

Word processing skills: Year 1

Key Question: How can you change the writing on the computer?

What I should know already:

- I know how computers are used for jobs and for personal use.

What I will know by the end of the unit:

- I can log on and off the network.
- I can type various words onto a computer using a keyboard extension - with both hands.
- I can save and retrieve my work.
- I can use the space bar and delete key to edit my work.
- I can select different fonts for different purposes.
- I can use the undo and redo actions.
- I can use the shift key to switch between lower and upper-case letters.
- I can use the enter key to move the writing to the next line.

Hardware and software to be used:

Chromebooks
Google Docs

Possible experience/outcome:

- Write their names using capital letters.
- Write class name using capital letters.
- Change the fonts and colours etc.

Key Vocabulary:

Typing- writing using a keyboard

Keyboard- the bank of letters used to type onto a computer

Mouse- a small pad or hardware used to navigate the screen

Space bar- the large center button that is used to create a finger space between words

Editing- to change and adapt their work

Shift key- switches between lower and upper-case

Enter key- starts typing on the next line or a quick way to save something

Bold

Italics

Underline

Undo- undo the last action you performed on the program

Redo- redo the last action you performed on the program

Font- a design for a set of characters

Save- to save work to be worked on later

File- where you organise your work to be saved into

Retrieve- get back previous work you have saved

Delete- to delete letters that have been typed

Navigate- using the keys to scroll between letters





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Possible modification and challenge:

All children to have their log in details on slips of paper for them to access

Modification – time to practise logging on and off as key skill. The keyboard to be printed in lower case with upper case to aid finding correct key. Pictorial instructions if needed of how to change fonts

Challenge – to be an expert and help other children but not allowed to touch their computers. Children able to confidently say why they have chosen each font and size.