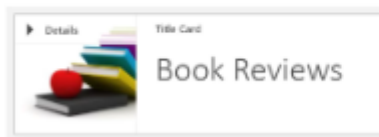
### Attention grabber



Last lesson, you looked at how to use Microsoft Sway to create a webpage.

Today, you will work collaboratively on a class webpage based on book reviews.

### Storyline view



Storyline view shows your template, where you can add your content.

### Design view



In Design view, you can edit the style.

You will make a webpage about your favourite book and this will form part of a class website.

- What good books have you read recently?

Storyline view shows the template where content is added.  
Design view allow the layout and style to be edited.

# Main Event

## Book review plan

Title of book:
Author:
Brief synopsis of the storyline:
What I liked about it:
What I did not like about it:
Star rating out of five:

Use the *Activity: Book review plan* to make notes and sketch images that you might want to find and include.

## Editing skills

- Who knows how to add a heading card?

### Adding a heading card



- Click the + sign at the bottom of the pane.
- Add a title and image.
- Stay in this heading section and click the + again to add text.

Activity: Book review plan

Key

Title of Book:
<i>Book of the body and how it works</i>
Author:
<i>Alex, Faith &amp; Dawn Schwartz</i>
Brief synopsis of the storyline:
<i>What is the book about?</i> <i>all about the body and how it works</i>
Who are the main characters? Who was your favourite character? Why?
<i>Learning and Enrichment</i>
Who would you recommend this book to? Why?
<i>who ever likes about the body</i>
Star rating out of five:
★☆☆☆☆

apow

Activity: Book review plan

Title of book:
<i>Your Growing guts and Dynamic Digestive Systems</i>
Author:
<i>Paul Mason</i>
Brief synopsis of the storyline:
<i>Find out how your body works.</i>
What I liked about it:
<i>It gives you lots of interesting facts</i>
What I did not like about it:
<i>That it is all about your guts which is where your poo comes out of.</i>
Star rating out of five:
<i>2 1/2</i> ★★★★☆

Activity: Book review plan

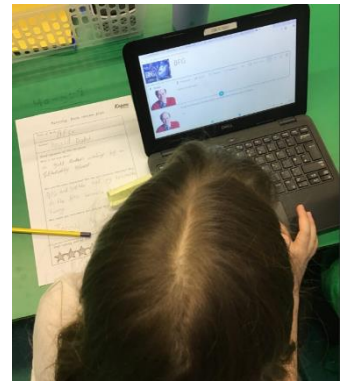
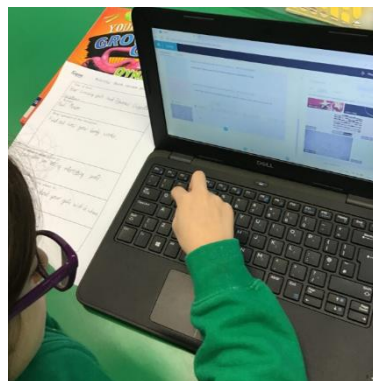
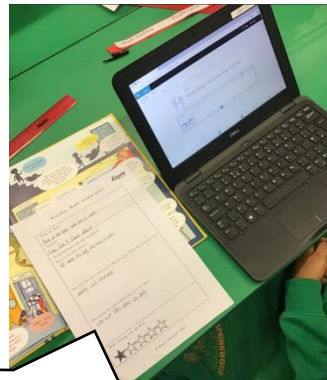
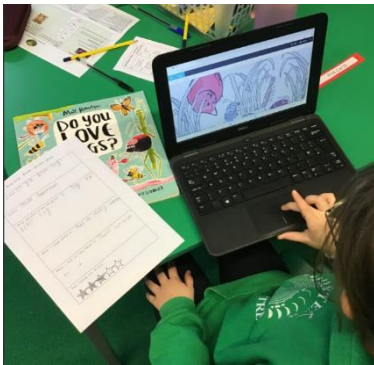
K

Title of Book:
<i>the gruffalo's child</i>
Author:
<i>Julia Donaldson</i>
Brief synopsis of the storyline:
<i>What is the book about?</i> <i>It is about a kid that goes in the forest in the night.</i>
Who are the main characters? Who was your favourite character? Why?
<i>the <del>kid</del> kid</i>
Who would you recommend this book to? Why?
<i>family</i>
Star rating out of five:
★★★★★

Activity: Book review plan

M

Title of Book:
<i>Mag and the Body</i>
Author:
<i>Judith Kerr</i>
Brief synopsis of the storyline:
<i>What is the book about?</i> <i>A cat that comes through eating a body.</i>
Who are the main characters? Who was your favourite character? Why?
<i>MAG</i> <i>NO BECAUSE IS A CAT, AND FURY</i>
Who would you recommend this book to? Why?
<i>Alan because he has a cat. CHILDR drop. MAY BECAUSE HE DID NOT READ THE BOOK.</i>
Star rating out of five:
★★★★★



Who can demonstrate how to add a heading card, image or text?

## Wrapping up

The screenshot shows the homepage of 'The Children's Book Review' website. The header includes a navigation menu with links like Home, Submission Guidelines, Advertise, Mentorship, Editing Services, About, and Contact. Below the header is a search bar and a 'SUBSCRIBE' button. The main content area is divided into sections: 'BROWSING: ADVENTURE' featuring book covers for 'Cone and Skate' and 'Mari-chan and Roboto Bunny', and 'RECENT ARTICLES' listing several book reviews. The website layout is clean and organized, with clear headings and descriptive text for each book review.

The text is written in standard English using full sentences.

Why does your website content have to be detailed?

Is there anything about the style of writing on this website you could put into your own book reviews?

### **Lesson 3 LS/MC 27.01.26 (Please note this lesson was attempted last week, but the internet was down)**

#### NC Objectives:

Understand computer networks including the internet; how they can provide multiple services, such as the world wide web and the opportunities they offer for communication and collaboration.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Key Vocabulary: embed features hyperlink insert webpage

LO: To create an engaging webpage.

## Recap and recall:



### 3, 2, 1

Write down...

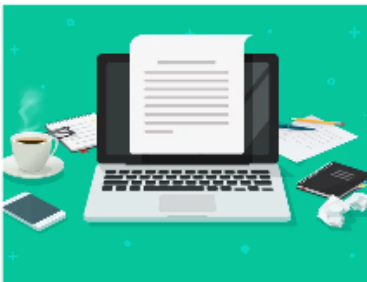
- Three things you can do on Microsoft Sway.
- Two things you found interesting about creating a webpage.
- One question you still have about webpages.

Create a page with title, insert images, select themes.

How can I make my webpage look more interesting?  
How do I check what my website will look like on a tablet or phone?  
How do I publish my website?

## Attention Grabber:

Who can demonstrate the following skills?



- Creating a new Microsoft Sway.
- Adding a title.
- Inserting an image.
- Adding a header.
- Switching to design mode.

What is Microsoft Sway?  
How do you edit the content in Microsoft Sway?

We will transform a Microsoft Word document into a Microsoft Sway webpage and learn how to add videos and hyperlinks.

Kapow Primary

### Amazing animal facts

#### Elephants

Elephants are the world's largest land animal. A baby elephant at birth can weigh up to 19 stone! There are two types of elephants: African and Asian. You can tell the species apart by their ears. African elephants have much larger ears. African elephants also have two 'fingers' at the end of their trunk whilst Asian elephants only have one.

#### Giraffes

Giraffes are the world's tallest mammals. Although giraffes have incredibly long neck, they are too short to reach the ground; so giraffes have to spread their legs or kneel to reach the floor. A giraffe's neck only has seven bones in it, just like a human, but their bones are much longer. Giraffes hardly sleep; they only need up to 30 minutes of sleep per day!

#### Penguins

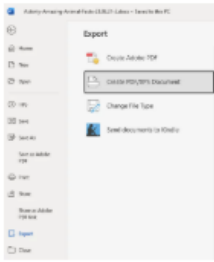
The collective noun for a group of penguins in the water is called a 'raft' but on land the collective noun is 'a waddle'. Penguins spend half their time in water and half on land. There are 18 different species of penguin, the Emperor Penguin is the tallest. A lot of people think penguins have wings, but these are actually flippers.

#### Rhinoceros

There are five species of rhinos, however, three of these are listed as 'critically endangered'. Their name 'rhinoceros' means 'nose horn'. Javan and Indian rhinos have one horn whereas the white, black and Sumatran species have two horns. Male rhinos are called 'bulls' and female rhinos are called 'cows'. Rhinos love the mud, they like to roll around it to keep them cool and stop insects biting them. |

## Main Event

### Transforming a document



1. Open up the Microsoft Word document 'Amazing Animal Facts'.
2. Click File then Export.
3. Click Create PDF/XPS Document.

### What is a hyperlink?

A hyperlink is some text or image on a webpage that, when clicked on, sends you to a different place.



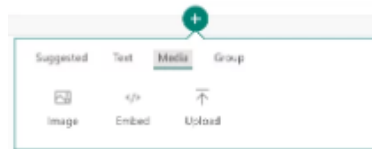
Use the link button to either add a webpage directly or add to some text.

- Which do you think looks more professional?

### Emphasis and accent

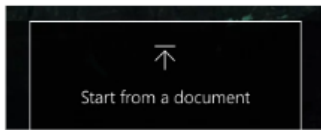
**E** Emphasize     *A* Accent

- Emphasis: this will make words appear bold.
- Accent: this will make words appear in *italics*.

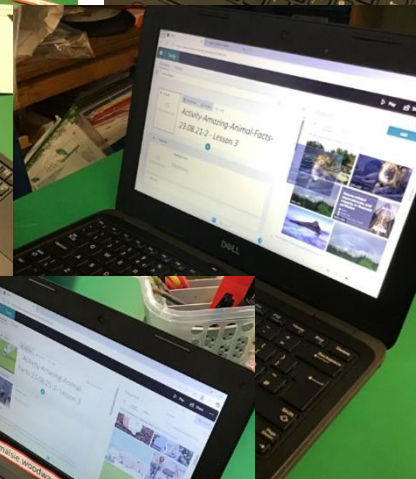
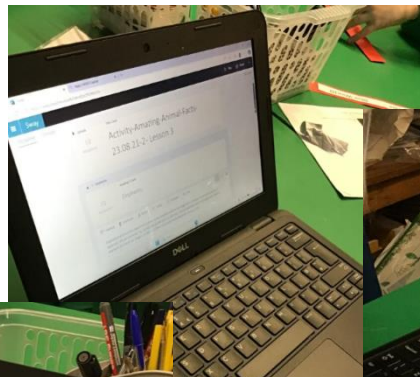
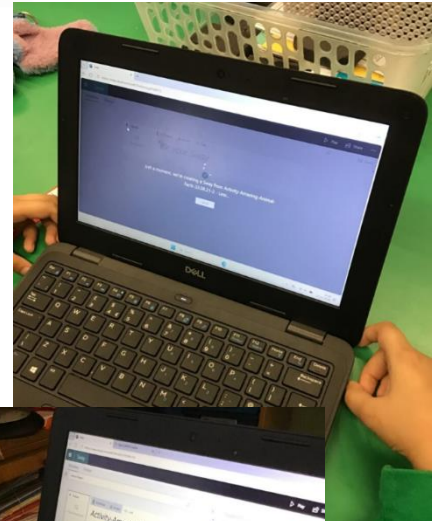


Here you can directly add images or videos.

### Your Microsoft Sway



1. Select Start from a document on the Sway homepage and then select the PDF from your Word document.
2. Edit the document to improve its appearance by adding features such as headers, captions, hyperlinks, images and videos.



How can we check the design?  
How can we edit the text?

## Wrapping up

### Let's share our work!



- What went well with this page?
- Which features did you include?
- Which features would you like to include if you had more time?

## Lesson 4 LS/MC 10.02.26

### NC Objectives:

Understand computer networks including the internet; how they can provide multiple services, such as the world wide web and the opportunities they offer for communication and collaboration.

Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Key Vocabulary: create, design, features, hyperlink, information, plan, web page website.

LO: To plan and create a website.

## Recap and recall



### Anagrams

Can you unscramble these keywords we used last lesson?

1. bedem
2. serint
3. erhylipnk

Embed  
Insert  
Hyperlink

## Attention grabber



- What is the difference between a website and a webpage?
- What is a link to another website or page called?

## Things to think about...

- What information do you think is important to share on your website?
- What subheadings do you want to include?
- What style will you choose?

A webpage is one page within a website. A website is a collection of hyperlinked web pages.

A hyperlink is the link to another website or page.

What information do you think is important to share on your website?

What subheadings do you want to include?

What style will you choose?

### Main Event

### Wrapping up



### Your designs

- What will the focus be for each section?
- What features have you planned to use on your site?

Can you give constructive feedback to your peers?

### Lesson 5 LS/MC 10.02.26

#### NC Objectives:

Understand computer networks including the internet; how they can provide multiple services, such as the world wide web and the opportunities they offer for communication and collaboration.

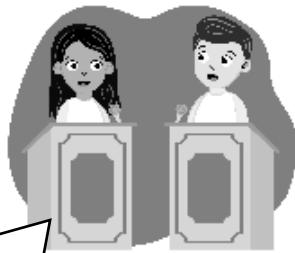
Use technology safely, respectfully and responsibly; recognise acceptable/unacceptable behaviour; identify a range of ways to report concerns about content and contact.

Key Vocabulary: evaluate, plan, webpage, features, stack, website

LO: To create and evaluate a website.

## Recap and recall

What pages will you create?



## Speak like an expert

Spend one minute talking to your partner about your website plan.

Use key vocabulary to sound like an expert

What will the overall theme be?

What information and images will you include?

## Attention Grabber



## Your website

- What have you planned so far?
- What is your website about?
- What is the most important thing to include on your website?

The stack option allows images and text to be 'stacked' onto each other that rotates when you click them - this is like shuffling a deck of cards.

## Main Event



## Create your website

Your website will need to have appropriate headings around our class topic.



## Bonus feature!

Investigate the 'stack' option.

- Can you include a series of images and text?

Learning objective: To plan and create a website.

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Date: 10.2.2026  
Name: Ella Ahia

### Planning my Microsoft Sway

Pages in my site: Viking clothes Viking longboats Viking houses Viking armour	Website or YouTube videos to embed or link to: horrible histories
Images to include: Viking fights, arrows, houses, longboats, clothes	Styles, colours and fonts: large font newspaper style Maroon/Red/brown colours
Any other notes or ideas:	

Learning objective: To plan and create a website.

Kapow Primary

Date: 10.02.26  
Name: FISH GEORGE, ALEX

### Planning my Microsoft Sway

Pages in my site: Fighting, Vikings, killing	Website or YouTube videos to embed or link to: Fighting // V Fighting or killing. x
Images to include: Vikings weapons, longboats	Styles, colours and fonts: big, small, bold
Any other notes or ideas:	

Learning objective: To plan and create a website.

Kapow Primary

Date: \_\_\_\_\_ Microsoft Sway design sheet

Name: Oliver / Ryan What would you like your web pages to look like? Draw your design below.

Title: Food, Farming, games.

Heading 1: gaming  
Text including (notes): viking settles farming a lot and get food.

Design style: (circle all that are appropriate) Vertical Horizontal Slides

Additional content: (circle all that are appropriate) Image Video Hyperlink

Heading 2: Vegetables  
Text including (notes): They give you energy to farm.

Heading 3: Grains  
Text including (notes): Always wash your hands before using or farming.

Additional content: (circle all that are appropriate) Image Video Hyperlink

Learning objective: To plan and create a website.

Kapow Primary

Date: 10.02.26 Microsoft Sway design sheet

Name: Elabha and Alice What would you like your web pages to look like? Draw your design below.

Title: viking facts

Heading 1: \_\_\_\_\_  
Text including (notes): I will need videos to give me facts about the vikings.

Design style: (circle all that are appropriate) Vertical Horizontal Slides

Additional content: (circle all that are appropriate) Image Video Hyperlink

Heading 2: \_\_\_\_\_  
Text including (notes): Viking homes because we can learn how they live

Heading 3: \_\_\_\_\_  
Text including (notes): Dark and bold because it makes them look scary

Additional content: (circle all that are appropriate) Image Video Hyperlink

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Can you self-assess your site?

**Wrapping up**

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Activity: Microsoft Sway self and peer evaluation

Feature of website	Self	Peer
<b>Basic skills</b>		
Website has at least three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Text on each section	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
An image on each page	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
A link to another website	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

Feature of website	Self	Peer
<b>Advanced skills</b>		
A header image	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Stacker used	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
More than three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

	Self assessment	Peer assessment
What went well	<u>that we worked together</u>	<u>no arguments</u>
Next steps	<u>doing it more consistent</u>	<u>more links and information</u>

Kapow Primary

Activity: Microsoft Sway self and peer evaluation

Feature of website	Self	Peer
<b>Basic skills</b>		
Website has at least three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Text on each section	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
An image on each page	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
A link to another website	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

Feature of website	Self	Peer
<b>Advanced skills</b>		
A header image	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Stacker used	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
More than three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

	Self assessment	Peer assessment
What went well	<u>We done a lot of it and pictures to right more</u>	<u>the other group added virus pictures</u>
Next steps	<u>1. Information about it</u>	

Kapow Primary

Activity: Microsoft Sway self and peer evaluation

Feature of website	Self	Peer
<b>Basic skills</b>		
Website has at least three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Text on each section	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
An image on each page	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
A link to another website	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

Feature of website	Self	Peer
<b>Advanced skills</b>		
A header image	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Stacker used	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
More than three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

	Self assessment	Peer assessment
What went well	<u>i did all headings did good work</u>	
Next steps	<u>more text</u>	<u>better images</u>

Kapow Primary

Activity: Microsoft Sway self and peer evaluation

Feature of website	Self	Peer
<b>Basic skills</b>		
Website has at least three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Text on each section	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
An image on each page	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
A link to another website	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

Feature of website	Self	Peer
<b>Advanced skills</b>		
A header image	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
Stacker used	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉
More than three different headings/sections	☉ • ☉ • ☉ • ☉	☉ • ☉ • ☉ • ☉

	Self assessment	Peer assessment
What went well	<u>We tried to add a link</u>	
Next steps		

**Let's evaluate!**

- Fill in the self-evaluation sheet for your website.
- Show your website to a friend and ask them to fill in the 'peer' column.

Can you peer evaluate?

Remember once you press 'Publish' their website is live to the world.

- ✓ What have you enjoyed most about web design?
- ✓ How could you use these skills in the future?