Using and Applying: Typing

Aim:

Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using word processing skills to type, format and save.

I can type and format text, then save my work.

Success Criteria:

I can type letters and symbols, including use of the shift key.

I can select text and change the size, type or colour.

I can format text in different ways (bold, italic, underline).

I can click, double-click and drag.

I can save my work in the correct place.

Resources:

Lesson Pack

Computers or laptops with MS Word or similar software

Key/New Words:

Type, word processing, keyboard, keys, shift, space, symbol, save.

Preparation:

Using Typing Skills Activity Sheets as required

Prior Learning: Children will have studied word processing skills in an earlier unit.
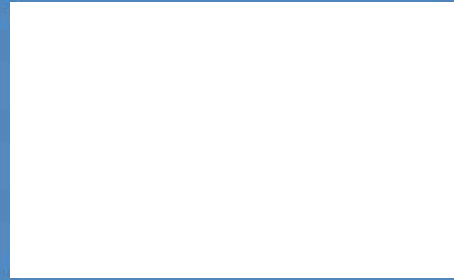
Learning Sequence

	Can You Remember? Ask children if they can remember any tips on using the keyboard to type words and sentences? How do you make a capital letter? What do you do at the end of a line if you're still in the middle of a sentence? What do you press to leave a space between words? How many times should you press the space bar?	
Whole Class	**Select and Format:** Remind children about using bold, underline and italic formatting. Can children select text and format in these ways? Recap other important typing skills to remember, including the difference between delete and backspace keys, continuing typing at the end of a line rather than pressing enter and using arrow keys to move around text.	
	Time to Type: Show children the four choices of topics to write about using the word processor. *Reassure them not to worry too much about spelling but to try their best, however the emphasis should be on using and applying typing skills.* Can children select text and change the size, type or colour?	

★★	Choose one of the four options to type some text (with additional prompts for ideas). Format text by changing size and font, and using bold, italic or underline options.	★★★	Choose one – or more – of the four options to type some text. Format text using more extensive checklist by changing size and font; using bold, italic or underline options; shift key for symbols and capitals.

Whole Class	**For Next Time:** Check that work has been saved correctly. For next time, we will open the file again and continue typing with some editing too. Can children remember how to use Undo/Redo and the keys for Delete/Backspace? Can children save their work in the correct place?	

Taskit

Illustrateit: Can you draw a picture on the computer to go with your typing?

Colourit: Can you change the colour of different words in your writing?

Readit: Can you read your writing back to yourself or someone else? Can you swap with a partner and read their writing on screen?

Computing

Using and Applying

Typing

Aim

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- I can select text and change the size, type or colour.
- I can format text in different ways (bold, italic, underline).
- I can save my work in the correct place.

Can You Remember?

Click the keys to find out!

1 Can you remember any tips on using the keyboard to type words and sentences?

2 How do you make a capital letter?

3 What do you do at the end of a line if you're still in the middle of a sentence?

4 What do you press to leave a space between words?

5 How many times should you press the space bar?

Select and Format

Another thing we can do to change our writing, is use the buttons for bold, underline and italic.

B   **U**   *I*

Can you select text and format in these ways? Remember to click and drag to highlight the text you want to change.

We also practised the difference between **delete** and **backspace** keys.

←

Delete

Can you remember what each one does?

Extra tips: Don't forget to carry on typing at the end of a line rather than pressing **enter** and use the **arrow** keys to move around text.

Time to Type

Now, choose from any of these four topics to write about using the word processor:

1 My Favourite Pet / Animal

Write about your favourite pet or animal. What type of animal is it? What is it called? What does it look like? Tell us all about it!

2 My Favourite Hobby

What do you like doing when you're not at school? Tell us all about your favourite hobby - whether it's dancing, playing a sport, computer games, riding a bike or scooter, or making crafts.

Time to Type

3 My Family

Who are the members of your family? Who lives in your house? Tell us anything about the people you know at home.

4 My School

What can you write about your school? What is it called? What is it like at your school? Tell us all about what you do and who else is at your school!

For Next Time

With a partner, check that each other's work has been saved correctly.

For next time, we will open the file again and carry on typing with some editing too.

Can you remember how to use Undo/Redo and the keys for Delete/Backspace?
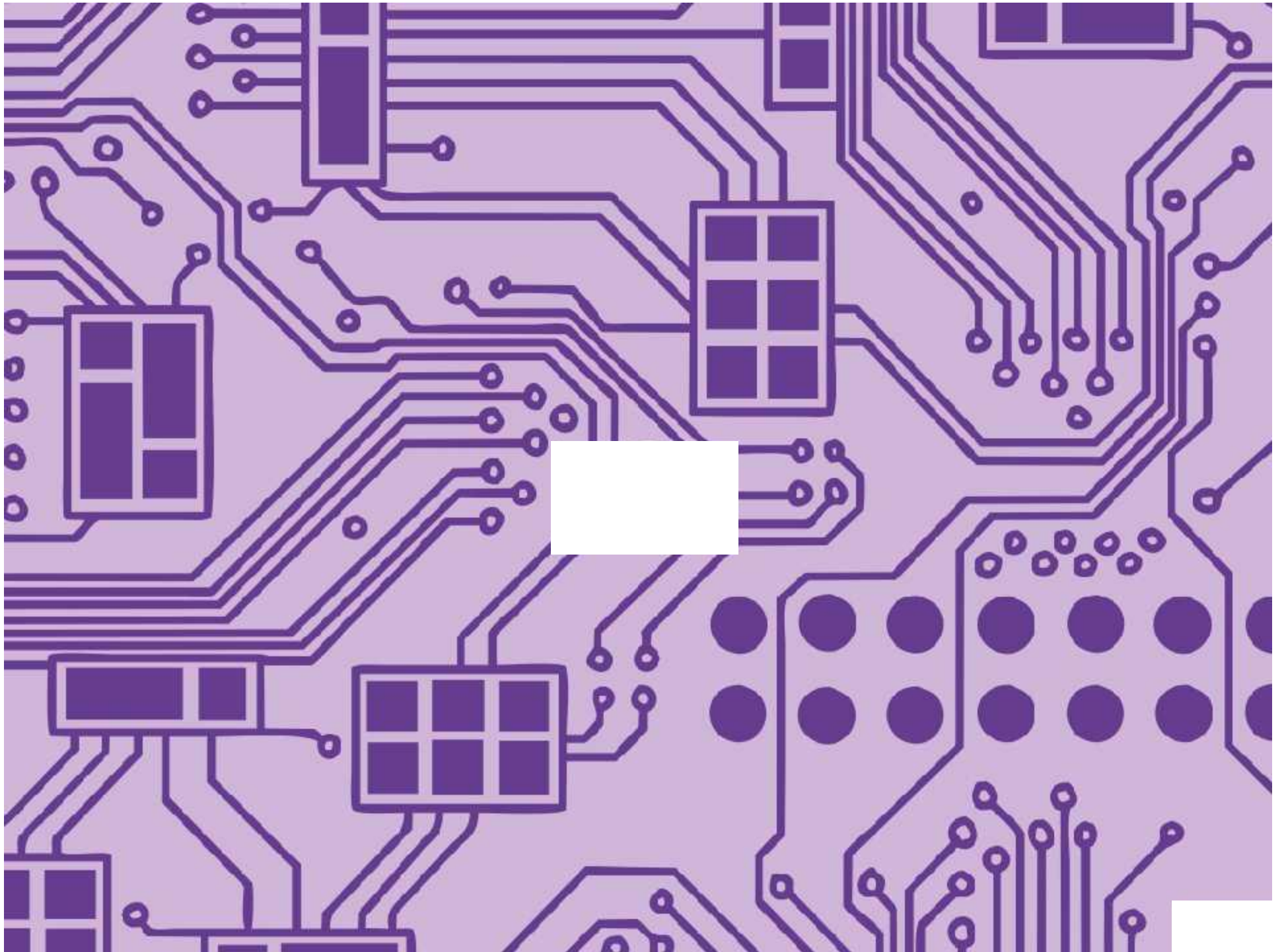
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Using and Applying Skills: Typing

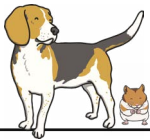I can type and format text, then save my work.

Choose from these options to write about using word processing software.

Show how you can format the text in these ways:

- [ ] change the size of font
- [ ] change the font style
- [ ] use bold, italic or underline options

1. My Favourite Pet / Animal	Write about your favourite pet or animal. What type of animal is it? What is it called? What does it look like? Tell us all about it!
2. My Favourite Hobby	What do you like doing when you're not at school? Tell us all about your favourite hobby - whether it's dancing, playing a sport, computer games, riding a bike or scooter, or making crafts.
3. My Family	Who are the members of your family? Who lives in your house? Tell us anything about the people you know at home.
4. My School	What can you write about your school? What is it called? What is it like at your school? Tell us all about what you do and who else is at your school!

Using and Applying Skills: Typing

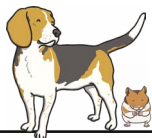I can type and format text, then save my work.

Choose one or more of these options to write about using Word Processing software.

Show how you can format the text in these ways:

- [ ] change the size of font
- [ ] change the font style
- [ ] change the colour of some of your writing
- [ ] use bold, italic and underline options in different places
- [ ] use the shift key to include symbols like ! or £
- [ ] use capital letters

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Using and Applying Skills

The purpose of the Using and Applying Skills unit is for children to review and recap learning from prior units in the year. It provides a chance to reinforce the skills and apply them in a new context.

The format of the unit at KS1 is the same as other PlanIt Computing units with 6 lessons. However, there is an assumption that the Using and Applying unit will be done after some/all of the previous units.

Some Using and Applying lessons will only rely on the prior teaching of one previous unit or a particular lesson.

In this case, Lessons 2 and 3 are focused on the Word Processing Skills unit, reinforcing the skills children need for typing and editing.

Work should be saved at the end of Lesson 2 in order to open and continue in Lesson 3.