









# Word Processing Skills: Typing

<b>Aim:</b> Use technology purposefully to create, organise, store, manipulate and retrieve digital content in the context of using a word processing application to type a simple sentence.  I can type on a keyboard.	<b>Success Criteria:</b> I can use two hands to type.  I can use one space between words.  I can keep typing at the end of a line.  I can use the shift key for capitals.	<b>Resources:</b> <b>Lesson Pack</b>  Desktop computers/laptops  Word processor  Visualiser /webcam
	<b>Key/New Words:</b> Keyboard, type, key, shift, space bar, enter, return.	<b>Preparation:</b> Ensure that a word processing application is easily launched on the computers.

**Prior Learning:** It would be helpful if children are able to log on to a computer and launch a word processing application.

## Learning Sequence

	<b>Can You Type Your Name?</b> Ask the children to launch the word processor. They should then type their name and a sentence or two about themselves. Observe children: <i>Are they using two hands? How did they type the capital letter? Did they use shift key or caps lock? Do children press return or enter at the end of lines? How many spaces do the children put between lines?</i>	
	<b>Upper and Lower Case/Space/At the End of a Line...</b> Demonstrate the following: <ul style="list-style-type: none"> <li>• Using two hands when typing.</li> <li>• Typing capitals by holding down the shift key with one finger and typing with the other.</li> <li>• Explain that caps lock is only used when you need to type more than a few letters in capitals.</li> <li>• Use one space between each word and a space after a full stop.</li> <li>• How text moves down a line - they don't need to press return/enter at the end of a line (<i>unless it's a new paragraph, a title, a list or a poem</i>).</li> </ul> Use a visualiser or webcam if possible. Arrange the text and video side by side on the screen so the children can see both. ( <i>Use the windows + arrow keys to snap the windows left and right.</i> )	
	<b>...And Now for Some Sentences:</b> Children type a few sentences on the computer. This could be related to the learning in class this week, for example a story being used, or the children could write about something they have done themselves. Ensure children use the following: <i>Two hands, Shift, space and no return</i> . Children save or print their work as instructed.	
	<b>What Skills Have You Learnt Today?</b> Remind children of the key skills they have learnt in this lesson. With which skills are the children confident? <i>Ask the children if they know how to type a '?' or '£' sign?</i> This is in preparation for the next lesson, both in terms of assessing what the children know, and giving them a heads up for the learning in the next lesson.	

## Taskit

**Typeit:** Children practise typing using computers or portable devices, making sure they use the skills they have learnt.

**Designit:** Children could make a notice or simple poster to remind them of the skills that they need to use when they type.

**Challengeit:** Use the \_\_\_\_\_ for extension activities.



# Computing

## Word Processing Skills

# Typing



# Aim

- I can type on a keyboard.

# Success Criteria

- I can use two hands to type.
- I can use one space between words.
- I can keep typing at the end of a line.
- I can use the shift key for capitals.



## Can You Type Your Name?



Type your name and  
a sentence or two  
about yourself.



- Did you use 2 hands?
- Did you remember a capital letter?
- How did you type the capital letter?
- What did you do at the end of each line?
- How many spaces did you use between each word?

## Upper and Lower Case

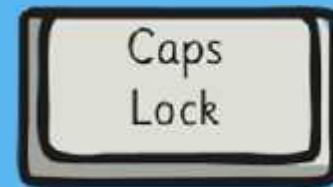
1. Always use 2 hands on the keyboard



2. Hold down the shift key for one or two capital letters.



3. Only use CAPS LOCK FOR LOTS OF CAPITALS.



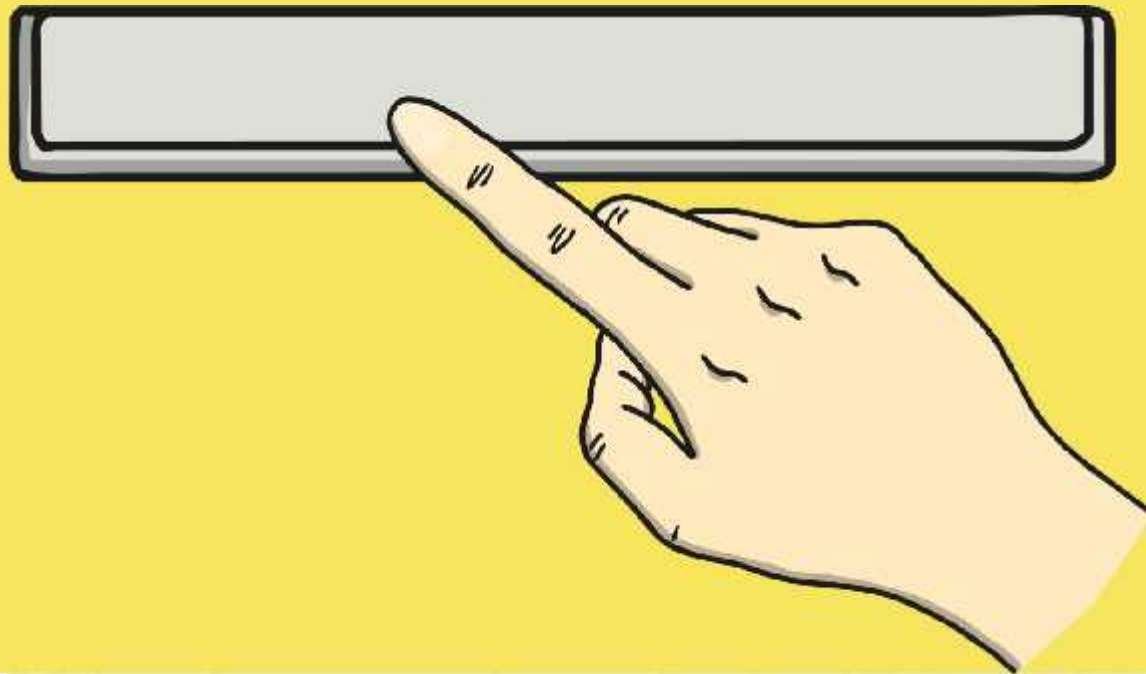
### Remember

CAPITALS on a computer is regarded as shouting.



## Space

Press the space bar **once** after each word and full stop.





## At the End of a Line...

Carry on typing at the end of a line...

... unless it's the end of a paragraph, a title, a list or a poem.





## And Now For Some Sentences...



Remember:

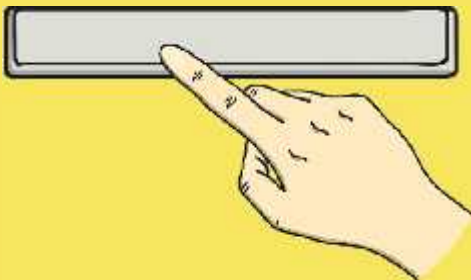
2 hands.



Hold shift for capitals.



One space.



Keep on typing at the end of a line.

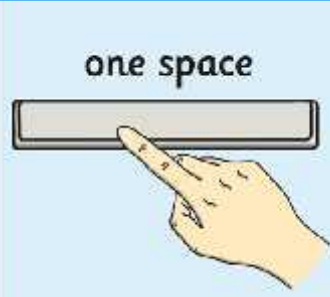


## What Skills Have You Learnt Today?

Can you remember the key skills from this lesson?



I can use 2 hands to type.



I can use one space between words.



I can keep typing at the end of a line.



I can use the <shift> key for a capital letter.

### For next lesson...

How would you type a ? or £ sign?



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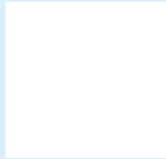
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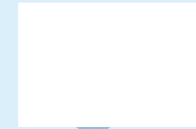
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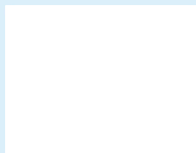
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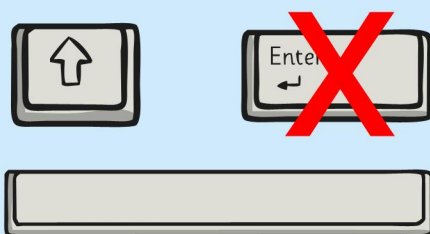


# Word Processing Skills Challenge Cards



Can you type the alphabet in lower case letters?

abcdefghijklmnopqrstuvwxyz...



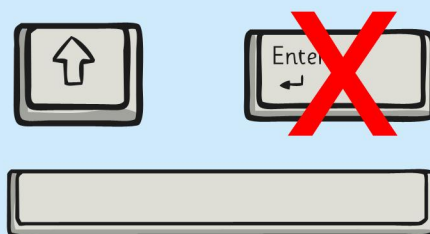
Can you type the alphabet in capital letters?

ABCDEFGHIJKLMNOPQRSTUVWXYZ...



Type a few sentences about your weekend.

Last weekend I ...



Write about your favourite toy.

My favourite toy is...

