

COMPUTING – WORD PROCESSING

Summer 2 2022

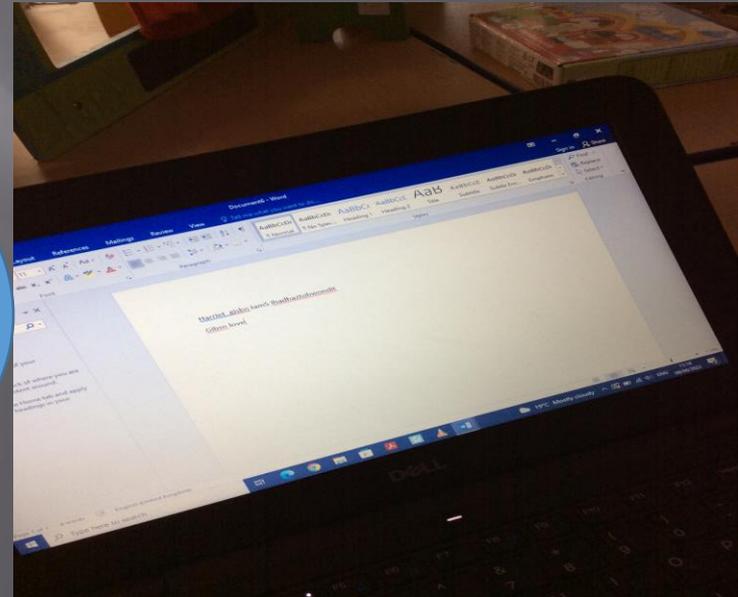
Typing skills



I remember I need to use my left hand on the left side and my right had on my right side.



All the letters are capital letters. It's a good job I know my capital letters, isn't it?



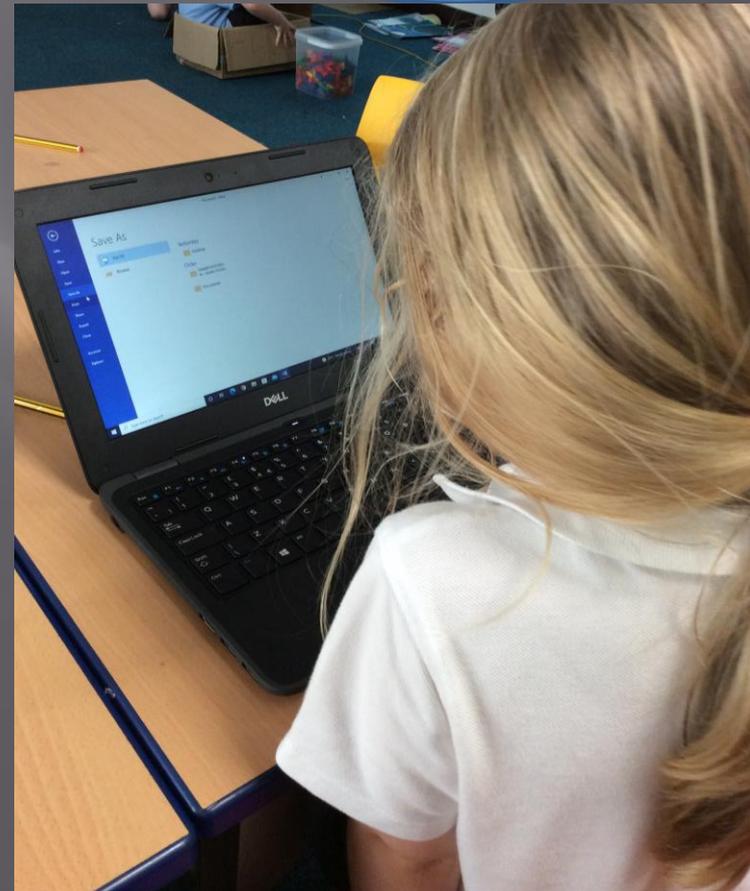
Learning how to 'save' our work.



Sometimes, this is used as a symbol to mean 'save'; instead of having the word.

We should save our work so that we don't lose it.

You have to go file, save as and then choose desktop so it is easier to find and then put your name.

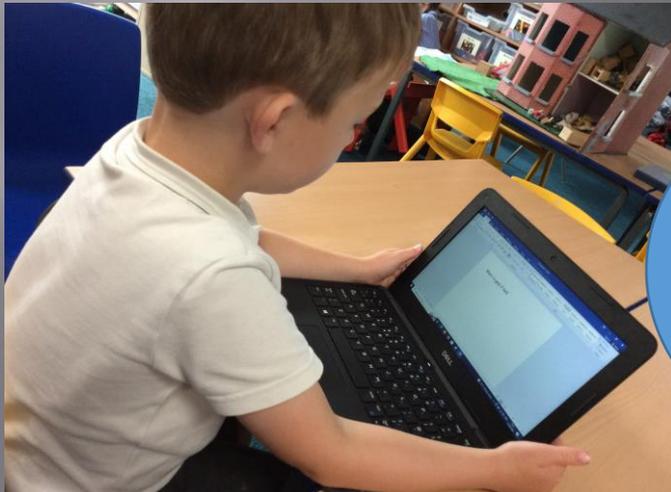


I can edit text without having to delete it all and start again

Miss Gillespie had typed a sentence wrong and the children had to edit it to make it correct.

Instead of back space to delete it all, we can use the arrows to move to where we need to be.

I can do this! I can use the left and right arrows.



Oh no, I pressed back space too many times and now it's all gone.



Un do and re do – perfect for when we accidentally delete something.



The undo and redo symbols are arrows

This is so cool so I don't have to re-type it all.

Re-do brings it back again. Un do deletes it and takes it away.

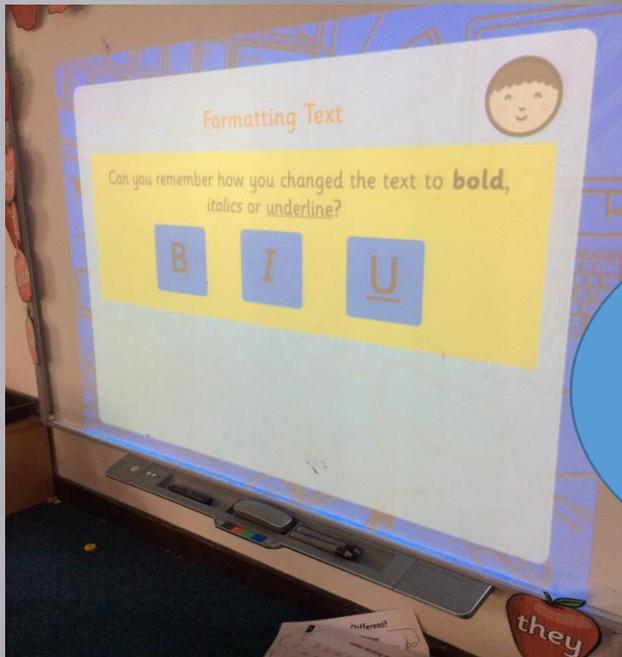


Undo

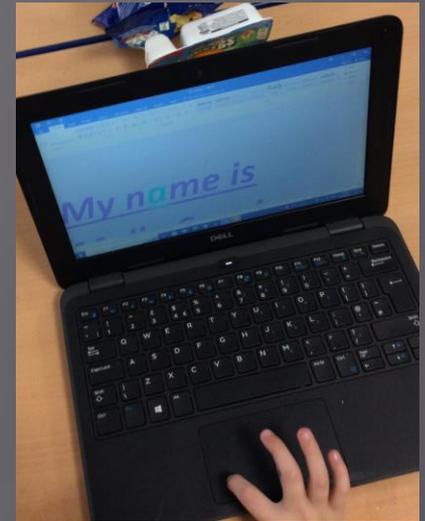


Redo

Formatting

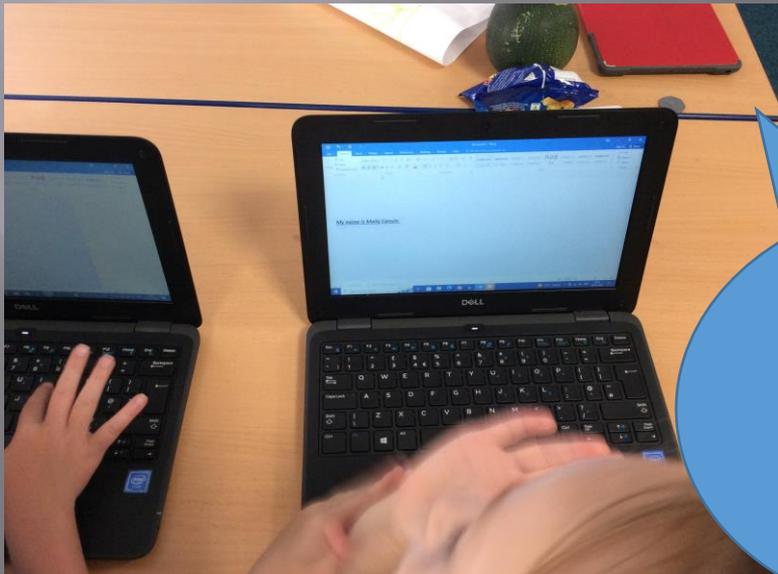


I made each letter a different colour and put a line underneath it.

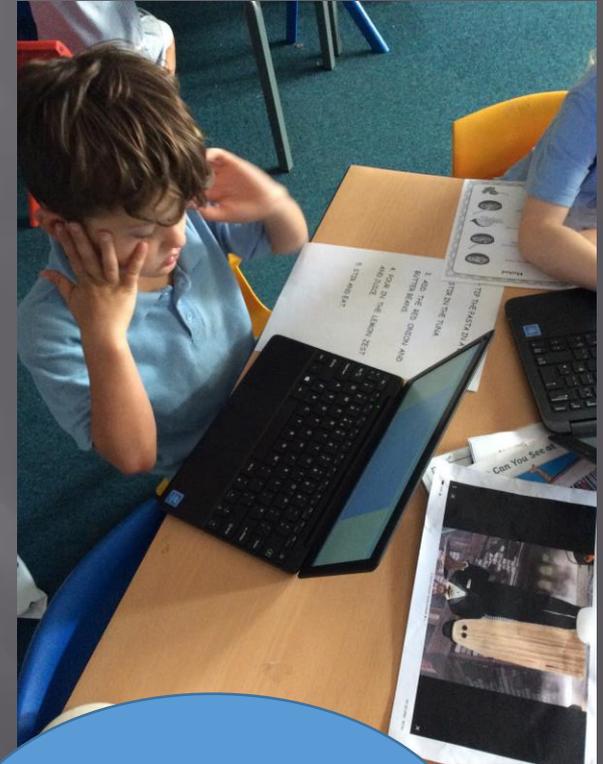
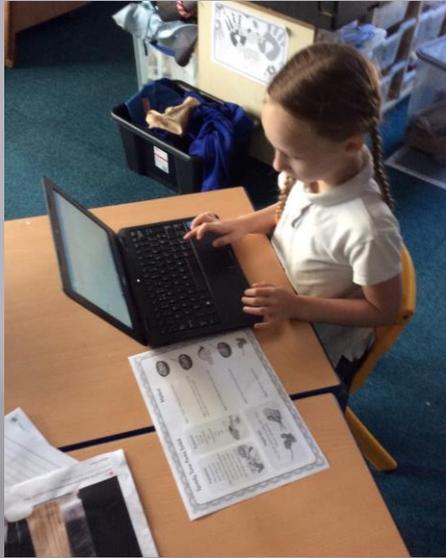


I like pressing the 'B' symbol to make it bigger and thicker and easier to see.

I made some letters gigantic and some really small, it looks like a rainbow too now.



Using our new skills to type our DT pasta recipe



Okay, I am going to do the title underlined and bigger and then the writing smaller.

I remembered how to make the writing bigger.

I am going to do the title in a different colour so it stands out.

Computing

FLE YR /1

Word Processing

What we already know:

- We typed up information about the UK using PowerPoint.
- Internet safety and naming our work to take ownership.
- Using the Paint app to create images with text.



Our Endpoint

A typed recipe for a salad I will have created in DT.

Forever Facts

I know how to save my work.

I know and recognise the Word program symbol as well as other common symbols: @ ! £ 

I know how to open and use Microsoft Word.

I know it is more efficient to use my left hand to type on the left side of the keyboard and my right hand to type on the right side of the keyboard.

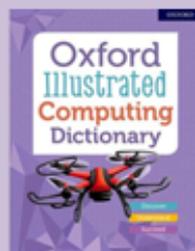
Skills

- I can find and open the Microsoft Word program.
- I can use the shift key for capital letters and space bar for finger spaces.

Culture Capital

- You may wish to work in an admin role/editing/writer etc.
- How to use technology in a technology-driven world in a variety of different ways.

Exciting books



Subject Specific Vocabulary

Edit	To check through and change/correct.
Save	To keep. You can revisit it later.
Undo / Re-do	To undo is to remove the last action you performed, to re-do is to restore your last action.
Text	Words, writing.
Symbol/Logo	A mark that represents/means something else.
Typing	Creating text using a computer keyboard.