

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, as well as saving their work.

In some cases, it may be enough for children to focus on locating and opening their saved work from Lesson 2 before continuing to type.












If an additional task is required, a further Activity Sheet is provided with this lesson pack to offer a new subject, whilst aiming to keep the focus on practising typing skills and using the keyboard proficiently.

Using and Applying: Editing

Aim: Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using word processing skills to open a file, edit and save. I can open saved work and edit text.	Success Criteria: I can locate and open a saved file. I can select text in different ways. I can use Undo and Redo tools. I can edit text using the arrow keys and delete or backspace buttons.	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: More Typing Skills Activity Sheet as required

Prior Learning: Children will have studied word processing skills in an earlier unit and started typing in the previous lesson.

Learning Sequence

	Selecting Text: Can children remember different ways to select text? (double-clicking, click and highlight with mouse, shift and arrow keys).	
	Correcting Mistakes: Can children remember how to use Undo and Redo for an immediate correction? What if we want to go back and change something earlier in a sentence or word? Do we need to delete everything we just typed? Remind children about using the arrow keys to navigate around the text.	
	Open and Edit: Can children locate and open their saved files from the previous lesson? Once opened, children check their work and read back, editing if possible. Encourage adding a title at this stage in order to add lines at the beginning and use bold/underline. Continue typing to complete work. Show examples of work and demonstrate opportunities to insert extra words, such as adjectives, or making changes such as capital letters or simple spelling (showing editing skills).	
	Edit, continue and complete typing from previous lesson. Individuals/pairs/groups to be directed by teacher/adult on suggested ways of editing.	
		Edit, continue and complete typing from previous lesson. Swap with partners for peer reviewing.
	More Typing Skills: As an additional task if required, children may continue typing in the same document by using the More Typing Skills Activity Sheet .	
	Skills in Action: Focusing on skills discussed during this lesson and previous lesson, can any children give examples of where they put those skills into practice? E.g. 'This is where I had to use backspace or delete.' 'This word has been selected and underlined.' 'This is where I put in an extra word and had to use arrow keys to reach the right place.'	

Taskit

Formatit: After saving your work, can you format some of your writing in any other ways? Try experimenting - change highlighting, background colour, alignment, text style.

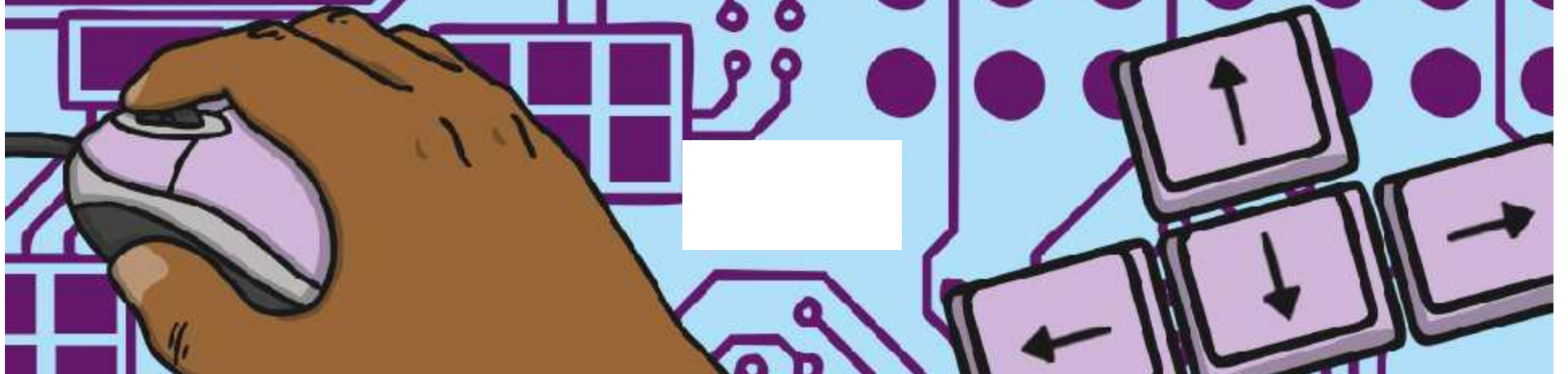
Typeit: Practise your typing speed with two hands. How quickly can you type your name? How quickly can you type a sentence?



Computing

Using and Applying

Editing



Aim

- I can open saved work and edit text.

Success Criteria

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Selecting Text



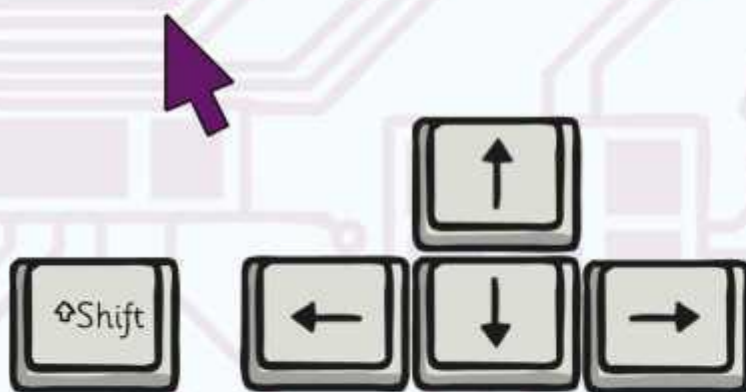
Can you remember any different ways to select some text?

You can double-click on a word.

You can click, drag and **highlight** with the mouse.

You can hold shift and press the arrow keys.

Let's try some of those ways out when typing.



Correcting Mistakes



Can you remember how to use **Undo** if something goes wrong?
Where is the Undo button on the word processor?

What if we want to go back and change something earlier in a sentence or word? Do we need to delete everything we just typed?

No! Don't delete everything you just typed. Just use the arrow keys to move around the text to where you want to make a change.



Open and Edit



Can we find and open our saved files from last time?
Who remembers where to find them and how to do it

Take a look at what you typed last time. Can you read it back to yourself?

Is there anything you can add or change?

You could add a title at the top and make it bold and underlined.

Carry on typing to finish your work.



More Typing Skills



If you finished typing your ideas from the last lesson, use the same document to try some new sentences.

Use the More Typing Skills Activity Sheet to see what you could write about.

More Typing Skills

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

Choose from one of the ideas below to use and apply your typing skills. Try to practise all the skills here:

- Type words and sentences using two hands.
- Include capital letters using the shift key
- Use a symbols such as £, ¢ or %.
- Format some words using bold, italic or underline
- Change the size, colour or style of text
- Save your work in the right place

1. Write a story about yourself riding your bike or scooter.	4. Write all about travelling on holiday. Did you go in the car? On a train? On a plane?
3. If you had the perfect toy, what would it look like?	4. Use any idea of your own that you would like to type sentences about.

Skills in Action



Thinking about the typing skills we have discussed during this lesson and last time, can anyone show or tell us an example of where you have put one of those skills into practice?

For example:

'This is where I had to use backspace or delete.'

'This word has been selected and underlined.'

'This is where I put in an extra word and had to use arrow keys to reach the right place.'

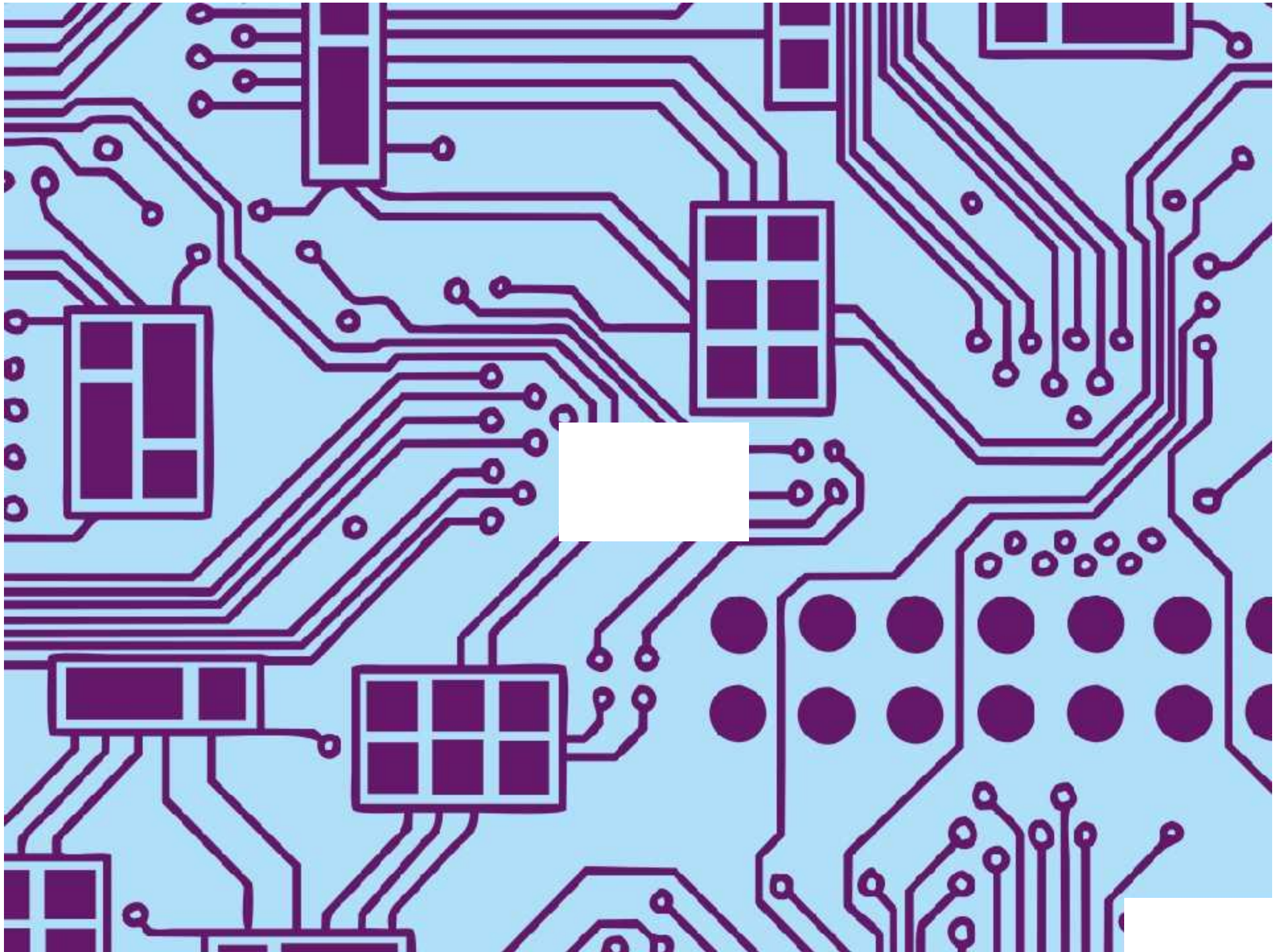


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1. Write some sentences about yourself riding your bike or scooter.

Where would you ride?

Who would be with you?

What else might happen?

2. Write some sentences about travelling on holiday. Did you go in the car? ...on a train? ...on a plane?

Where did you go?

What did you do while you were there?

Who else went with you?

What was your favourite part?

3. If you had the perfect toy, what would it look like?

What kind of toy would it be?

What colours would it be?

What special features would it have?

What extra things would it be able to do?

4. Use any idea of your own that you would like to type sentences about.





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